

K.E.T.'s V. G. Vaze College of Arts, Science & Commerce (Empowered Autonomous)

IMPORTANT NOTICE

Date: 22nd September 2026

Subject: Strict Implementation of Mandatory 30-Minute Early Reporting Rule for Candidates

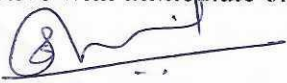
All Senior Supervisors, Junior Supervisors, and Exam Staff appointed for the Undergraduate (UG) and Postgraduate (PG) examinations are hereby strictly directed to note and implement the updated exam regulation issued by the University of Mumbai (**Circular No. EXAM/Circular/Aug/2026/६३६७३**).

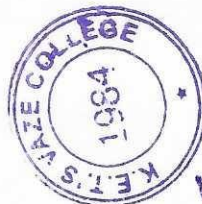
Following the joint decision of the Board of Examinations and Evaluation, the Management Council, and the Academic Council, the university has made it mandatory for all examinees to be inside the examination hall **at least 30 minutes prior** to the commencement of the exam, starting from the **Academic Year 2026-27**.

Directives for Staff:

- **All exam personnel—including the Exam Committee, Unfair Means Committee, and Senior and Junior Supervisors—must report one hour before the scheduled exam time.**
- **Timely Hall Entry:** All Junior Supervisors must ensure that the examination block/hall is open and ready to admit students exactly 30 minutes before the scheduled exam time. *(Example: If the exam starts at 10:30 AM, candidates must be admitted and seated by 10:00 AM).*
- **Pre-Exam Verification:** Junior Supervisors must utilize this 30-minute window to systematically complete student identity card verification, cross-check desk/seat arrangements, perform mandatory check-ins, and handle other pre-exam procedures.
- **Strict Monitoring:** Staff must ensure that candidates do not crowd the corridors or report at the last minute. The 30-minute early presence is essential to avoid administrative delays and panic among students.
- **Supervision Duty:** Senior and Junior Supervisors are requested to extend full institutional cooperation to maintain strict discipline, follow university guidelines, and facilitate a smooth, hassle-free examination process.

All concerned supervisors are requested to ensure rigid and meticulous enforcement of this directive with immediate effect.


Controller of Examinations




Principal
Principal

V. G. Vaze College (Autonomous)
Mulund (East), Mumbai - 400 081