



GOVINDA DASA COLLEGE

Affiliated to Mangalore University

Managed by H.V.Sangha, Surathkal

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Internal Examination Rules and Regulations

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Code of conduct

- Student must always observe absolute silence during examinations.
- Students who are caught cheating or deemed to have committed a dishonest act will be barred from taking examination and will be presented before discipline committee.
- A student who is absent for examinations must produce a valid reason. A letter should be given to the principal or examination coordinator requesting re-exam.

Before the commencement of the Examination

- Students who report 30 minutes after the examination has commenced may not be allowed to sit for the examination.
- Student who are late will not be given extra time.
- All students must be seated at the allotted places 10 minutes before the commencement of the examination.
- Students must bring their own stationery items for writing and instruments such as calculators.
- Electronic gadgets, communication devices, storing and capturing devices such as mobile phones, cameras, tablets, smart watches are not allowed.
- Students must switch off their mobile phones and keep them in their bags which are to be placed outside the examination room.

During Examination

- Students caught in possession of unauthorized materials other than those used for the examination are deemed to have committed a dishonest act.
- Students who communicate with each other verbally or non-verbally are deemed to have committed a dishonest act.
- Students are not allowed to borrow stationery items from each other.
- Students must stop writing immediately when told to do so by the invigilator at the end of the stipulated time.
- At the end of the examination students must hand over the answer scripts to the invigilator.

Examination Policy

Examinations are subject to the code of conduct as printed in the student's calendar. The college examination policy was constituted based on the guidelines of the university. Students are bound to follow all the applicable rules and regulations of the examination.

Instructions for students

- Students must be punctual and must be at the examination hall at least 10 minutes before the commencement of the examination.
- Student must leave all materials that are not specifically permitted outside the classroom and the college authorities take no responsibility for the safety of any of these items.
- Students should carry the required writing instruments, hall ticket and ID cards given by the college.
- Students should start writing the answers after the instructions are given by the invigilators.

- Students must check to ensure they have all pages of the question papers, must write their register number on the question paper, must fill in their register numbers and other details in the appropriate columns in the answer script / booklet, and must read the instructions.
- Verbal and non-verbal communication by the students is not allowed while being inside the examination hall.
- Student may not be allowed to enter the examination room 30 minutes after the commencement of the examination.
- A student is permitted to leave the examination room only 30 minutes after the commencement of the examination.
- Students will be given reminder half an hour before as the first reminder and one more 10 minutes prior to the conclusion of the examination.
- Students should hand over the answer scripts to the invigilator after the completion of the examination.
- Once the answer sheets / booklets have been collected, they may not be retrieved by the students under any circumstance.
- Students should leave the examination hall soon after the submission of answer sheets / booklets.

Instructions to the Invigilator

- Invigilator must report to the room designated for examination work at least 30 minutes before the commencement of the examination.
- Invigilator must collect the candidate list, examination stationary, answer booklets and be present at the respective examination hall at least 15 minutes prior to the commencement of the examination.
- They must ensure that the correct number of question papers and answer scripts are collected for distribution in the hall.
- Invigilator must ensure that the students do not carry any belongings/materials into the examination hall except hall ticket, ID card and non-programmable calculator.
- Invigilator must ascertain that all the students have handed over their answer booklets before allowing the students to leave the room.
- Cases of malpractices, if any, should be reported to the chief superintendent.
- Invigilators are solely responsible for the proper conduct of examination in the hall assigned to them.


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