



EXAMINATION MANUAL

1. INTRODUCTION

The Examination Manual of St Philomena College, Puttur, covers all aspects of the institution's internal examination process. It addresses issues of conducting internal examinations in a timely and transparent manner in accordance with the University affiliation system. The Committee will also coordinate the conduct of University examinations at this Centre. The Examination Committee, formed by the Head of the Institution, plans, implements, and oversees examination-related activities in the institution. Six members make up the committee, which is led by a Convener. The Committee is only in place for a single academic year. For the following academic year, the Principal shall form a new committee.

2. EXAMINATION NOTIFICATION

The Internal Assessment examination process shall begin with notification of the same at least 15 days prior to the examinations' scheduled start date. Students shall be informed of the exam's tentative start date through this notification, along with instructions to prepare themselves for the same. Teachers were also notified via this notification to finish the exam syllabus well ahead of time and provide the essential study resources and preparation materials to students on time.

3. EXAMINATION TIME TABLE

At least 15 days prior to the start of the examination, the Examination Committee shall convene the meeting to finalise the tentative examination timetable. The committee creates a draft timetable and distributes it to subject department heads for subject verification and scheduling conflicts. The committee will meet again in three days to finalise the schedule. After receiving authorization from the Principal, the final timetable shall be communicated to students and staff.



4. PREPARATION OF CANDIDATES' LIST

Candidates eligible to take Internal examinations per class will be prepared in the College office by the individual Case Workers under the direction of the Office Head. In the form of a 'Master Candidates List,' the same will be verified, integrated, and summarised. This Master Candidates List will be used by the Examination Committee when preparing question papers, indenting for it, and selecting examination halls, among other things. Names of the candidates are to be arranged course-wise (B.A./B.Sc./ B.Com. etc.) combination- wise (within the course language-wise) and also, as far as possible, alphabetically within the combinations.

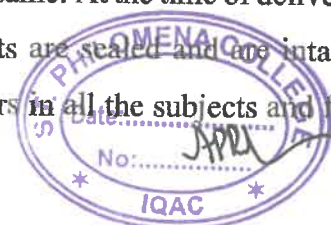
5. ATTENDANCE REQUIREMENTS

Internal examinations are only open to students who have reported at least 75% attendance in each of their courses up until the examination's start date. If a student fails to register 75% attendance in even one course, the student forfeits the opportunity to take the full examination.

6. PRE-EXAMINATION PROCESS

6.1 QUESTION PAPER SETTING, INDENTING, PRINTING AND CUSTODY

Internal examination question papers shall be set at the Institution level by the teaching staff in charge of the subjects. At least 10 days before the start of the examination, a notice of the effect shall be issued. Subject teachers shall produce two sets of question papers and submit them to the in-charges of each stream before the last date fixed for the submission. At least 5 days before the exam, the examination committee shall convene a meeting to check the receipt of question papers. The receipt of question papers will be cross-referenced with the examination time table. An indent for the question paper shall be made. An agency shall be employed to make enough copies of the question papers in accordance with the indent. The Chief Superintendent shall receive the question papers, which have been created, printed, and packaged subject-by-subject, at least 3 days prior to the start of the examination. The Committee will double-check the receipt of all question papers to ensure that they have the requisite numbers. The Chief Superintendent shall be responsible for the safe custody of question papers. He/she shall take special care that the keys of the box and the room containing question papers are always kept in his/her personal custody and no one else possesses duplicate keys of the same. At the time of delivery of question papers, he/she shall check that all the question paper packets are sealed and are intact. He/she shall further check whether the required number of question papers in all the subjects and for the number of candidates taking examination are available.



6.2 PROCUREMENT OF EXAMINATION MATERIALS

Answer booklets, loose-ruled foolscap papers, tags, graph sheets, maps, and log books are among the exam materials. At least 5 days prior to the start of the examination, the Office Head shall make the required arrangements to obtain these materials in adequate quantity. Every piece of examination material, as well as its issue and return, must be recorded in the log book. It must be ensured that no empty examination materials, such as answer booklets or loose sheets, are in the possession of the students.

6.3 APPOINTMENT OF ROOM SUPERINTENDENTS AND OFFICE SUPERINTENDENTS.

The number of examination halls and examination sessions determines the number of Room Invigilators necessary. Room superintendents are appointed by the Chief Superintendent on the recommendation of the Examination Committee. When compiling the list of room superintendents, all members of the teaching staff are considered. The responsibility of the Office Superintendent is divided among the members of the Examination Committee. The Convener of the Examination Committee shall be informed well in advance of any adjustments in room invigilation duty between staff members. Only examination duty exchanges are permitted. There's no option to delegate the responsibility to someone else. Since the examination process is such an important element of the teaching-learning process, all teachers must take it seriously. Taking leave on exam days should be avoided.

7. EXAMINATION THROUGH PROCESS

7.1 SEATING ARRANGEMENTS

There shall be 35 to 40 candidates in each room, unless the total number of candidates falls below that number or unless no halls/rooms are available where 35 candidates can be accommodated. Seating arrangement should be done in such a way that no communication is possible between the candidates. Seating arrangement should be such that each candidate is visible and easily accessible to the Room Superintendent.

7.2 EXAMINATION TIMING

Ordinarily, morning session of examination with 1 hour duration will be between 9:15 a.m. & 10:15am and 11:00am & 12:00 noon. and afternoon session shall have examination between 1:15pm & 2:15:00pm and 03:00pm & 04:00pm.

7.3 SCHEDULE OF BELLS

Bells have to be rung at the examination as per the schedule given below:

- a) One long bell shall be given 10 minutes before the commencement of examination.
- b) One short bell 5 minutes before the commencement of the examination.
- c) One short bell at the commencement of the examination.



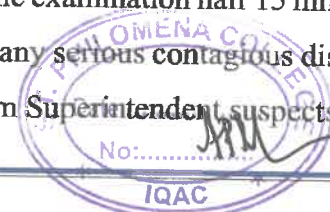
- d) One bell at the end of the first half an hour.
- e) One warning bell 5 minutes before the closure of the examination.
- f) One long bell at the closure of the examination hall.

7.4 DISTRIBUTION OF QUESTION PAPERS TO THE EXAMINATION HALLS

Each packet containing question papers shall be opened in the Examination Control Room by the Deputy Chief Superintendent not earlier than half an hour before the time fixed for the commencement of examination in the presence of the Chief Superintendent and the Office Superintendents. The Deputy Chief Superintendent shall open the question paper packet after carefully seeing the subject in which examination is to be conducted during that session. At the time of opening the question paper packets, there shall be nobody else in the place except the Chief Superintendent, Deputy Chief Superintendent and Office Superintendents who are there to assist the Chief Superintendent. As soon as the question paper packet is opened, the Deputy Chief Superintendent shall verify before the distributing them that it is right question paper or given in the time-table for that session and not the one meant for any other session of the day. If any discrepancy is noticed in the date or time assigned for a particular paper as given in the time-table and the date or time given on the sealed packet containing the question paper, the date and time in the time table shall be followed. If by chance, the number of copies of question paper is fewer than the number of candidates, the Deputy Chief Superintendent shall arrange to get sufficient number of copies by photocopying and given candidates extra time equal to the time spent. The question papers shall be counted carefully so as to supply only the exact number required for each room and sufficient care should also be taken to see that if candidates of different subjects are in a room, the corresponding question papers are supplied to them. In other words, the exact number of question papers of various kinds equal to the number of candidates assigned to that room, shall be supplied. No extra question papers shall be supplied to any room. There shall be a separate question paper cover for each room. The Room Superintendent will just open the cover and distribute the question papers in the examination hall. The covers containing the question papers are to be handed over by the Deputy Chief Superintendent at the respective rooms with the assistance of Office Superintendents. This shall be done just five minutes before the commencement of the examination. The Room Superintendents shall stay in their respective rooms for receiving the question papers from the Deputy Chief Superintendent.

7.5 ADMISSION OF CANDIDATES AND ROOM SUPERVISION

The doors of the examination hall shall be opened 15 minutes before the commencement of the examination session. All candidates shall be in the examination hall before the time fixed for the commencement of the examination. No candidates shall be admitted to the examination hall 15 minutes after the commencement of the examination. Candidates suffering from any serious contagious disease shall not be allowed to sit in the examination hall. However, if the Room Superintendent suspects any



such case while the candidate is writing the examination, he/she may be permitted to continue to write. A report of the case must be made to the Chief Superintendent.

Inside the examination hall, invigilators must be completely alert, moving around, warning students if they engage in any form of mischief, verifying their examination materials, and so on. The invigilator must guarantee that no student in the examination hall is engaged in any form of exam misconduct. The decorum of examination process can be preserved in this manner

7.6 EXIT OF CANDIDATES FROM THE EXAMINATION HALL

Only 30 minutes after the exam begins shall candidates be permitted to leave the examination hall. They are not permitted to return inside for the same exam session once they have exited. If a candidate needs to leave the examination hall for whatever reason, such as a genuine emergency, another teacher shall be assigned to accompany him until he returns. Candidates who are leaving the examination shall hand over their answer book to the Room Superintendent and not leave it on their desk.

7.7 PAPER COLLECTION AND RETURN.

The Room Superintendent shall collect answer scripts from individual candidates at the conclusion of the examination and organise them according to the register number stated in the invigilator's diary. He/she may only exit the examination hall after double-checking that all answer scripts have been received and are in order. At the Examination Control Room, the Office Superintendent shall collect the answer scripts from the Room Superintendent soon after the examination is over and check the same in relation to the number of Reg. Numbers allotted to the respective rooms. The Deputy Chief Superintendent, shall physically check that the answer scripts are properly counted, (in relation to the Register Numbers) bundled and tagged properly. He/she shall also ensure that the answer script bundles are kept in his/her safe custody until they are distributed.

8. INDISCIPLINE AND MALPRACTICES AT THE EXAMINATION

No students shall copy answers to the question papers set at the examination, from any book, notes, electronic device, I-Pad, Mobile phone or from the answer paper of other candidates or commit any other malpractices. No person shall appear or write at any examination for or on behalf of any other candidate. A candidate who commits any one of the following offences during the examination is considered to have committed Malpractice if he/she

- Has in his/her possession or has access to any papers, books or notes or chits
- Is found receiving assistance from others or giving assistance to others.
- Is copying from any papers, book, chit or notes
- Allows any other candidate to copy from his/her answer book or found trying to copy from others.
- Is found having any written matter on the person (palm, leg, hand, clothes, etc.)



- Tries to cause disturbance to the fellow examinees.
- Scribbles the points on the question paper.
- Tears off or spoils the sheets in the answer book.
- Destroys any evidence of malpractice.
- Is found in possession of cell phones, smartwatch, gadgets or any kind of modern equipment

9. DUTIES AND RESPONSIBILITIES OF

9.1 CHIEF SUPERINTENDENT

The Principal of the College shall serve as "Chief Superintendent," with overall responsibility for the conduct of Internal Assessment and University examinations at the College.

- 9.1.1 The Chief Superintendent will appoint the Room Superintendents, Office Superintendents and Internal Flying Squad.
- 9.1.2 He/She shall be responsible for the safe custody of the question papers and the proper conduct of examinations.
- 9.1.3 He/She shall take all necessary actions before, during and after the examination for the proper conduct of the examinations.
- 9.1.4 He/She alone in the presence of Deputy Chief and Room Superintendent shall open the sealed question paper packets and hand over the question paper covers to the Room Superintendents.
- 9.1.5 When the examination is in progress, the Chief Superintendent shall go round, as frequently as possible, the various examination halls to ensure that all the Room Superintendents are discharging their duties properly and that there is no scope for malpractice.

9.2 DEPUTY CHIEF SUPERINTENDENT

- 9.2.1 The Convener of the Examination Committee of the College shall serve as "Deputy Chief Superintendent", with designated responsibility for the conduct of Internal and University examinations at the College.
- 9.2.2 The Deputy Chief Superintendent shall be present at the time of opening the sealed packets containing question papers to ensure that the question papers were kept in tact and secrecy was preserved.
- 9.2.3 He/she shall assist the Chief Superintendent in checking and arranging the question paper packets in the serial order of the sessions.
- 9.2.4 He/she must continually go around the examination rooms while the examination is in progress to ensure that all Room Superintendents are performing their duties properly and that there is no room for malpractice.
- 9.2.5 He/she must be present in the Institution at all times while the examination is being conducted.



9.2.6 He/she will be in charge of organising the answer scripts by course, bundling the answer book, and ensuring its safekeeping.

9.3 OFFICE SUPERINTENDENT

9.3.1 Office Superintendent has to report himself/herself for duty at least 45 minutes before the commencement of an examination.

9.3.2 The Office Superintendent has to get the question paper covers meant for the rooms ready before opening the question paper packets.

9.3.3 He/she has to assist the Chief Superintendent in opening the sealed question paper packets and check whether it is the correct question paper meant for the day's examination, as per the time table. After the Chief Superintendent opens the sealed packets, the Office Superintendent shall assist the Chief Superintendent in counting the question papers required for each room and place them in the covers meant for the respective rooms.

9.3.4 He/she has to check the Register numbers of the absentees after obtaining the absence statement from the rooms.

9.3.5 The Office Superintendent has to collect the answer scripts from the Room Superintendent soon after the examination is over and check the same in relation to the number of Reg. No's allotted to the respective rooms.

9.3.6 The Office Superintendent has to discharge any other duty assigned by the Chief Superintendent in connection with the conduct of examinations

9.4 ROOM SUPERINTENDENT

9.4.1 Room Superintended must report to duty at least 20 minutes before the time fixed for the commencement of the exam.

9.4.2 He/she shall collect the blank answer booklets, question paper and attendance sheet along with five Malpractice Forms from the Chief Superintendent at least 20 minutes prior to the commencement of the Exam.

9.4.3 Before leaving for the examination hall, double-check that he/she has the Room Invigilator's Diary, as well as the required number of Answer Books and Questions Papers.

9.4.4 He/ She shall ensure that all the answer booklets are in proper condition and carry the booklet number.

9.4.5 He/ She shall ensure that number of answer booklets and question papers are the same as the number of students listed in the attendance sheet.

9.4.6 He/She should reach the examination hall 10 minutes prior to the commencement of the examination, so as to ensure that students enter the exam room only in his/her presence.

9.4.7 He/She must also ensure that no other students, apart from those whose names appear in the attendance sheet, have appeared in the examination.



- 9.4.8 He/she report all malpractice cases to the Chief Superintendent in the prescribed form.
- 9.4.9 After the exam is over, he/she will collect the booklet from each student individually.
- 9.4.10 He/She will arrange the answer booklets according to the sequence number in attendance sheet.
- 9.4.11 He/She will return the answer booklets and attendance sheet to the Chief Superintendent.
- 9.4.12 He/She will ensure that the candidates are seated in the designated seating place in the examination hall at least 5 minutes prior to the scheduled examination start time.
- 9.4.13 He/she will ensure that no mobile phones, scientific calculators*, electronic gadgets, or any kind of modern equipment(s) is/are brought inside the examination hall by the candidates.
- 9.4.14 He/she will ensure that the candidates are equipped with all necessary examination supplies, such as pens, pencils, scales, and other items themselves. Do not allow candidates to share examination materials.
- 9.4.15 He/she will ensure that candidates' personal belongings, such as pouches, wallets, and other items, are not handed over to you or placed on the Room Superintendent's table.
- 9.4.16 He/she will ensure that correct question paper is distributed to the candidate
- 9.4.17 He/she will ensure that candidate has written Roll No. and other relevant details on the facing sheet of the Answer Book.
- 9.4.18 He/she will ensure that absentees are marked in the appropriate box provided against each candidate in the Diary.
- 9.4.19 He/she will ensure that date, name and signature are written at the bottom of Invigilator's Diary where provision is made.
- 9.4.20 He/she will ensure that no reading or writing materials, as well as digital devices like smartphones, are taken into the examination room.
- 9.4.21 He/she keep a close eye on candidates always. Present in the room throughout the exam, supervising the candidates.
- 9.4.22 He/she must be available until all of the answer scripts have been received and sorted into the appropriate courses.
- 9.4.23 He/she will ensure that any exchange of duty is communicated to the Chief Superintendent well in advance.

9.5 FLYING SQUAD

- 9.5.1 Only teachers who are regular employees and who have put in more than 3 years of teaching experience and who volunteer to take up the responsibility shall be appointed as members of the Flying Squad.
- 9.5.2 The members are required to undertake surprise visits to the examination halls with utmost caution, courtesy and tact.



- 9.5.3 The malpractice cases detected by the members of the flying squad must be reported to the Chief Superintendent.
- 9.5.4 In case of women candidates, where the suspected malpractice, the squad shall avail the assistance of a lady teacher for examining/checking the candidate.
- 9.5.5 Under any circumstances, the Flying Squad should not misbehave with any of the candidates.
- 9.5.6 There shall be at least one 'lady member' in each flying squad for the smooth and effective performance. There shall be at least 'five' members in every flying squad.

9.6 CANDIDATES

- 9.6.1 Candidates must take their place in the examination hall at least 10 minutes before the time fixed for the commencement of the examination.
- 9.6.2 He/she must search their pockets, desks and benches and handover to the Room Superintendent any paper, book or note which you may find therein before starting to answer.
- 9.6.3 He/she will ensure that no mobile phones, scientific calculators*, electronic gadgets, or any kind of modern equipment(s) is/are brought inside the examination hall.
- 9.6.4 He/she will ensure that they are equipped with all necessary examination supplies, such as pens, pencils, scales, and other items. Do not share your belongings with fellow candidates.
- 9.6.5 He/she will not hand over any of their personal belongings such as pouches, wallets, and other items to the Invigilator or place them on the Invigilator's table.
- 9.6.6 Before he/she begin answering the questions, double-check that he/she has the correct question paper.
- 9.6.7 He/she will read the instructions given on the question paper and answer book before answering the paper.
- 9.6.8 H/she is forbidden to ask questions of any kind to the Room Superintendent during the examination.
- 9.6.9 The candidates shall use blue/black ink to write the answers in theory papers. Colour ink and pen, pencils/sketch pens/whitener/marker shall not be used, except for drawings/sketches.
- 9.6.10 A candidate who commits any one of the following offences during the examination is considered to have committed Malpractice if he/she
- Has in his/her possession or has access to any papers, books or notes or chits
 - Is found receiving assistance from others or giving assistance to others.
 - Is copying from any papers, book, chit or notes
 - Allows any other candidate to copy from his/her answer book or found trying to copy from others.
 - Is found having any written matter on the person (palm, leg, hand, clothes, etc.)
 - Tries to cause disturbance to the fellow examinees.



- Scribbles the points on the question paper.
- Tears off or spoils the sheets in the answer book.
- Destroys any evidence of malpractice.
- Is found in possession of cell phones, smartwatch, gadgets or any kind of modern equipment

9.6.11 He/she follow the Room Invigilator's directions to the letter. Any act of defiance to the Invigilator's instructions is considered malpractice, and appropriate action will be taken against such candidates.

9.6.12 A candidate is only permitted to leave the examination hall 30 minutes after the start of the examination.

9.6.13 The candidate who exited the examination hall shall not loiter in the corridor, conversing with other students, making noise, or causing other examinees to be disturbed. You must go to the Library, Ladies Room or sit in the Sports Gallery to study for the next exam.

10. POST EXAMINATION PROCESS OF

10.1 VALUATION, ANNOUNCEMENT OF RESULTS AND PERSONAL SEEING OF SCRIPTS

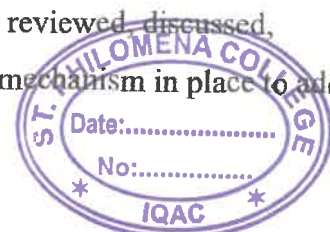
The concerned subject teachers shall be in-charge of examination of the answer scripts. If two or more teachers teach the same subject, all of them must participate in the examination process. The valuation process must be completed within 10 days after the examination's conclusion. Each and every student will have access to the valued scripts and results for verification and return.

10.2 CHALLENGE VALUATION AND REVALUATION

Valued answer scripts of the students are distributed to the students in the classroom. Students were given enough time to analyse the valuation done, and if they noticed any concerns, they were allowed to raise them right away and they would be resolved amicably on the spot. If students are still dissatisfied with the valuation, they may request a re-valuation of their answer scripts by filling the appropriate form and submitting it to the Head of the respective departments. The HoD will make the necessary arrangements for a second valuer from the same department to value the same script. The average of the first and second valuations is then determined, and the students are awarded with that score. Within 5 working days, the revaluation would be completed.

10.3 REDRESSAL OF GRIEVANCES

Any student grievances on examinations, evaluations, or result shall be reviewed, discussed, redressed and resolved by competent authorities. There is a systematic mechanism in place to address student grievances about examinations.



- a) A student shall **approach** the Convener, Examination Committee with concerns about his or her eligibility to appear for the examination, the timetable, timing, seating, and the code of conduct of fellow students in the examination hall, among other things.
- b) For any concerns about the Room Invigilator, Office Superintendent, Deputy Superintendent, or Flying Squad's code of conduct, a student shall contact Principal.
- c) If a student has any concerns about the evaluation of answer scripts or the awarding of marks, he or she shall contact the specific subject teacher.
- d) If the complaint is not resolved at this level, he or she may appeal to the Head of Subject Department or the Dean of Faculty.

11. SPECIAL EXAMINATION

- a) Only one special examination shall be conducted to provide an opportunity for those who missed the first and second Internal Examinations. Students who wish to appear for the special examinations must submit an application with a fee of Rs. 100 per course, as well as supporting documents that explain why they were unable to attend the scheduled examinations.
- b) The syllabus contents studied up to that point of time will be used to set the question paper for special re-examination.
- c) Only those students who participated in the College or University's official events may be eligible for a fee waiver as a special case.
- d) The application for the special examination, as recommended by the Convener of the examination committee, must be submitted to the office, by the candidate, along with the prescribed fee, by the latest day stipulated for the purpose. The Office Head will supply the Convener of the Examination Committee with a consolidated list of students who will be taking the special examination. The Examination Committee will put in place the required logistics to ensure that the examination is completed on time.

12. CONDUCT OF TERM-END UNIVERSITY EXAMINATION

The term-end University Semester Examinations shall be held in accordance with Mangalore University's directions. The University maintains its own Examination Manual, which covers all aspects of exams. The Institution follows these guidelines to a letter.

13. INSTRUCTIONS TO INVIGILATORS

Ensure that ...

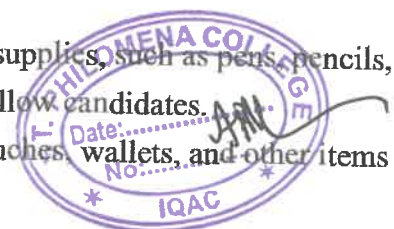
- You Report to duty at least 20 minutes before the time fixed for the commencement of the exam.



- You have the Room Invigilator's Diary, as well as the requisite number of Answer Books and Questions Papers, at your disposal before entering the examination room.
- Candidates are seated in the designated seating place in the examination hall at least 5 minutes prior to the scheduled examination start time.
- No mobile phones, scientific calculators*, electronic gadgets, or any kind of modern equipment(s) is/are brought inside the examination hall by the candidates.
- Candidates are equipped with all necessary examination supplies, such as pens, pencils, scales, and other items themselves. Discourage students from sharing their belongings.
- Candidates' personal belongings, such as pouches, wallets, and other items, are not handed over to you or placed on the Invigilator's table.
- Correct question paper is distributed to the candidate
- Candidate has written Roll No. and other relevant details on the facing sheet of the Answer Book.
- Absentees are marked in the appropriate box provided against each candidate in the Diary.
- Date, name and signature are written at the bottom of Invigilator's Diary where provision is made.
- No reading or writing materials, as well as digital devices like smartphones, are taken into the examination room.
- You keep a close eye on candidates always. Present in the room throughout the exam, supervising the candidates.
- No invigilator leaves the examination hall to communicate with invigilators in adjacent rooms or passers-by.
- There is not a single candidate who has engaged in any kind of unethical practices.
- You collected all the answer scripts and organized them according to the Invigilator's Diary before leaving the examination room,
- You must be available until all of the answer scripts have been received and sorted into the appropriate courses.
- Exchange of duty is communicated to the Chief Superintendent well in advance.

14. INSTRUCTIONS TO CANDIDATES

- Take your place in the examination hall at least 10 minutes before the time fixed for the commencement of the examination.
- Search your pockets, desks and benches and handover to the Room Superintendent any paper, book or note which you may find therein before starting to answer.
- No mobile phones, scientific calculators*, electronic gadgets, or any kind of modern equipment(s) is/are brought inside the examination hall.
- Ensure that you are equipped with all necessary examination supplies, such as pens, pencils, scales, and other items. Do not share your belongings with fellow candidates.
- Do not hand over any of your personal belongings such as pouches, wallets, and other items to the Invigilator or place them on the Invigilator's table.



- Before you begin answering the questions, double-check that you have the correct question paper.
- Read the instructions given on the question paper and answer book before answering the paper.
- You are forbidden to ask questions of any kind during the examination.
- Use only royal-blue or black ink pens while answering the paper.
- A candidate who commits any one of the following offences during the examination is considered to have committed Malpractice if he/she
 - Has in his/her possession or has access to any papers, books or notes or chits
 - Is found receiving assistance from others or giving assistance to others.
 - Is copying from any papers, book, chit or notes
 - Allows any other candidate to copy from his/her answer book or found trying to copy from others.
 - Is found having any written matter on the person (palm, leg, hand, clothes, etc.)
 - Tries to cause disturbance to the fellow examinees.
 - Scribbles the points on the question paper.
 - Tears off or spoils the sheets in the answer book.
 - Destroys any evidence of malpractice.
 - Is found in possession of cell phones, smartwatch, gadgets or any kind of modern equipments
- Follow the Room Invigilator's directions to the letter. Any act of defiance to the Invigilator's instructions is considered malpractice, and appropriate action will be taken against such candidates.
- A candidate is only permitted to leave the examination hall 30 minutes after the start of the examination.
- The candidate who exited the examination hall shall not loiter in the corridor, conversing with other students, making noise, or causing other examinees to be disturbed. You must go to the Library, Ladies Room or sit in the Sports Gallery to study for the next exam.
- Keep your belongings outside the examination hall
- Do not bring heavy cash/valuables to the College. The College will not be held responsible for any loss of valuables belonging to the candidates.

Appadhal

**Coordinator
IQAC**

St. Philomena College, Puttur



Libby

PRINCIPAL

**ST PHILOMENA COLLEGE
PHILONAGAR, DARBE, PUTTUR - 574 202**