

## College Examination Policy

### Office Principal N.J.S.A. Government College, Kapurthala NOTICE

#### Instructions for Staff regarding Mid Semester Examination October 2024

- The college working hours will remain the same as before, i.e., 5.30 hours.
- The examination sessions will be conducted as follows:  
Morning session: 9:00 AM to 10:30 AM, Forenoon session: 11:30 AM to 1:00 PM,  
Afternoon session: 2:00 PM to 3:30 PM.
- On duty days, staff members must report to the Centre Superintendent at least 30 minutes before the commencement of the examination.
- No staff member shall take leave without arranging a substitute.
- No staff member shall change their duty at their own level. Prior approval from the competent authority is mandatory.
- During duty hours, no staff member will be given relief for more than ten minutes. No reliever shall be sent to a room where two staff members are already performing duty.
- On the examination day, the subject teachers will take the answer papers with them for evaluation after the examination is over, and the award lists shall be submitted to Madam Jaspreet Kaur.
- The award lists of the papers shall be submitted within 10 days of the completion of the respective papers.
- After evaluation, the answer sheets shall be shown to the students.



Principal  
Principal  
N.J.S.A. Govt. College  
Kapurthala