

CIRCULAR

Students appearing for the Internal/Regular/Supplementary Examinations are required to note the following:

1. Students are required to come to the college in **Sree Vidyanikethan Uniform** to take the Internal/Regular/Supplementary Examinations. **Without Uniform, students will not be permitted to appear for the Examinations.**
2. Students should bring their Identity Card and Hall Ticket to appear for the examinations. Students will not be permitted to appear for the Semester-end Regular/ Supplementary Examinations without the Hall Ticket. If any student forgot to bring the Identity Card and Hall Ticket, they should be obtained permission from the Controller of the Examinations.
3. Students must report to the college **30 Minutes** in advance of the commencement of Internal/Regular/Supplementary Examinations.
4. Students should be presented at the respective examination hall **15 minutes** prior to the commencement of examination.
5. No student shall be allowed to enter the exam hall after the commencement of examination.
6. Students are not allowed to bring **Programmable Calculators, Cell Phones/Pagers** or any other electronic gadgets into the examination halls. **If anybody violates this, their gadgets will be seized and not returned** to the students under any circumstances.
7. Students should thoroughly check the surroundings and inside the Desks in the examination hall. In case any objectionable material is found, it should be handed over to the invigilators.
8. Students having shortage of attendance i.e., between 65% and 75% are required to meet the Principal and apply for **condonation** of attendance and pay the Fee towards the condonation of attendance at the examination section to appear for the Semester-end Regular Examinations. They will not be allowed to appear for the Examinations, otherwise.


PRINCIPAL


Copy to:

- 1) The Director, Academics & Research.
- 2) The Vice-Principal, SVEC.
- 3) The Dean, Academics.
- 4) All the Heads of the Departments (except M.C.A) - with a request to inform and counsel the students accordingly.
- 5) ISA, SVEC - with a request to inform and counsel the students accordingly.
- 6) SWO, SVET - with a request to inform and counsel the students accordingly.
- 7) The Controller of Examinations.
- 8) Advisor cum Director, SVET; DFA, SVET; CAO, SVET; SAO, SVEC; EA to Chairman; EA to CEO for information