



**NEW HORIZON
COLLEGE
KASTURINAGAR**

NHCK/Exam/Dec-03/2022

9-12-2022

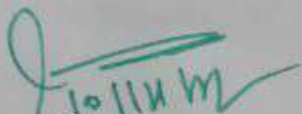
FIRST INTERNAL EXAMINATION DECEMBER – 2022

(Odd Semester 2022-23)

Guidelines for the Internal Examination

1. The examination committee has taken certain measures to ensure discipline in the examination hall such as: -
 - a) Students coming late to the examination hall after taking permission of the Examination Committee In charge/Principal.
 - b) The students are expected to remain in the examination hall until the last bell.
2. Faculty members have to report in control **room 15 minutes** before the commencement of the examination and collect the respective answer booklets.
3. Invigilators to fill in the required details and sign the **invigilator's duty book before going to the examination hall.**
4. Absentee's details to be filled in the absentee statement in the first 15 minutes of the examination.
5. Invigilators to be vigilant about the norms to be followed by the students like wearing the ID card and not possess any chits or materials that would be considered as malpractice.
6. **Mobile phones and wrist watches** are strictly not permitted in the examination hall.
7. **Invigilators are to sign the answer booklet** only after checking that the student has filled in all details on the facing sheet.
8. Invigilators will be solely responsible for the happenings in the examination hall and they will be personally held responsible for any malpractices booked in the examination hall.
9. Examination will be held in 2 sessions:
 - a. **Morning: 9:00 AM to 10:15 AM**
 - b. **Morning: 11:00 AM to 12:15 PM**
10. Faculty members must **submit answer scheme** before collecting the answer booklets.
11. Faculty members must **collect the answer booklets of their subject** after the examination on the same day between 4:00 PM to 4:30 PM.
12. Faculty members must evaluate their respective answer booklets and should upload the marks in edumerge on or before 22nd December 2022.


Examination Committee


Principal