

OFFICE OF THE PRINCIPAL: S.C.S. AUTONOMOUS COLLEGE, PURI


No. 362 / Dt. 27.3.2024 /

NOTICE

All The examinees of Even Semesters of all the Streams (UG,PG,BBA,MBA,MFC, Int. B.Ed & Gen. B.Ed) are advised to take note of the following instructions. Any deviation will be seriously viewed



PRINCIPAL  
S.C.S. AUTONOMOUS COLLEGE, PURI



27.3.24  
Controller of Examination  
S.C.S (A) College, Puri

# INSTRUCTIONS TO THE EXAMINEES

YOU SHOULD.....



- check the college website to have a clear idea about the examination programme.
- reach the college at least 30 minutes before the start of the examination with proper college uniform.
- keep your college Id card and Exam Card in readiness to show it to the squad members at the gate.
- clearly check the display board (notice) to know the block in which you are going to appear the said exam.
- place your ID card on the desk. This should be clearly visible and placed face up.
- check your answer sheet and bring it to the notice of the invigilators, if it is defective in any respect.
- fill the required particulars (roll no., semester, subject, paper, date etc..) on the answer sheet carefully.
- check the first page of the question paper to make sure that you are taking the correct examination.
- write clearly and in English (unless another language is specified for the exam).
- use preferably the last page of the answer sheet, for rough works, if any.
- raise your hand and wait for an invigilator if you have a query or feel unwell or need to use the toilet.
- ensure that you have furnished all the required information on your answer sheet.
- remain at your seat until your answer paper has been collected by an invigilator and you are asked to leave the examination hall.
- leave the examination venue quickly and quietly and remember to take your personal belongings with you.

YOU ARE NOT ALLOWED TO.....



- bring to the Examination Hall any unauthorised material.
- attempt to communicate with anyone in the examination hall, other than the invigilators.
- open the question paper until you are told to do so.
- bring any **ELECTRONIC OR ELECTRICAL** device (Like Mobile phone, smart watch etc...) into the examination hall even in your pockets.
- bring any food into the examination hall.
- enter the examination hall if the examination has been in progress for **30 minutes**.
- leave the examination hall during the "first one hour" and the "last 15 minutes" of the examination.
- disturb other students.
- cause any kind of disturbance inside the examination hall or on the corridor.
- continue to write after the final bell.
- take away your answer sheet out of the examination hall.
- misbehave the invigilators or any of the supporting staff.

**BEST OF LUCK**

*Munis*  
Principal

S.C.S. (AUTO) COLLEGE, PURI

*Shub*  
29/04/24  
Controller of Examination  
S.C.S (A) College, Puri

**Mobile Phones,  
Head Phones,  
Smart Watches or  
any other  
Communication  
Devices Are  
STRICTLY  
PROHIBITED IN  
THE EXAMINATION  
HALL**

*Shankar*  
27.8.24  
Controller of Examination  
S.G.S (A) College, Puri

*Meenakshi*  
PRINCIPAL  
S.C.S. AUTONOMOUS COLLEGE, PURI

OFFICE OF THE PRINCIPAL: S.C.S. (AUTONOMOUS) COLLEGE, PURI

No. 363 /Exc. Dt. 27.3.2024

**NOTICE**

Examinees must come with Proper College Uniform, failing which they may be allowed only with an **undertaking** to the effect that henceforth they would come with college uniform. If anybody commits the mistake for the **second time**, he/she may be allowed to the Examination Hall with a **fine of Rs.200/-** along with the undertaking. But if anybody commits the mistake for the **third time**, he/she will be debarred from writing the test.

*Shind*  
Controller of Examination  
S.C.S (A) College, Puri

*Meish*

PRINCIPAL  
S.C.S. AUTONOMOUS COLLEGE, PURI

Memo No. 364 /Exc. Dt. 27.3.2024

Copy to the All H.O.Ds/All Notice Boards/ All Hostels/Co-ordinators of BBA/MBA/MFC & B.ED/Head Clerk/Library for information and necessary action.

*Shind*  
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Memo No. 365 /Exc. Dt. 27.3.2024

Copy to the District Informatics Officer, NIC, Puri with a request to upload this notice in our college Website: [www.scscollege.nic.in](http://www.scscollege.nic.in). for greater interest of the students.

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