



Ref.048/HIT/PS/NT/2025 Minutes of Examination Dated: 24th April 2025
Planning Meeting

Examination planning meeting was held on 21/04/2025 by 03.00 am in Principal Chamber in presence of HODs of all department and the Exam I/C and center superintendent. The following points were discussed and decisions were taken:

1. Pre-Exam Preparation:

- * Answer booklets to be collected from the Distribution centre before 7.30 am.
- * Seating and hall arrangements to be finalized and implemented 1 day prior to Commencement of exams.

2. Exam Day Protocols:

- * Reporting time for Students will be 1 hour before the start of examination.
- * No student will be allowed to enter examination center after 8.30am.
- * Identity verification is mandatory (Admit card, College ID or Aadhaar card).

3. Items Policy:

- * Prohibited: Mobile phones, smart watches, digital/electronic gadgets.
- * Allowed: Non-programmable calculators (e.g., Casio FX-991ES Plus), steam table/data book (official print only), and transparent water bottles without labels.

4. Answer Sheet Distribution & Instructions :

- * Answer sheets distribution in examination hall will start by 7.30 am.
- * Invigilator are advised to help students in filling of answer booklet cover page.
- * No student is allowed to leave the exam hall within the first 60 minutes
- * Students are required to be instructed to write their registration no on the question paper within 5 minutes of receiving question paper.

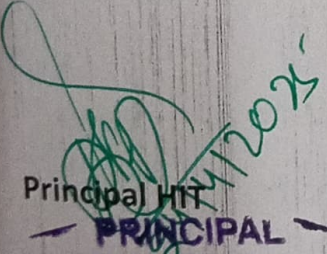
- * Students must remain seated until all answer booklets are collected.
- * Invigilators required to check details like number of pages in the answer sheet and ensure the signing of attendance sheet before collecting answer booklet.

5. **Exam Timing:**

- * Bell will be given by at 7:50 am to start the exam.
- * Question papers will be distributed at 8:00 am.
- * Final entry will be closed at 8:30 am.
- * 1st & 2nd announcements regarding end of examination will be done at 10:30 am and 10:50 am Respectively.
- * Examination ends sharp at 11:00 am .

6. **Mobile Usage Policy for Staff:**

- * All invigilators and staff members are to submit their smartphones to the Exam Section before the exam.
- * Only basic keypad phones without cameras may be used in emergencies.


Principal HIT
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Khurda, BBSR. Odisha



C.C- :All Notice Boards (Including Hostels), Dean Academics, Dean Hostel, All HODs,

Library Section, Accounts Section, Exam Section, Transport Incharge, DDO,

Security Incharge, and Guard File.