



Sinhgad Institutes

SHRI YASHWANTRAO CHAVAN SHIKSHAN PRASARAK MANDAL'S

SINHGAD COLLEGE OF COMMERCE

(Affiliated to University of Mumbai)

NAAC Accredited 'B Grade'

EXAMINATION RULES FOR STUDENTS

BEFORE EXAMINATION

- 1) Students should ensure to fill up their examination forms for the required examination by paying necessary amount on or before due date.
- 2) Students should collect their hall tickets before examination.

DURING EXAMINATION

- 1) No student will be allowed to bring his/her mobile phones to the examination hall.
- 2) All students must carry with them their Identity Card during the examinations and produce the same for verification, if required.
- 3) The students should ensure that they bring with them all the required exam stationery. Exchange (borrowing or lending) of any material during the examination is not allowed.
- 4) The students are expected to take their respective seats 5 minutes prior to the scheduled commencement of the examination.
- 5) Students should ensure that they are not carrying on their person any material, chits or photo copies related to any subjects. Any such material found on their person during the examination would be construed as a deliberate attempt to use unfair means and would be dealt with accordingly.
- 6) No student will be allowed to enter the examination hall 30 minutes after the commencement of the examination for end-semester examinations.
- 7) Students should ensure that they have signed the exam attendance sheet.
- 7) In case a student has to leave his/her seat for whatever reason, he/she has to seek the permission of the concerned invigilator(s) of that exam hall before doing so. For visiting the rest room, he/she has to seek the permission of the concerned faculty invigilator of that examination hall before doing so.
- 8) No supplement(s) would be given to the students in the last 10 minutes of the examination.
- 9) No student will be allowed to leave the class room in the first 1 hour of the in semester examination and in the last 10 minutes of the examination.
- 10) While leaving the examination hall the students should not hang around to discuss the paper. As there may be other examinations still in progress, quietly leave the building to ensure that you do not disturb them.

AFTER EXAMINATION

- 1) Results will be declared in approximately 30 days from the last date of examination.
- 2) Mark sheets will be available in the college office during office hours on working days for 1 month from the date declared by college authorities.
- 3) Students should ensure to collect their mark sheets on the date notified by college. If not collected within 3 months from the date of exam, they are required to apply for duplicate marksheet.
- 4) Duplicate Marksheet application will be available in the college office. Students should attach the previous semester marksheet photo copy along with the application while submitting the application and also pay the necessary amount.
- 5) Photo copy and Revaluation forms will be available in the college office only for 15 days after the date of declaration of result. Forms will not be accepted after the given date.
- 6) Revaluation result will be declared after 20 days from the end of the above 15 days' period.


I/C PRINCIPAL
SINHGAD COLLEGE OF COMMERCE
Chandivali, Mumbai - 400 072.

