

Birla Vishvakarma Mahavidyalaya (Engineering College)
(An Autonomous Institution)

Instructions to Conveners/Examiners at Central Assessment Hall

- (1) The central assessment work will be carried out at B307, 2nd floor, B-block.
- (2) The central assessment work will start from 08.05.2018.
- (3) The assessment hall shall remain open from 10 am to 5:30 pm.
- (4) The assessment hall shall remain closed on all holidays and Sundays.
- (5) The examiners are requested to enter the details in the register every time when they visit the assessment hall.
- (6) Please do not carry the answer books and mark sheets outside the assessment hall.
- (7) The examiners are requested to complete the assessment work within 07 working days on completion of respective course's exam.
- (8) The examiners are requested not to call any student for any work in assessment hall.
- (9) In case of any trouble while assessing answer books, please report to Controller of Examinations.
- (10) All are requested to please keep your mobile phones on silent mode and please go outside the hall for talking on phone to avoid disturbance to others.
- (11) The Convener is requested to submit the completed mark sheet immediately after the completion of practical/viva exam of respective course to Controller of Examinations.

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Exam Section, BVM