



St. Aloysius Institute of Technology

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(Approved by:-AICTE, New Delhi, Recognized by: DTE, Gov. of M.P., Affiliated to:- RGPV, Bhopal)

Ref.: SAIT/ Exam/MST/Oct. 2026

Date: - 28/10/2026

NOTICE - 01

CONDUCT OF FIRST MID-SEMESTER EXAMINATION

This is to inform all Head of Departments (HoDs) and faculty members that the First Mid-Semester Examination is scheduled to be conducted from 15th October to 17th October 2026.

To ensure the smooth and disciplined execution of the examinations, all faculty members must strictly following guidelines and instructions:

1. Faculty Leave and Emergency Substitute: - No faculty member is permitted to take leave during the examination period (15th October to 17th October).

In case of an absolute medical or personal emergency, the concerned faculty member must arrange for an approved substitute faculty to handle their duties before leaving.

2. Syllabus Completion and Question Paper Guidelines:- As per RGPV norms, the syllabus for the First Mid-Semester Examination must cover exactly 2 Units. It is the joint responsibility of the subject teachers and respective HoDs to ensure that the syllabus is completed on time.

3. Question papers must strictly follow the RGPV guidelines. The marking scheme is defined as: Maximum Marks: 40 and Minimum Passing Marks: 13

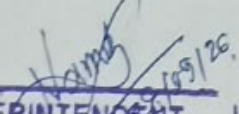
The soft copy as well as the hard copy of the question paper must be submitted to the Examination Cell on or before 09 October 2026.

4. Examination Reporting Time: - The official reporting time for all faculty members in the Exam Cell is 9:30 AM sharp.

5. Invigilators must ensure that no student is allowed to leave the examination hall before 1.5 hours from the start of the exam.

6. Evaluation and Submission Timelines: - After the examination concludes, all invigilators must collect and submit the answer sheets to the Exam Cell.

7. Subject teachers must collect their respective answer sheets from the Exam Cell on the same day as the exam. The evaluated answer sheets, along with the finalized mark sheet, must be submitted back to the Exam Cell within 4 days of the examination date.


SUPERINTENDENT
St. Aloysius Institute of
Technology, Jabalpur


Principal
St. Aloysius Institute of Technology
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