

## COLLEGE EXAMINATION POLICY

### **Office Principal N.J.S.A Govt. College, Kapurthala**

Dated: 13.10.2023

#### **Instructions for the Staff regarding Mid Semester Examinations October 2023**

1. The College timings will remain as before from 9.00 to 3.40.
2. Exam timing will be from 9.00 to 12.00 for morning session and 1.00 to 4.00 for evening session.
3. On the duty day the staff members will report their attendance to the Centre Superintendent half an hour before the commencement of the examination.
4. No staff member shall take leave without being substituted.
5. No staff member shall change duty at his/her level. Therefore, prior approval is mandatory.
6. No staff member shall be given more than 10 minutes relieving during the duty. The reliever will not be sent to a room where more than one staff is on duty.
7. Subject teachers will take their answer sheets for checking on the Exam day and deposit the award lists to Examination Clerk Sh. Rajiv Tiwari.
8. The Award lists of answer sheets should be submitted within 10 days of the completion of Examination.
9. After checking, the answer sheets must be shown to the students in the class.

*Jasmeet*  
Principal  
N.J.S.A. Govt. College  
Kapurthala

*Jasmeet*