**GUIDELINES FOR WEEKLY CLASS TESTS FOR THE STUDENTS**

* Weekly class tests shall be conducted every Saturday for all students of 5 years B.A/B.B.A/B.COM LL. B & 3 years LL. B of w.e.f. **16th of March, 2024.**
* The time allotted for each test examination will be 01 hour and 30 minutes. The students are directed to maintain and adhere to strict discipline inside the class during the conduct of test examinations which include:

1. Authorized dress code with the college identity card;
2. No students shall be allowed to enter in examination hall after 10 minutes of commencement of the test and leave before 1 hour of completion of the test.
3. Class test must be given in the test copy which shall be provided by the Institute on payment.
4. Students have to use **separate test copies** for different subjects.
5. No student will be allowed to use any unfair means during the test.
6. Students will be monitored through CCTV cameras during class tests, if it is found that any student is using any electronic gadgets, action will be taken against that student by the College Authority.

* All the students are directed to appear in the class test with preparation as it is the process of continuous evaluation which will help you all in the final examination. Further, the performance of the students in the class test shall be taken into consideration while allocating marks for the Practical Examination to assess the performance and give permission to fill up the university examination form. Along with that, the score sheet of every class test shall be uploaded to the college website and notice board.
* All the students are directed to appear and perform in class mandatorily.
* The students shall submit the scanned answer scripts to the designated mail id.
* A 15-minute grace period shall be provided to the students for scanning purposes.
* The Mail-id to which the students will send their answer scripts after scanning has been given in the weekly class test timetable. Students are directed to note the same and act accordingly.