

INSTRUCTIONS FOR STUDENTS APPEARING FOR END TERM EXAM

- **Examination Department/ ERP will automatically decline assessment/ evaluation/ result, for those subjects/ students falling short of eligibility, even after release of Admit Card/ appearance in exam.**
- The candidate shall write his/her Admit card/ registration number, subject code, subject title and date of the examination on the front page of his/her answer book before he/she starts answering the question paper. He/she shall also write down his/her registration number, on the question paper meant for / given to him/her.
- The examination hall shall be opened each day at least 15 minutes before the scheduled time of commencement of examination. All the candidates must be in the examination hall by that time. No candidate, who is late by more than half an hour, shall be admitted to the examination hall (except for reasons/circumstances beyond his/her control- Contact Exam Superintendent)
- When a candidate leaves the examination hall, he/she shall, before doing so, hand over his/her answer book to the Superintendent/ Invigilator concerned. After having left the hall as such, he/she will not be readmitted and no extra time shall be allowed to a candidate who arrives late in the examination hall.
- The candidate shall not be permitted to leave before an hour after the distribution of question paper. **He/she will only be allowed to take the question paper with him/her after the exam is over.**
- The candidate is required to bring his/her own pens (BLACK/BLUE ONLY) and is never allowed to tear of any leaf from his/her answer-books.
- No candidate shall write answers or rough work on the question paper and his/her name / registration number on any page of the answer-book except the title page on which only Admit Card/ registration number is desired/allowed to be written in the relevant column.
- The candidate shall show his/her valid identity card / admit card on demand and put his / her signature against his/her name in the attendance sheet when directed to do so by the Invigilator/Centre Superintendent, failing which he/she may not be admitted to the examination or if already so admitted he/she will be required to leave the examination centre forthwith.
- If the candidate has not brought the Admit Card, he/ she can approach the Chief -Superintendent for getting the duplicate Admit Card after the payment of prescribed fees.
- Candidate shall approach the office of the COE/Exam Dept., immediately for obtaining duplicate Admit Card.
- The candidate is required to identify the seat number from the seating arrangement notice displayed outside the examination hall: identify the correct Hall Number from the display board before going to the examination hall. If the number is not displayed, contact the Chief-Superintendent immediately.
- The candidate is requested to deposit his/her bags in the BAG DEPOSIT ROOM in the respective venue of Examination. DO NOTKEEP VALUABLE THINGS in the bag (University is not responsible)
- Before entering into the hall, the candidate is expected to ensure himself/herself that, he/she does not possess mobile phones, programmable calculators, electronic gadgets, any material notes pertaining to the examination etc. as **MOBILE PHONES / PROGRAMMABLE CALCULATORS OR ANY OTHER ELECTRONIC GADGETS ARE STRICTLY PROHIBITED INSIDE THE EXAMINATION HALL.**
- The candidate has to show his/her ADMIT CARD and IDENTITY CARD to the hall invigilator before entering into the hall
- The candidate is forbidden to TALK / GESTURE inside the examination hall.
- If the candidate is in the need of any data book, he/she has to ask for the same to the invigilator at the commencement of the examination. Do not write anything in the special materials issued.
- The candidate is required to check whether he/she has collected the correct question paper with proper printing. If not so, the Hall invigilator must be intimated immediately.
- **DO NOT WRITE ANYTHING ON THE QUESTION PAPER OTHER THAN YOUR REGISTRATION NUMBER. WRITING ANY HINT OR NOTE IN THE QUESTION PAPER IS ALSO A KIND OF MALPRACTICE.**
- Do not tear any pages out of the answer book. Rough work may be done in the last page of the answer book. Clearly cross out rough working before handing over your answer book.
- Stop writing when you are instructed to do so at the end of the examination and **REMAIN SEATED UNTIL ALL ANSWER SHEETS HAVE BEEN COLLECTED** and you are told that you may leave the hall.
- Severe penalties apply (INCLUDING A FAIL IN THE SUBJECT/ CANCELLATION OF ALL SUBJECTS WRITTEN IN THE SEMESTER / DEBARRING FROM THE EXAMINATION AND POSSIBLE EXPULSION FROM THE UNIVERSITY), for misconduct, Unfair Means, cheating, possession of unauthorized materials, improper use of materials, and unauthorized removal of materials from examination rooms or ignoring the instructions given by supervisors/ invigilator.