

# LOYOLA ACADEMY, ALWAL, SECUNDERABAD

## Semester End Theory Examinations (Regular & Supplementary), September 2020

### Instructions to Students

1. **Wearing Facial Mask** is compulsory in the Campus. **No Mask, No entry.** Students must bring their own mask.
2. **Thermal screening** is mandatory to enter the campus, which will be done at the entrance of the College main gate.
3. **Physical distancing of at least 6 feet** is to be maintained throughout the campus
4. Students, who are unwell due to symptoms of Cold/Cough/fever/Breathing Problem etc, are requested to inform the Chief Superintendent of Examinations, well in advance to make the necessary arrangements. A self declaration form is to be handed over to the Invigilator on the day of examination. This form can be downloaded from our College Website.
5. **Hall Ticket** can be downloaded online through ERP; the information regarding this will be informed in advance.
6. **College ID Card:** All the students are expected to wear ID card in the Campus
7. **Personal Sanitizer and Water bottle:** Students are advised to carry their personal water bottle and a 50 ml sanitizer.
8. Students are advised, **not to be late** to the Examination Hall.
9. Students are advised not to visit staff rooms.
10. **Wash rooms:** Maintaining physical distance is mandatory at the Wash rooms also. Students will not be permitted to go outside the examination hall before handing over the answer booklet. If you require any assistance or are unwell, please inform the invigilator for necessary action.
11. **Duration of the examination is 2 hours.** Students are advised are expected to reach the college campus 30 minutes before the scheduled exam time. You are expected to be present in the examination hall at least 15 minutes before the commencement of examination. In rare situations, you will be permitted to enter the examination hall during the first half an hour from the commencement of the examination with permission slip from the chief superintendent (C.S) / additional chief superintendent (A.C.S). Students who are late to an examination do not get any extra time.
12. You have to Sign and write the Answer Booklet Serial Number in the attendance sheet during the examination

LOYOLA ACADEMY, ALWAL, SECUNDERABAD

13. (a) Students are not allowed to carry mobile phones, programmable calculators, electronic gadgets (working / not working), any material to the examination Hall. Using headphones, laptop, palmtop, digital diaries or similar gadgets or listening to radios is strictly prohibited.
- (b) Students are expected to leave your mobiles (in Switch-off mode) and other belongings outside the Examination hall. In any case of theft, the College Management will not be responsible.
14. (a) Collect your answer booklet and write the UID/H.T number, subject code, subject title and the date of examination along with the session.
- (b) Do not write your Hall number or name inside the answer book / drawing sheet/ graph sheet except on the place provided for it.
- (c) It is the responsibility of the student to collect the correct question paper (especially, those who attempt the Non-CBCS / Old syllabus, if any). Collect the correct question paper, and check whether all the pages are printed or not. If not, intimate it to the invigilator immediately. Afterwards request for change of paper or any kind of moderation will not be entertained.
- (d) It is the responsibility of the student to check the time table [Regular / Supplementary] which is displayed on the notice board as well as Website. In case of any clashes in the timetable, it can be brought, to the notice of COE's office at the earliest.
- (e) If you find any misprint or incorrect or wrongly worded question in the question paper, inform the invigilator without disturbing the other students and continue your work till the appropriate response comes from the Chief Superintendent.
- (f) **Do not borrow any articles like pen, pencil, scale, calculator, eraser etc that are required for the examination inside the examination hall.**
- (g) If you are in need of any data book, drawing sheet or graph sheet, ask for the same from the invigilator after the commencement of the examination. Do not write anything on the special materials issued
- (h) Do not tear any page out of the answer book. Rough work may be done in the last page of the answer book. Clearly cross out rough working before handing over your answer booklet.

LOYOLA ACADEMY, ALWAL, SECUNDERABAD

(i) The students are advised to confirm that they have correctly filled in all the information like UID number, Subject code, Subject name, semester etc on the first page of answer book.

14. After completion of the exam, students have to leave the campus immediately by maintaining Physical distance.
15. In the Campus, if any health emergency arises, immediately inform the Examination Block-in charge / Fr. Vice-Principal / Fr. Principal for further action or help.
16. The cases of malpractice and unfair means are dealt very seriously and issue suitable penalties depending on the offence, as per the norms.

If a student is caught in malpractice, that will reflect these subjects as MP.

The penalties of Malpractice includes, a fail in the subject/ cancellation of all the subsequent exams including the paper in which the student indulged in malpractice / cancellation of all subjects written in the semester / debarring from the Semester examinations and issue of T.C from the College.

17. The following are considered as cases of Malpractice:

(a) Talking to others in the exam hall or looking at others' answer sheets, exchanging answer sheets / Question papers, borrowing or lending calculators or stationery items like scale, pencil, eraser etc., mere possession of mobile phones, any printed/written materials (whether used or not –during exam), or relevant / irrelevant writing on one's palm or any part of the body/clothes will be treated as malpractice.

(b) Disclosing one's identity to the examiner by writing one's roll number at a place other than the place prescribed for it, writing one's name, or any coded message, or making an appeal to the authorities for any favour, or using abusive and obscene language in the answer book will be treated as malpractice.

(c) Students should not write anything on the question paper other than your UID number. Writing any hint or note in the question paper is also a kind of malpractice.

(d) Indulging in forgery of invigilator's signature and arguing with examination personnel will be viewed seriously.

(e) **Impersonation** or any attempt to cheating during Examination will be treated as serious malpractice.

(f) Smuggling Answer Book or additional answer sheets into or out of Examination hall, inserting in or removing from the Answer Book or additional sheets and unauthorised removal of materials from examination rooms or ignoring the instructions given by invigilators will be treated as a serious malpractice case.

Chief Superintendent

CHIEF SUPERINTENDENT  
LOYOLA ACADEMY  
OLD ALWAL, SECUNDERABAD-500 010  
TELANGANA, INDIA

Fr. Principal

PRINCIPAL  
LOYOLA ACADEMY DEGREE & PG. COLLEGE  
A COLLEGE WITH "POTENTIAL FOR EXCELLENCE"  
Old Alwal, Secunderabad-500 010 T S

CONTROLLER OF EXAMINATIONS  
LOYOLA ACADEMY  
OLD ALWAL, SECUNDERABAD-500 010  
TELANGANA, INDIA