

Date: 25.04.2022

## NOTICE

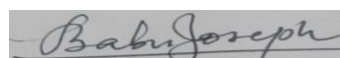
### Salesian College Siliguri

#### Internal Examination for Even Semester -June 2022

Dates	Preparations
1-20 <sup>th</sup> May, 2022	Preparation and Printing of Question Papers
21 <sup>st</sup> May, 2022 (Saturday)	<ul style="list-style-type: none"><li>Meeting of all the faculty in Marengo Hall for Exam related Instructions at 11.00 am</li><li>Submission of the Printed Copies of Question Papers in Marengo Hall.</li></ul>
1-6 <sup>th</sup> June, 2022	Internal Examination through Off line mode <ul style="list-style-type: none"><li><b>Timings:</b></li><li>B.A./B.Com/BBA/B.Voc/BSc/BCA: 2<sup>nd</sup> Sem. 8.00 am -10.am</li><li>B.A./B.Com/BBA/B.Voc/BSc/BCA 4th Sem. 11.am - 01.00pm</li><li>B.A./B.Com/BBA/B.Voc/BSc/ BCA 6<sup>th</sup> Sem. 2.00 pm -4.00pm</li></ul>
7-15 <sup>th</sup> June, 2022	Evaluation and submission of Answer scripts to the respective departments.
16 <sup>th</sup> &17 <sup>th</sup> June, 2022	Uploading of Marks in ERP and submission of soft and printed copy to the Exam office.

#### NB

- Venue for Exam:** All the examinations will be conducted in Don Bosco Block.
- Inclusion of Syllabus:** 80-100% of the Syllabus could be considered for Internal Examination.
- Attendance:** 75% of attendance is mandatory for the appearance in the internal exam. HoDs should take the necessary steps to make sure that all the students secure 75% of attendance.
- Clearance of Fees:** All students should produce the fee clearance slip to the HoDs and get it signed before the commencement of examination.
- Invigilation:** All faculty should be available for the invigilation duty.
- Practical Exam:** Students who have practical exams should attend them even during the days of study leave.
- Schedule for Practical Exam:** The Departments which have practical examination should prepare the scheduled well in advance and submit a copy to the examination office and another copy to the examination committee convenor Dr. Fr. Babu Joseph.
- Study Leave:** 7<sup>th</sup> June to 21<sup>st</sup> June 2022 is study leave. This is in view of immediate and intense preparation for University Examinations.
- Events:** No events should be held by the departments or denaries in the month of June.



Dr.Fr. Babu Joseph SDB