Saint Claret College (Autonomous), Ziro
General Instructions- End Semester Examinations- November-December, 2026

1. Please report at the College Entrance Lobby 45 minutes before the scheduled start of the exam.
2. Check your seat from the Seat Plan displayed in the Bulletin Board every day for every Examination.
3. **The Exam Hall will be opened 30 minutes before the start of the exam.**

Follow the timing given below:

	Morning Session	***Afternoon Session***
Reporting Time	08:15 AM	12:15 PM
Exam Halls opens (First Bell)	08:30 AM	12:30 PM
Gates Close	08:50 AM	12:50 PM
Exam begins	09:00 AM	01:00 PM

Bus Timing: - Morning Session: 07:45 AM from Hapoli/Old Ziro Afternoon Session: 11:45 from Hapoli/Old Ziro **(There is no 2nd trip during exam days)**

4. Candidates **WITHOUT ADMIT CARD/ College ID/ Full College Uniform** will not be allowed to enter the Exam Hall.
5. After the first bell, candidates must leave their belongings (bags, mobile phones, books, notebooks) at the designated places. Enter the Exam Hall with Admit Card, ID, Stationery (Pen [only blue/black ball point pen], pencil, scale, eraser, sharpener) required for your Examination.
   A **Corrector/Correction pen is prohibited in the Exam Hall.**
6. No Candidate will be allowed to enter the exam hall after 15 (fifteen) minutes of the start of the examination on any grounds.
7. Cell phone, digital diary, scientific calculator, smart watches, Bluetooth headsets, ear pods and other electronic gadgets, papers or reference of any kind will not be allowed in the Examination Hall.
8. No student is allowed to leave the Exam Hall before the completion of the Exam. After the completion of 1 hour, students can take a bio-break (washroom break). Students will not be allowed to go for any bio-break in the last 30 minutes of the Examination.
   Note: Washrooms in the Old Academic Block only will remain open before the start of the exams.
9. Paan masala/ ghutkha/ tobacco products, chewing gum are strictly prohibited in the Examination Hall as well as on campus. Anyone found in possession of or using these items will be sent out of the exam hall, and appropriate disciplinary action will be taken against such candidates.
10. Write your Roll No. (In figures and in Words) in the space provided in the Answer Booklet without any errors.
11. Write the answers legibly on both sides of the paper, except on the reverse of the title page, and write 20-25 lines on each page. (Use only a blue/black ballpoint pen)
12. Before signing the Students' Attendance Sheet, ensure that your Roll. No. in the Admit Card matches the Roll No. in the Attendance Sheet and Answer Booklet. Enter your initials in the space provided in your answer booklet.
13. Any Candidate found guilty of disclosing his/her identity or marking peculiar marks/appeal in his/her answer book, tearing off page(s) from the answer booklet, smuggling of answer, leaving the hall with the answer book, impersonation and unruly behaviour shall be disqualified as per Examination Ordinance.
14. Malpractice, such as talking to other students, carrying answers/study materials in written form, misusing bio-break time, exchanging question papers/ answer booklets/ looking into others' answer booklets, sharing stationery, and the like, may amount to entry (about malpractice) in the answer booklet and/or dismissal from the exam hall.
15. Rough work, if any, should be done in the answer book only and should be cancelled later.
16. Note that **NO ADDITIONAL ANSWER SHEETS WILL BE ISSUED** under any circumstances.
17. At the end of the Exam, at the stroke of the First Bell, hand over the Answer Booklets to the Invigilators. Students must wait till all the answer booklets are collected by the Invigilators. The students can leave after the Final Bell.

THANK YOU & GOD BLESS!

Chief Superintendent
Saint Claret College (Autonomous)
Ziro, Arunachal Pradesh- 791120