

NOTICE

SECOND INTERNAL EXAMINATION AND RETEST

The Second Internal Examination will commence from Monday, 02 March 2026. Students are hereby strictly instructed to take the Internal Examinations seriously, as 40 per cent of the total marks are allotted for Formative Assessment.

All students are compulsorily required to be present for the examinations. **In case of exigency, students must apply for leave of absence through their parents in the prescribed format to the respective Directors on or before 07 March 2026 by 12.00 Noon (II Internal Examination Absentees).** No requests will be entertained after the due date. The application forms are available with the Directors.

A separate notice/circular will be issued by the Office of the Controller of Examinations (COE) regarding the modalities of the Internal Re-Examination.

Students must report to the specified examination hall well in advance. **Late comers will not be permitted to enter the examination hall.**

General instructions for students are displayed on the notice boards. Mobile phones or any electronic gadgets (pen drives, electronic armbands, programmable watches, digital watches, digital spectacles, programmable calculators, etc.) are strictly prohibited inside the examination hall. Wallets are not permitted in pockets and must be kept in the student's handbag.

Students indulging in any form of examination malpractice will be expelled from the examination hall, and disciplinary action will be initiated.

SPECIAL NOTE

- **No student will be allowed to leave the examination hall before the final bell.**
- **The time table is displayed on the respective Block Notice Boards.**
- **Students must verify the question paper received and report any discrepancy to the room invigilator within 5 minutes of distribution.**
- **Answer books must be handed over personally to the room invigilator.**
- **Carrying a valid ID card is compulsory.**
- **Wearing the prescribed uniform is mandatory.**
- **Students without ID cards must obtain a temporary ID by paying ₹50 per day at the designated counters. The payment has to be made in online mode. QR Code Scanners are installed at the respective counters.**

Temporary ID Counters:

Block	Counter
Xavier Block & A Block	'A' Block Office – Counter No. 8
Arrupe Block	Arrupe Block Office

RE-EXAMINATION

Re-examinations will be conducted on 11th, 12th, 13th, 16th, 18th & 20th March, 2026 (for approved students only).

Students permitted to appear for the Re-Examination must submit the duly filled application to the respective Directors within the prescribed deadline. Applications submitted after the due date will not be accepted.



Controller of Examinations