



ABES Engineering College, Ghaziabad

Examination Duty Reporting Policy

Examination is an essential part of the academics and duty is mandatory. For smooth conduct of examination, kindly adhere to the policy:

1. Reporting time as identified by the Exam Cell
 - a. 50 (fifty) minutes before for **University Examinations**
 - b. 20 (twenty) minutes before for **Sessional Test**
2. **Late reporting** will lead to disciplinary actions as follows
 - a. will be treated as LWP (Leave Without Pay)
 - b. will be considered during appraisals
 - c. will be marked in personal files for future references
3. Exemption from the exam duty to be as per the process identified by Exam Cell
4. No requests for exemption would be entertained on the preceding day or morning of examination date.
5. In case of any exigency, Department Head required to get the approval from Director and Exam Cell
6. Leave Sanction authority will be with the Exam Cell during the Examinations, please follow the steps as below
 - Step 1:** Application to be approved first by the Head Exam Cell
 - Step 2:** Head of Department need to counter sign
 - Step 3:** Apply on the HR portal and submit the application to the HR Department