



EXAMINATION SECTION

IMPORTANT INSTRUCTIONS TO THE STUDENTS DURING THEORY EXAMS

- 1) Every Student must acquaint with academic regulations (UG or PG), Procedures, Assessment methodologies and Malpractice rules pertaining to Theory Examinations and practical examinations published in the Academic regulation issued to the students.
- 2) The Student should arrive at the Institute at least 30 minutes before the start of the Examination and check for the seating arrangement displayed at the designated area.
- 3) Students have to deposit their bags, electronic gadgets of any form, wallets, books, laptops, i- pads etc. in the designated area before going to their allocated desk. The Institute will not hold any responsibility for the loss or damage of any belongings in or outside the examination hall.
- 4) Students are advised not to stand in groups in the corridor to avoid inconvenience to the fellow students and Examination officials.
- 5) Students are advised to be present in the Examination hall by 9.45 AM for the Examination scheduled for forenoon session and by 1.45 PM for afternoon session.
- 6) The Student must bring the Hall Ticket and Student ID card to the Examination hall, without which he/she will not be allowed to enter the Exam hall.
- 7) Student shall occupy the seats in the Examination halls as per the seating arrangement and if any candidate violates this will be booked under malpractice.
- 8) The Student has to verify the particulars printed on part-1 of Answer booklet and if any discrepancy found in the name, Hall ticket number and subject code, please notify to the Invigilator for necessary action.
- 9) Check the Answer book thoroughly before fill-in the details. The defective answer book may be returned to the Invigilator for necessary action.
- 10) Students are prohibited from writing on or tampering the barcodes & Answer sheets.

- 11) Normally the Students will not be permitted to enter the examination hall after the commencement of the examination. Only on extraordinary circumstances the candidate will be permitted during the first thirty minutes of the examination after obtaining the written permission from the Principal / COE. Under any circumstances the candidate shall not be permitted to enter the hall after the expiry of first thirty minutes.
- 12) Students are prohibited from writing their Hall Ticket number and their names in any part of the answer booklet or addressing the Examiner in any manner whatsoever in the answer booklet.
- 13) Student is not allowed to communicate by word of mouth, gestures or otherwise with other candidates. Candidate has to raise his/her hand if he/she wish to communicate with an invigilator.
- 14) The code books / data books/ and other charts necessary for the examination will be supplied by the Exam branch. The Students are not permitted to use their own code books / data books/charts.
- 15) The use of electronic devices shall not be permitted in the Examination hall. In this context, electronic devices include and are not limited to Mobile phones, Programmable calculators, Tablet devices, Laptops, Earphones, Blue tooth devices, Electronic gadgets of any form, data storage watches ('smart-watches') with means for inputting or storing information.
- 16) Any unauthorized materials or devices found in candidates' possession after the start of the examination will be confiscated, and will be liable for disciplinary action (in possession means on the desk, on the clothing, body or any other specifically prohibited).
- 17) Students are required to maintain tranquility in the Examination hall. Disturbing the silence and misbehaving with the Invigilators / Examination staff / Fellow students will be viewed seriously and disciplinary action shall be taken against such candidates.
- 18) The Student who breaches any of the Examination Regulations will be liable for disciplinary action including (but not limited to) suspension or expulsion from the Institute.
- 19) Answer booklets should be submitted to the concerned Invigilator before leaving the Examination hall.
- 20) Students are permitted to leave the examination hall only after one and half-an-hour from the commencement of examination. If a candidate wants to leave the hall after one and half an hour, the candidate surrenders the question paper along with the answer booklet to the invigilator.