



DON BOSCO COLLEGE

P. B. 191, JOLLANG, ITANAGAR—791 111, ARUNACHAL PRADESH

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E-Circular ## Dated 16th May 2022

Instructions for Semester Examinations May-June 2022

1. Punctuality is a must for Examinations and the timing to be strictly kept:

Morning Shift : 9 am to 12 pm

Afternoon Shift : 1 pm to 4 pm

2. Bell Timings:

Morning Shift

8.30 am - For Frisking

8.45 am - For Distributing Exam Booklet

09 am - For Distributing Question Paper

10 am - Reminder bell after 1 hour

11 am - Reminder bell after 2 hours

11.45 am - Warning bell, only 15 minutes left

12 pm - Long Bell, Exam over

Afternoon Shift

12.30 pm - For Frisking

12.45 pm - For Distributing Exam Booklet

01 pm - For Distributing Question Paper

02 pm - Reminder bell after 1 hour

03 pm - Reminder bell after 2 hours

03.45 pm - Warning bell, only 15 minutes left

04 pm - Long Bell, Exam over

2. Frisking will be done by the teachers from 8.30 am and 12.30 pm respectively.

3. **No Student will be allowed to go to washroom during first one hour of the exam.** Be prepared before you enter the exam hall. Visit to washrooms will be allowed only **after 10 am and 2 pm** respectively.

3. **All the students are expected to be in college uniform for the exam.** Students without uniform may be send back to wear the uniform and come back for exam. (College Cream Shirt or College T-shirt, Black Trouser and ID Card)

4. **ID Card is a must for the exam and all are expected to wear it in the exam hall.** Students will not be permitted to sit in the exam hall without ID Card. Contact Office Staff to get a new ID Card if you have lost it.

5. **Admit card is a must for exam** and any student without it may either go back and get it from home or meet the Principal to get the Permit Card for that day only @ Rs. 50/-

6. **Copying is strictly prohibited and stringent action will be taken** on the defaulters like marking of the answer script with red ink before submitting to the University for necessary action, parents call and direct information to the University for necessary action.

7. **Possession of the following items in the exam hall will be considered as malpractice** and hence same action for copying will be taken: things prohibited in the Exam Hall are Mobile phones, smart watches, electronic gadgets of any sort, calculators with storing capacity, any other device with storing capacity, chits of paper, books and papers of any sort except admit card. Passing of question paper and any information will be considered as malpractice.

8. **Students are not allowed to write anything on the question paper.**

9. Frequent visit to the toilet will not be permitted. Students are expected to fill the bio-break form for availing the facility. **No student will be allowed to go to toilet during the last 15 minutes of the exam.**

10. **Students are allowed to submit the answer scripts only after completing 1 hour of the exam.**

11. Drinking water will be available in each floor.

12. Students who require special assistance or with any contagious sickness, should inform the Exam Controllers (Sir Paul & Sir Sandip) and necessary facilities will be arranged accordingly.

Dr. Fr. Jose George

PRINCIPAL
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JOLLANG-ITANAGAR
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