

# **SAFI INSTITUTE OF ADVANCED STUDY (SIAS)**

Rasiya Nagar, Vazhayoor East (P.O), Malappuram – 673633, Kerala State, India

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27.02.2017

## **Rules and Regulations of Internal Examination**

### **General Rules**

- ❖ Candidates should produce Student Identity Card issued by the Institution to appear for the examination. Otherwise they should produce a letter signed by the H.O.D/ Class Advisor for his/her identification.
- ❖ Multiple use devices such as cell phones, smart phones etc. are not permitted in the examination hall. They should be kept outside the hall.
- ❖ Exchange of properties such as scale, pencil, calculator etc. is not permitted during examination.
- ❖ Candidate should occupy their allotted seat at least 5 minutes before the commencement of examination.
- ❖ Candidates who reach the examination hall five minutes after the commencement of the examination will not be permitted to appear for the same.
- ❖ Candidate found copying or resorting to any unfair means is liable to be disqualified from the current examination. An apology letter duly signed by the parent should be submitted to IEC through the H.O.D for appearing for future examinations.
- ❖ Candidates will be permitted to leave the examination hall only one hour after the commencement of the examination.

### **Resit Rules**

- ❖ Students who were not able to attend the internal examination due to genuine reasons shall be allowed to appear for resit.
- ❖ The candidate has to submit an application for resit to the head of the department to which he/she belongs within 10 days after the examination.
- ❖ In case of preplanned programs like marriage, visa renewal etc. candidates have to submit the request before the conduct of examination.
- ❖ The parent has to intimate the respective class advisor/ H.O.D personally to consider the application.
- ❖ The Head of the department shall have the authority to take ultimate decision on the request of a candidate.

**Sd/-  
Principal**