



SNGCS/CIRC/25-26/300

Monday, 16th February, 2026

Subject: Important Instructions Regarding Examinations

Dear Parents,

Greetings from SNGCS!

This is to inform you that students must carry all the required stationery items for the upcoming examinations, including pens, pencils, erasers, sharpeners, ruler, and any other necessary materials. Borrowing of stationery during the examination will strictly not be allowed.

Students are also instructed to refrain from using any unfair means during the examination. They must maintain discipline and follow all examination rules sincerely.

Please note the following important points:

- If any **student is found using unfair means, his/her answer sheet will be confiscated immediately**. The student will be required to rewrite the examination within the remaining time period only, i.e., till 10:15 a.m. No extra time will be granted under any circumstances.
- If **anything is written on the question paper**, it will be considered an unfair practice, and **strict action will be taken**.
- Students must bring their hall tickets for every examination. In case a **hall ticket is lost or damaged, a fee of ₹20 will be charged for issuing a duplicate hall ticket**.
- Students must reach the examination hall on time. A maximum relaxation of 15 minutes will be considered. **Students arriving after 15 minutes of the scheduled start time will not be allowed to appear for the examination and will be sent back home**.
- **No extra time will be given to any student** beyond the allotted examination time.

We request parents to kindly reinforce these guidelines at home to ensure smooth conduct of the examinations.

Thank you for your cooperation.

Warm regards
Deepa Jayaroy
Principal
S.N.G.C.S.

“A step away from sugar, a step toward health.”