

ORIENTATION PROGRAMME

Date - 06.12.2021

TIME - 11.15am

Seating Arrangement for Orientation Programme

S.NO.	NAME OF THE MENTOR	CLASS	ROLL NO.	Room No.
S-1	MR. VINAY	B.SC. I	All students	Botany Lab
S-4A	DR. RAJBALA	B.SC. I	5001- 5035	129
S-4B	Dr. NEELAM ROHILLA	B.SC. I	5036-5070	Physics Lab.
S-8	MR. JAGTAR SINGH	BCA I	All students	Computer Lab
PG/HR/1	DR. B.S. BALHARA	MA HISTORY I	All students	8
PG/PS/3	DR. PREETI NATHI	MA POL. SC. I	All students	9
PG/EC/ 5	DR. SEEMA	MA ECONOMICS I	All students	6
PG/ENG/ 7	DR. VINEETA GUPTA	MA ENGLISH I	All students	110
PG/PSY/9	DR. SAJJAN	MA PSYCHOLOGY I + B.A. Hons.	All students	Psycho Lab I
PG/DP/ENG 11	MRS. SEEMA	PG DIPLOMA IN TRANSLATION + B.A Hons. 1 <sup>st</sup> Year	All students	4
PG/DP/CA 12	MS. MANISHA	PG DIPLOMA IN COMP. APP.	All students	Computer Lab
PG/DP/HSC 13	MRS. VANDITA SHARMA	PG DIPLOMA IN NUTRITION AND DIETETICS	All students	Home Science
MC - 1	MR. ANIL KUMAR PANDEY	BMC I	All students	Mass Com. Dept.
PG/MC -4	DR. CHITRA	PGDJMC	All students	Mass Com. Dept.

Grup No.	Mentor	Class	Roll no.	Room No.
A-1	Mrs Anju Malik	B.A. I	1211071002001 to 2035	5
A-2	Dr. Smita	B.A. I	1211071002036 to 2071	10
A-3	Dr. Sunita Chaudhary	B.A. I	1211071002072 to 2107	11
A-4	Mrs. Harpreet Kaur	B.A. I	1211071002108 to 2143	12
A-5	Mrs. Divija	B.A. I	1211071002144 to 2180	105
A-6	Ms. Mallika Tiwari	B.A. I	1211071002181 to 2215	106
A-7	Mrs. Gurpreet	B.A. I	1211071002216 to 2251	107
A-8	Mrs. Archana	B.A. I	1211071002252 to 2286	108
A-9	Mrs. Veena Jangra	B.A. I	1211071002287 to 2322	109
A-10	Mr. Rakesh Pathak	B.A. I	1211071002323 to 2359	111
A-11	Mrs. Sarita Bishnoi	B.A. I	1211071002360 to 2395	112

W



ORIENTATION PROGRAMME

Date - 06.12.2021  
TIME - 11.15am

Seating Arrangement for Orientation Programme

S.NO.	NAME OF THE MENTOR	CLASS	ROLL NO.	Room No.
S-1	MR. VINAY	B.SC. I	All students	Botany Lab
S-4 A	DR. RAJBALA	B.SC. I	5001-5035	129
S-4 B	Dr. NEELAM ROHILLA	B.SC. I	5036-5070	Physics Lab.
S-8	MR. JAGTAR SINGH	BCA I	All students	Computer Lab
PG/HR/1	DR. B.S. BAIHARA	MA HISTORY I	All students	8
PG/PS/3	DR. PREETI NATH	MA POL. SC. I	All students	9
PG/EC/5	DR. SEEMA	MA ECONOMICS I	All students	6
PG/ENG/7	DR. VINEETA GUPTA	MA ENGLISH I	All students	110
PG/PSY/9	DR. SAJJAN	MA PSYCHOLOGY I + B.A. Hons.	All students	Psycho Lab I
PG/DP/ENG 11	MRS. SEEMA	PG DIPLOMA IN TRANSLATION + B.A Hons. 1 <sup>st</sup> Year	All students	4
PG/DP/CA 12	MS. MANISHA	PG DIPLOMA IN COMP. APP.	All students	Computer Lab
PG/DP/HSC 13	MRS. VANDITA SHARMA	PG DIPLOMA IN NUTRITION AND DIETETICS	All students	Home Science
MC - 1	MR. ANIL KUMAR PANDEY	BMC I	All students	Mass Com. Dept.
PG/MC -4	DR. CHITRA	PGDJMC	All students	Mass Com. Dept.

Grup No.	Mentor	Class	Roll no.	Room No.
A-1	Mrs Anju Malik	B.A. I	1211071002001 to 2035	5
A-2	Dr. Smita	B.A. I	1211071002036 to 2071	10
A-3	Dr. Sunita Chaudhary	B.A. I	1211071002072 to 2107	11
A-4	Mrs. Harpreet Kaur	B.A. I	1211071002108 to 2143	12
A-5	Mrs. Divija	B.A. I	1211071002144 to 2180	105
A-6	Ms. Mallika Tiwari	B.A. I	1211071002181 to 2215	106
A-7	Mrs. Gurpreet	B.A. I	1211071002216 to 2251	107
A-8	Mrs. Archana	B.A. I	1211071002252 to 2286	108
A-9	Mrs. Veena Jangra	B.A. I	1211071002287 to 2322	109
A-10	Mr. Rakesh Pathak	B.A. I	1211071002323 to 2359	111
A-11	Mrs. Sarita Bishnoi	B.A. I	1211071002360 to 2395	112

*Handwritten signature*



ORIENTATION PROGRAMME

Date - 06.12.2021  
TIME - 11.15am

(8)

GOVT. P. G. COLLEGE, SECTOR - I, PANCHKULA

MENTOR GROUP- POST GRADUATE CLASSES  
SESSION 2021-22

FACULTY INCHARGE - MRS. MEENAKSHI SINGH, DEPARTMENT OF  
ENGLISH

GROUP	MENTOR	CLASS	ROLL NO	Room no.
PG/HR/1	DR. B.S. BALHARA	MA HISTORY I	All students	
PG/HR/2	DR. APRAJEETA	MA HISTORY II	All students	
PG/PS/3	DR. PREETI NATH	MA POL. SC. I	All students	
PG/PS/4	DR. SAVITA RANA	MA POL SC. II	All students	
PG/EC/5	DR. SEEMA	MA ECONOMICS I	All students	
PG/EC/6	MRS. DAVINDER KAUR	MA ECONOMICS II	All students	
PG/ENG/7	DR. VINEETA GUPTA	MA ENGLISH I	All students	
PG/ENG/8	MRS. MEENAKSHI SINGH	MA ENGLISH II	All students	
PG/PSY/9	DR. SAJJAN	MA PSYCHOLOGY I	All students	
PG/PSY/10	DR. ANITA	MA PSYCHOLOGY II	All students	
PG/DP/ENG 11	MRS. SEEMA	PG DIPLOMA IN TRANSLATION Old Women Cell	All students	
PG/DP/CA 12	MS. MANISHA	PG DIPLOMA IN COMP. APP. Comp. Lab I	All students	IT Block R-No-3 2nd floor
PG/DP/HSC 13	MRS. VANDITA SHARMA	PG DIPLOMA IN NUTRITION AND DIETETICS Lab No. 16	All students	

(Principal)  
26/4/22




**GOVT. P. G. COLLEGE, SECTOR - I, PANCHKULA**

MENTOR GROUP- FACULTY OF COMMERCE  
SESSION 2020-21

FACULTY INCHARGE - MRS. KRISHNA UPPAL, HEAD OF THE  
DEPARTMENT, COMMERCE

GROUP NO	NAME OF THE MENTOR	CLASS	ROOM NO.	ROLL NO.
C-1	MRS. KIRAN	B.COM I	L-2	01-70
C-2	MS. KHUSHBOO	B.COM I	L-3	71-140
C-3	MS. PREETI GARG	B.COM I	102	141-ONWARDS
C-4	MS. POOJA	B.COM II	201	01-60
C-5	MS. PRACHI	B.COM II	103	61-120
C-6	MRS. NISHA	B.COM II	204	121 ONWARDS
C-7	MR. B.G. KAPOOR	B.COM III	202	1-80
C-8	MS. SAVITA MITTAL & MRS. ADITI MONGIA	B.COM III	203	81 ONWARDS
C-09	MRS. VARUN YADAV	M.COM I	AUDITORIUM	SECTION A & B
C-10	MRS. KRISHNA UPPAL	M.COM II	AUDITORIUM	SECTION A & B

  
(Principal)  
V-dits  
26/4/22



**GOVT. P. G. COLLEGE, SECTOR - 1, PANCHKULA**

MENTOR GROUP- FACULTY OF SCIENCES  
SESSION 2021-22

FACULTY INCHARGE - MRS. BHUPINDER KAUR, DEPARTMENT OF ZOOLOGY

**STREAM - MEDICAL**

S.NO.	NAME OF THE MENTOR	CLASS	ROOM NO.	ROLL NO.
S-1	MR. VINAY	B.SC. I	BOT.-L-I	All students
S-2	DR. NEERAJ	B.SC. II	BOT. -L-II	All students
S-3	DR. SHAILJA KAUSHAL	B.SC.III	BIO. TECH. LAB	All students
PG/M.S C	DR. NEELAM MANDAL	M.SC. I	211	All students

**STREAM - NON - MEDICAL**

S-4/A	DR. MEENU( Till Dr. Rajbala Joins)	B.SC. I	17	5001- 5035
S-4/B	Dr. NEELAM ROHILLA	B.SC. I	PHYSICS LAB.	5036-5070
S-5/A	DR. NAVEEN SHARMA	B.SC II	LT. 215 cl	50001-35 Mrs. Ankita
S-5/B	MRS. ANJELA ( Till Mrs. Manju Sangwan joins)	B.SC. II	204	50036-75
S-6	MRS. VIDHI MANN	B.SC III	PHYSICS LAB II	All students

**STREAM - BCA (IT BLOCK)**

S-8	MR. JAGTAR SINGH	BCA I	LAB - I	All students
S-9	MRS. ANSHU KAPIL	BCA II	LAB - II	All students
S-10	MS. VANDANA	BCA III	LAB- III	All students

(Principal)  
V. Jite  
26/4/22

**GOVT. P. G. COLLEGE, SECTOR - 1, PANCHKULA**MENTOR GROUP- MASS COMMUNICATION  
SESSION 2021-22FACULTY INCHARGE - MR. ADVITYA KHURANA, HEAD DEPT. OF MASS  
COMMUNICATION

GROUP	MENTOR	CLASS	Room No.	ROLL NO
MC - 1	MR. ANIL KUMAR PANDEY	BMC I	BMC Dept. I	All students
MC- 2	MS. KUSUM RANI	BMC II	BMC Dept II	All students
MC -3	MR. NAVEEN KUMAR	BMC III	BMC Dept. III	All students
PG/MC -4	DR. CHITRA	PGDJMC	BMC Dept IV	All students

(Principal)  
V. Jits  
26/4/22



ORIENTATION PROGRAMME

Date - 06.12.2021

(4)

A-17	Mr. Parmod	B.A. II	1211071002196 to 2238	122 ✓
A-18	Mrs. Akansha	B.A. II	1211071002239 to 2282	123 NSS
A-19 ✓	Mr. Parvesh (Psy)	B.A. II	1211071002283 to 2327	124 ✓
A-20 ✓	Ms. Preeti ML Janjhotra	B.A. II	1211071002328 to 2377	128 ML Vandite
A-21 ✓	Ms. Nayantara	B.A. II	1211071002378 to 2385 2966510081, 2966520056	18 ✓
A-22 ✓	Mrs. Renu ✓	B.A. III	2966510001 to 0051	20
A-23 ✓	Dr. Kuldeep Singh	B.A. III	2966510052 to 10106	22
A-24 ✓	Mrs. Neelam KUmari	B.A. III	2966510108 to 10177	22
A-25	Ms. Chitra	B.A. III	2966510178 to 10252	09
A-26	Dr. Rohtash Godara	B.A. III	2966510253 to 20026	Geo I
A-27	Mr. Deepak Singh	B.A. III	2966520027 to 20078	Geo II
A-28	Mrs. Sumita	B.A. III	2966520079 to 20119 & 3012210040	08
A-29 ✓	Dr. Anita Hooda	B.A (H) eng.	All Students	Old Women Cell
A-30	Mr. Parveen Kumar	B.P.Ed I	All Students	1
A-31	Dr. Partap Singh	B.P.Ed II	All Students	2
A-32 ✓	Ms. Jyotsana Kaushik	B.A. (App. Psy)	All Students	Psy. Dept. 125 Vandite

c.c.c  
Mrs. Seema S. Banin  
Verma

LT-129

Principal  
V. Jit  
26/4/22



GOVT. P. G. COLLEGE, SECTOR - I, PANCHKULA

MENTOR GROUP- FACULTY OF ARTS  
SESSION 2021-22

FACULTY INCHARGE - DR. SEEMA <sup>AGGARWAL</sup> ~~SINGH~~ DEPARTMENT OF  
~~GEOGRAPHY~~, ECONOMICS.

Grpu p No.	Mentor	Class	Roll no.	Room No.
A-1 ✓	Mrs Anju Malik	B.A. I	1211071002001 to 2035	5 ✓
A-2 ✓	Dr. Smita <sup>CEL</sup>	B.A. I	1211071002036 to 2071	6
A-3 ✓	Dr. Sunita Chaudhary	B.A. I	1211071002072 to 2107	10 ✓
A-4 ✓	Mrs. Harpreet Kaur	B.A. I	1211071002108 to 2143	11 ✓
A-5 ✓	Mrs. Divija <sup>CEL</sup>	B.A. I	1211071002144 to 2180	12
A-6 ✓	Ms. Mallika Tiwari	B.A. I	1211071002181 to 2215	105 ✓
A-7 ✓	Mrs. Gurpreet	B.A. I	1211071002216 to 2251	106 ✓
A-8	Mrs. Archana	B.A. I	1211071002252 to 2286	107 ✓
A-9 ✓	Mrs. Veena Jangra	B.A. I	1211071002287 to 2322	215 ✓
A-10	Mr. Rakesh Pathak	B.A. I	1211071002323 to 2359	109
A-11 ✓	Mrs. Sarita Bishnoi	B.A. I	1211071002360 to 2395	110

Mrs. Rashmi Sharma

Mrs. Karunesh

Auditorium  
Vandita Sharma.  
- Leave

A-12	Mr. Deepak (Pub Ad.)	B.A. I	1211071002396 to 2417 - 445	111 ✓
A-13 ✓	Dr. Tarana	B.A. II	1210071002001 to 2050	112 ✓
A-14 ✓	Dr. Jitender Kumar	B.A. II	1210071002051 to 2095	113 ✓
A-15 ✓	Mr. Satbir	B.A. II	1210071002098 to 2148	116 ✓
A-16 ✓	Ms. Yamini	B.A. II	1210071002149 to 2195	117 ✓

Principal  
V. Jit  
26/4/22



GOVT. P. G. COLLEGE, SECTOR - 1, PANCHKULA

## MENTOR-MENTEE (2022-23)

Sr. No.	Faculty	Faculty incharge	Mentor committee
1	ARTS	Dr. Seema Aggarwal , Economics	Mr. Deepak, Pub. Administration
2	COMMERCE	Mrs. Krishna Uppal , Commerce	Mrs. Pooja, Commerce
3	SCIENCE	Mrs. Bhupinder Kaur , Zoology	Dr. Vidhi Mann , Physics
4	PG CLASSES	Mrs. Meenakshi Singh, English	-
5	MASS COMMUNICATION	Mr. Advitya Khurana , Mass Communication	-

(Principal)  
 V—Siti  
 20



**सूचना**

महाविद्यालय के सभी B.A./B.Com./B.M.C/B.SC./B.P.Ed के विद्यार्थियों को सूचित किया जाता है कि दिनांक 26.04.2022 (11.00am to 12.00 pm) को MENTOR MENTEE MEET का आयोजन किया जा रहा है। इसको सुचारु रूप से चलाने हेतु सभी विद्यार्थी नीचे दिए गए कमरों में अपने अपने मेंटर के साथ उपस्थित रहेंगे। इस कारण 26.04.2022 को सभी कक्षाएं 40 मिनट की दिए गए टाइम टेबल के अनुसार होंगी।

PERIOD	TIME
I	9.00am - 9.40am
II	9.40am - 10.20am
III	10.20am - 11.00am
<b>TUTORIAL</b>	11.00am - 12.00pm
IV	12.00pm - 12.40pm
V	12.40pm - 01.20pm
VI	01.20pm - 02.00pm
VII	02.00pm - 03.15pm
VIII	02.40pm - 03.15pm

सभी मेंटर अपने अपने मेंटर ग्रुप में दिए गए एजेंडा को विद्यार्थियों के साथ discuss करेंगे। वे उनकी अटेंडेंस फैकल्टी इंचार्ज को देंगे। सभी फैकल्टी इंचार्ज अपनी मेंटर कमेटी के फैकल्टी मेंबर्स के साथ ट्यूटोरियल मीट के दौरान राउंड लेंगे व अनुशासन सुनिश्चित करेंगे!

V. S. S. S.  
25/4/22  
Chief Mentor

Principal

Committee

- 1.
- 2.
- 3.



### सूचना

महाविद्यालय के सभी B.A./B.Com./B.M.C./B.SC./B.P.Ed के विद्यार्थियों को सूचित किया जाता है कि दिनांक 26.04.2022 (11.00am to 12.00 pm) को MENTOR MENTEE MEET का आयोजन किया जा रहा है। इसको सुचारू रूप से चलाने हेतु सभी विद्यार्थी नीचे दिए गए कमरों में अपने अपने मेंटर के साथ उपस्थित रहेंगे। इस कारण 26.04.2022 को सभी कक्षाएं 40 मिनट की दिए गए टाइम टेबल के अनुसार होंगी।

PERIOD	TIME
I	9.00am - 9.40am
II	9.40am - 10.20am
III	10.20am - 11.00am
<b>TUTORIAL</b>	11.00am - 12.00pm
IV	12.00pm - 12.40pm
V	12.40pm - 01.20pm
VI	01.20pm - 02.00pm
VII	02.00pm - 03.15pm
VIII	02.40pm - 03.15pm

सभी मेंटर अपने अपने मेंटर ग्रुप में दिए गए एजेंडा को विद्यार्थियों के साथ discuss करेंगे। वे उनकी अटेंडेंस फैकल्टी इंचार्ज को देंगे। सभी फैकल्टी इंचार्ज अपनी मेंटर कमेटी के फैकल्टी मेंबर्स के साथ ट्यूटोरियल मीट के दौरान राउंड लेंगे व अनुशासन सुनिश्चित करेंगे!

*V. S. S.*  
26/4/22  
Chief Mentor

*A.*  
Principal

~~Committee~~

- 1.
- 2.
- 3.

26/4/22



26.04.2022

- Grievances related to girls students Must be reported to the In charge women cell (Mrs .Rashmi Department of English) .
- Grievances of any other kind may be reported to the Grievance and redressal committee of the college
- Student be discouraged to use plastic and made aware about no plastic zone.
- Health awareness be created among student regarding junk food.

### Monkey Control Measures

- Don't tease monkeys.
- Be silent when monkeys cross the road and allow them to pass first.
- Don't eat in open places and don't feed monkeys at all.
- Don't throw peels of fruit and eatables here and there in the college campus, use dustbins to put food refuse.
- Avoid making eye contact with monkeys. Keep your hands open when monkey is approaching you.

  
(Principal)

V. S. S.  
25/4/2022



26.04.2022

- Students with innovative ideas should approach the incubation center / startup already functional in the college premises, for professional guidance.
- For any counseling the students may avail the services of counsellor in the psychology department free of cost to get addresses any stress related issues.
- All students must be regularly encouraged to keep the campus and the canteen clean and not to litter and make use of dustbins. Under "swachh Bharat Abhiyan" it is the moral/social responsibility of students to keep the college campus clean.
- Explain the following rules of internal assessments to the students.
- Internal assessments in all UG & PG courses in 20 % based on the following Criteria :-
- UG/PG classes : It is mandatory to secure pass marks in the internal assessment.
- Two Hand Written Assignments ( First assignment after 1 month and second assignment after 2 month) encourage the student to prepare PPTs of the assignments.
- One Class Test
- Attendance: student are advised to attend the classes and appear in the classes test as 75% attendance of lecture delivered and one class test is mandatory condition for appearing in final examination of University otherwise the students will be detained in the concerned paper.
- UG/PG classes : It is mandatory to secure pass marks in internal assessment. make it a habit to read **Student notice board** everyday for important information like filling of examination form important days celebration society and club functions, fee collection dates ,scholarship and other important matter etc
- Make best use of language lab, computer lab, sport library and other facilities available in the college enhance their skill. Internet facilities available in the library for the students free of cost.
- College has Zero Tolerance policy against ragging and sexual harassment .

V-dit  
25/4/2022



26.04.2022

**Agenda for the Tutorial Group Meet**

The Mentor/ Tutor must maintain a record of the students allotted to him/her along with their phone number and address and should create an Email ID and Whatsapp Group.

➤ **Agenda**

- Complaint Cum Suggestion box for the students in the Administrative Block.
- Students knowledge of the lesson Plan and How far the syllabus has been covered according to it.
- Take the attendance of the students in the attendance register and maintain the record.
- Guide the students to get their leave application signed by tutor, but the application should be routed through the subject teachers.

➤ **DISCIPLINE**

- Suggest the students to go to common room for boys / library or Park reserved for girls in their free periods. Girls can sit in the common room.
- Guide the students not to bring outsiders in the college otherwise strict action will be taken .
- Identity Card is mandatory for students . Ensure that all the students must write their time table on their I- Card and should be complete in all the respect . Students should bring their I-Card daily and show it at the gate.
- Guide the students to maintain discipline in the college, they should not stand in corridors.
- Mobile phone are banned in college premises. Students should keep their phone on silent mode.
- Student must attend classes regularly on Saturday also.
- The names of those students who absent themselves from the class continuously for six working days will be struck from the college roll and their parents will be informed .
- The subject of Environment is compulsory for 1<sup>st</sup> year students. Degree will be awarded only after passing environment paper.

V-dub  
25/04/2022

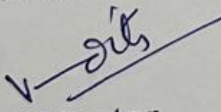



**सूचना**

महाविद्यालय के सभी B.A./B.Com/B.M.C./B.P.Ed के विद्यार्थियों को सूचित किया जाता है कि दिनांक 06.06.2022 (01.00 pm to 02.00 pm) को MENTOR MENTEE MEET का आयोजन किया जा रहा है। इसको सुचारु रूप से चलाने हेतु सभी विद्यार्थी नीचे दिए गए कमरों में अपने अपने मेंटर के साथ उपस्थित रहेंगे। इस कारण 06.06.2022 को सभी कक्षाएं 40 मिनट की दिए गए टाइम टेबल के अनुसार होंगी।

PERIOD	TIME
I	9.00am - 9.40am
II	9.40am - 10.20am
III	10.20am - 11.00am
IV	11.00am - 11.40am
V	11.40am - 12.20pm
VI	12.20pm - 01.00pm
TUTORIAL	01.00pm - 02.00pm
VII	02.00pm - 02.40pm
VIII	02.40pm - 03.20pm

सभी मेंटर अपने अपने मेंटर ग्रुप में दिए गए एजेंडा को विद्यार्थियों के साथ discuss करेंगे। वे उनकी अटेंडेंस फैकल्टी इंचार्ज को देंगे। सभी फैकल्टी इंचार्ज अपनी मेंटर कमेटी के फैकल्टी मेंबर्स के साथ ट्यूटोरियल मीट के दौरान राउंड लेंगे व अनुशासन सुनिश्चित करेंगे!

✓   
Chief Mentor

Principal 



**OFFICE OF THE PRINCIPAL, GOVT. P. G. COLLEGE, PANCHKULA**

**AGENDA FOR MENTOR-MENTEE MEET**

**DATE- 06.06.2022**

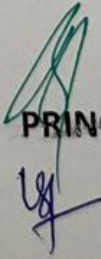
**INSTRUCTIONS RELATING TO EXAMINATION**

**Preparation for examination**

1. Confirm the name of subject, subject code, title of the paper, option of the paper from your respective teachers.
2. Study syllabus carefully for distribution of marks, duration of examination and pattern.
3. Gather all study material relating to the subject and give a quick look for each topic, subtopics.
4. Go through previous years question papers as many as you can before examination.
5. Confirm and reconfirm date and time slot for your examination and note it down carefully.

**On the day of examination**

1. Take a light meal before going for examination. Do not go empty stomach.
2. Keep yourself rehydrated before entering the examination hall. Carry your water bottle with you.
3. Make sure you keep your identity card and roll number and other mandatory documents and material, 4-5 pen, pencil, eraser, ruler etc. Keep them all at one place the night before your examination. Last moment searching for these things can stress your mind.
4. Read all the instructions given on admit card and answer sheet thoroughly. Violation of any instruction may lead to cancellation of your candidature.
5. Get your answer sheet signed by invigilator.
6. Read the question paper carefully.
7. Be sure to listen verbal instructions carefully because some errors might be corrected by the instructor verbally.
8. Make strategy for writing an answer. Manage your time accordingly without panic. And also get time to go through the entire answer sheet again to avoid the possible mistakes.
9. Avoid noticing other test takers. Stay cool and enjoy your writing. Do not panic if you notice other students writing very speedily and finishing their test before the time.
10. Stay relaxed and do not worry about the forgotten points. There is always a chance of remembering things once you start writing.
11. Cross check all the answers before submitting your answer sheet to the invigilator.

  
**PRINCIPAL**