

# **ST.TERESA DEGREE COLLEGE FOR WOMEN**

(Affiliated to Bengaluru City University)

Sultan Road, Royan Circle, Chamarajpet, Bangalore – 560018

**Odd Semester Examination Feb / March 2023-24**

## **Time Schedule**

<b>Morning Exam</b>	<b>10:00am to 12.30pm</b>	<b>Time Schedule</b>
1st Bell	9.40am	Issuing the Answer Booklets
2nd Bell	10.00am	Issuing the Question Paper
3rd Bell	12.15pm	Reminder
Final Bell	12.30pm	Collecting the Answer Booklets

<b>Afternoon Exam</b>	<b>2.00pm to 4.30pm</b>	<b>Time Schedule</b>
1st Bell	1.40pm	Issuing the Answer Booklets
2nd Bell	2.00pm	Issuing the Question Paper
3rd Bell	4.15pm	Reminder
Final Bell	4.30pm	Collecting the Answer Booklets

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### EXAMINAION RULES

- Students should reach the examination hall 30 minutes early before the commencement of the examination.
- Late comers are not allowed to appear the examination.
- Students are not allowed to take breaks during the Examination.
- Students Hall Tickets are compulsory.
- Students must present their ID card and Hall ticket to the Invigilator during examination.
- Student should carry their own exam materials like Pens, Pencils, Erasers, Sharpeners, Rulers, and Calculators any other materials required for the exam and exchange of the same among the students is strictly prohibited.
- Calculators with more than one display or a programmable calculator is not allowed.
- Student should use only transparent case or pouch to carry exam related materials.
- The bags must be kept outside the examination hall and will be self -responsible for its safety.
- Any electronic gadget (Mobile Phones, Smart Watches, and Headsets etc.) or any other materials are strictly prohibited inside the examination hall.
- Student is advised to check the QP Code before answering.
- Carry a Passport size photo every day.
- If students caught with any mall practice, serious action will be taken by the examination squad (**3 years debar from writing exam**). Center is not responsible.
- **Dress Code:** House uniform for all exams.

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## **Examination Committee 2023-24**

<b>Sl. No</b>	<b>Name</b>	<b>Designation</b>	<b>Responsibility</b>
1	Dr.Sr.Prema	Principal	Chief Superintend
2	Mrs.Mallika B	Vice Principal	Deputy Superintend
3	Mr.Rajesh B	Academic Coordinator	Controller of Examination
4	Ms.Ayesha Khanum	HOD of Management	Deputy Controller of Examination
5	Mrs.Shakunthala H B	Office admin	Convener of Examination
6	Mr.Raju R	PG Coordinator	Member
7	Mr.Manju H S	HOD of Humanities	Member
8	Mr.Mithun M	HOD of Computer Application	Member
9	Mr.Chandrappa V	Physical Education Director	Member
10	Mrs.Lakshmi R	Librarian	Member

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## **Odd Semester Examination Feb / March 2023-24**

### **Functions of an Invigilator**

- Reach the Exam center 30 Minutes early.
- Follow the Formal dress code.
- Bring your own ball pen.
- Kindly wear College ID card.
- Receive the Answer booklets from examination controller 20 minutes early and distribute to the candidates – 1<sup>st</sup> Bell.
- Check properly the candidate hall ticket before entering into the examination hall.
- Make sure that candidates are wearing college ID card.
- Check the register number of the candidates & guide them to sit in their respective place.
- Distribute the Question papers to the candidates 10 minutes early – 2<sup>nd</sup> Bell
- Instruct the candidates to follow the examination rules & Regulations then instruct them to fill answer booklets.
- Distribute the question papers according to QP code, kindly verify and give the question paper.
- Don't allow the candidates to take break in between exam. Any emergency kindly contact exam controller.
- Mark the attendance by taking signature of the candidates on the invigilator diary printed.
- Sign the answer booklets without fail.
- Submit a signed attendance diary to the examination controller within 45 minutes of the commencement of the examination.
- Candidates can leave the examination hall after 2 hours from the commencement of examination.
- Collect answer booklets on time according to the register number mentioned in invigilator diary.
- Anything goes wrong, during the examination hall, the respective invigilator is duly responsible.
- Handover the booklets to the examination controller on time.
- Maintain the sacredness of examination.

# St.Teresa Degree College for Women

## Invigilation List Odd Sem Feb/March 2023-24

S.N	Date		Timings		Room No	Invigilator
1	26/02/2024	Monday	10.00am To 12.30pm	100	1	Mrs. Manasa
					102	Mrs Rekha MN
					103	Mrs. Bhavya
			2.00pm To 4.30pm	119	1	Mr. Raju R
					101	Mrs. Manasa
					102	Mrs. Pavithra (Eng)
103	Mr. Mithun					
2	27/02/2024	Tuesday	10.00am To		1	Mrs. Pavithra (M)
					103	Mrs. Manasa
3	28/02/2024	Wednesday	10.00am To 12.30pm	108	101	Mrs. Bhavya
					102	Mrs. Pavithra (M)
					103	Mrs. Manasa
					104	Mrs. Vasudha
			2.00pm To 4.30pm	115	1	Mrs. Pavithra (Eng)
					101	Mrs. Jyothi
					102	Mr. Anil Kumar
					103	Mrs. Manasa
4	29/02/2024	Thursday	10.00am To	65	1	Mrs. Manasa
					103	Mrs. Pavithra (M)
5	1/3/2024	Friday	10.00am To 12.30pm	190	1	Ms. Monisha
					101	Mrs. Bhavya
					102	Mr. Prabhu
					103	Mr. Sathisha
					104	Mrs. Vasudha
					105	Mr. Manju HS
			2.00pm To 4.30pm	119	203	Mr. Mithun
					1	Mrs. Pavithra (Eng)
					101	Mrs. Jyothi
					102	Mr. Anil Kumar
6	2/3/2024	Saturday	10.00am To 12.30pm	109	101	Ms. Monisha
					102	Mr. Prabhu
					103	Mrs. Arifa
					104	Mr. Manju HS
					1	Mr. Prashanth
					101	Mrs. Pavithra (M)

7	4/3/2024	Monday	10.00am To 12.30pm	189	102	Mrs. Bhavya
					103	Mr. Prabhu
					104	Mrs. Vasudha
					105	Mrs . Rekha MN
					203	Mr. Mithun
			2.00pm To 4.30pm	129	101	Mr. Manju( History)
					102	Mrs. Pavithra (Eng)
					103	Mrs. Jyothi
					104	Mr. Prabhu
					105	Mr. Anil Kumar
8	5/3/2024	Tuesday	10.00am To 12.30pm	109	101	Mr. Prashanth
					102	Mrs. Bhavya
					103	Mrs. Arifa
					104	Mrs. Lakshmi
9	6/3/2024	Wednesday	10.00am To 12.30pm	189	1	Ms. Monisha
					101	Mrs. Jyothi
					102	Mrs. Bhavya
					103	Mr. Prabhu
					104	Mrs. Vasudha
					105	Mr. Manju HS
					203	Mr. Chandru (PED)
			2.00pm To 4.30pm	80	101	Mr. Manju( History)
					102	Mrs. Pavithra (Eng)
					103	Mr. Anil Kumar
10	7/3/2024	Thursday	10.00am To 12.30pm	81	101	Mrs. Bhavya
					102	Mr. Chandrashekhar
					103	Mr. Chandru (PED)
11	11/3/2024	Monday	10.00am To 12.30pm	179	1	Ms. Monisha
					101	Mrs. Jyothi
					102	Mrs. Bhavya
					103	Mr. Prabhu
					104	Mr. Sathisha
					105	Mr. Manju HS
					203	Mr. Mithun
			2.00pm To 4.30pm	110	1	Mrs. Pavithra (Eng)
					101	Mrs. Jyothi
					102	Mr. Prabhu
103	Mr. Mithun					
12	12/3/2024	Tuesday	10.00am To	117	1	Mrs. Bhavya
					101	Mrs. Lakshmi

12	12/3/2024	Tuesday	10.00am To 12.30pm		102	Mr. Chandrashekhar
					103	Mr. Raju R
13	13/3/2024	Wednesday	10.00am To 12.30pm	173	1	Mr. Prabhu
					101	Mrs. Pavithra (Eng)
					102	Mrs. Tabassum
					103	Mr. Sathisha
					104	Mrs. Shantha
					105	Mrs. Rekha MN
				203	Mr. Manju HS	
				2.00pm To 4.30pm	115	1
				101	Mrs. Jyothi	
				102	Mr. Anil Kumar	
				103	Mr. Raju R	
14	14/3/2024	Thursday	10.00am To 12.30pm	108	1	Mrs. Tabassum
					101	Mrs. Vasudha
					102	Mrs. Shantha
					103	Mrs. Lakshmi
15	15/3/2024	Friday	10.00am To 12.30pm	188	1	Mr. Prabhu
					101	Mrs. Rekha MN
					102	Mrs. Tabassum
					103	Mr. Sathisha
					104	Mrs. Shantha
					105	Mr. Chandrashekhar
		203	Mr. Mithun			
16	16/3/2024	Saturday	10.00am To 12.30pm	107	1	Mr. Anil Kumar
					101	Mr. Sathisha
					102	Mrs. Shantha
					103	Mr. Raju R
17	18/3/2024	Monday	10.00am To 12.30pm	11	104	Mr. Chandru (PED)
			2.00pm	4	104	Mr. Anil Kumar
18	20/3/2024	Wednesday	10.00am To 12.30pm	7	104	Mrs. Tabassum
			2.00pm	9	104	Mrs. Parameshwari
19	22/3/2024	Friday	10.00am To	22	104	Mr. Chandru (PED)
			2.00pm	20	104	Mrs. Parameshwari
			10.00am		104	Mr. Deekshith

20	25/3/2024	Monday	10.00am	22	104	Mr. Deekshith
			2.00pm	4	104	Mrs. Jyothi
21	26/3/2024	Tuesday	10.00am	7	104	Mrs. Valli
22	28/3/2024	Thursday	2.00pm	10	104	Mr. Deekshith
23	1/4/2024	Monday	10.00am	12	104	Mrs. Valli
			2.00pm	10	104	Mrs. Parameshwari
24	2/4/2024	Tuesday	10.00am	4	104	Mrs. Valli
			2.00pm	10	104	Mrs. Jyothi
25	3/4/2024	Wednesday	10.00am	7	104	Mrs. Valli
26	4/4/2024	Thursday	10.00am	1	104	Mrs. Lakshmi
			2.00pm	4	104	Mrs. Parameshwari
27	6/4/2024	Saturday	10.00am	1	104	Mr. Chandru (PED)
28	12/4/2024	Friday	10.00am	4	104	Mr. Manju HS
29	15/4/2024	Monday	10.00am	4	104	Mr. Mithun