



Controller of Examinations: Dr. K. Sreekar Chand

Dear Students,

As the Examination In-charge, I would like to take this opportunity to welcome you all to the upcoming examination session.

Examinations are an essential part of your academic journey, and they provide you with an opportunity to demonstrate the knowledge and skills you've gained throughout the semester.

Please remember the following important guidelines to ensure that the examination process is smooth and fair for everyone:

- **Adherence to Timetable:** Please ensure you are aware of your exam schedule, including the time and location of each exam. Timely arrival is crucial.
- **Examination Conduct:** During the exams, I expect all students to maintain the highest standards of academic integrity. Any form of malpractice or disruptive behavior will not be tolerated and will be dealt with strictly as per the college's code of conduct.
- **Required Materials:** Ensure you bring all necessary materials for the exam, such as your ID card, stationary, and any permitted reference materials. Phones and electronic devices should be kept off and away.
- **Health and Safety:** In case of any health-related issues or emergencies, please inform the invigilators or the examination office immediately. We will ensure that proper support is provided.
- **Post-Examination:** After completing the exam, please ensure that all answer sheets are submitted properly. Double-check your responses before leaving the examination hall.

I encourage all students to approach the exams with confidence, knowing that your preparation will reflect in your performance. I wish you all the best for your upcoming exams and trust you will uphold the values of integrity and professionalism in all your endeavors