



Sub: Guidelines to students – reg.

I. Identity check

For End Semester:

Students will be allowed into the examination hall only after presenting the Hall – ticket along with the Permanent Photo identity card, issued by the Institute.

For Monthly Test:

Students will be allowed into the examination hall only after presenting Permanent Photo identity card, issued by the Institute.

II. Reporting Time

1. Students must report in the examination hall at least 15 minutes before the start of the examination.
2. No Student will be allowed into the examination hall 15 minutes after the commencement of the examination.
3. No student is allowed to leave the hall until the last 30 minutes of the examination.

III. Items allowable into Examination Hall

1. Students should bring their own pencils, pens, erasers, rulers required for the examination.
2. Mobile phones, dictionaries, electronic dictionaries, written or electronic media, electronic devices, or any other materials are not permitted/ allowed into the examination hall, with the exception of devices used for assisting students with hearing visual or other physical difficulties.
3. Exchange of pens, pencils, calculators, study material, etc. is not permitted.
4. Programmable calculators are not permitted into the examination hall unless specified in advance by the examiner. If the invigilator reasonably believes that a student is using a calculator that does not conform to the rules, he/she has the discretion to replace the calculator and a report on the matter will be made on the invigilator's declaration form.

IV. During Examination

1. A student shall fill in Student ID, Course Name, Course Code, Date of Examination and any other details asked in the space provided on the top of the answer booklet.
2. Other than the designated place i.e., on the top of the answer booklet, the student shall not write/mention his/her Student id, name or any other personal details in the answer booklet. Any violation of this will be treated as a malpractice case and necessary action will be initiated against the student as per the extant rules of the University.
3. A student is prohibited from: writing letter or statements addressing the evaluator, using objectionable, abusive or offensive language in the answer paper, requesting the examiner to award pass marks or tries to communicate/convey/threaten the examiner by drawing pictures. Any violation of this will be considered as a malpractice case and will invite disciplinary action.

4. An examination written on any other paper other than the Answer booklet provided by the invigilator is considered invalid.
5. During an ongoing examination, students are not allowed to take the answer booklet outside the examination hall. After the examination, the student should personally submit this/her examination answer sheet to the invigilator.
6. A Student shall strike-off all the blank answer blank pages in the answer booklet, before handing it over to the invigilator.
7. Before handing over the answer booklet make sure that it is signed by the invigilator and that all the required details are filled in.
8. Even a blank answer sheet shall be handed to the invigilator.
9. Answer booklet, once submitted to the invigilator will not be given back to student under any circumstances.

V. After the Completion of Examination

1. After the submission of answer booklet the student shall leave the examination centre immediately.
2. Before leaving the exam hall he/she must make sure that he/she has collected all his belongings.
3. No student shall re-enter the examination hall after leaving it.

VI. Malpractice and the disciplinary action

	Malpractice/Improper conduct	Disciplinary action
1.	In the examination hall, if the candidate possesses material such as any paper, note book, programmable calculators, Cell phones, pager, palm computers, pen drives, memory cards or any other form of material concerned with or related to the subject of the examination (theory or practical) in which he is appearing but has not made use of (material shall include any marks on the body of the candidate which can be an aid in the subject of the examination)	Expulsion from the examination hall and cancellation of the performance in that subject only
2.	Gives assistance or guidance to any other candidate or Receives information from any other candidate (orally, body language methods, cell phones or any such media) in or outside the exam hall	Expulsion from the examination hall and cancellation of the performance in that subject and all other courses of that semester of all the candidates involved.
3.	Has copied in the examination hall from any paper, book, programmable calculators, palm computers or any other form of material relevant to the subject of the examination (theory or practical) in which the candidate is appearing.	Expulsion from the examination hall and cancellation of the performance in that subject. Student will not be permitted to appear for the remaining examinations of the subjects of that semester.
4.	Impersonates any other candidate in connection with the examination	The candidate who has impersonated shall be expelled from examination hall. He would be debarred and his seat gets forfeited. The performance of the

		<p>original candidate who has been impersonated shall be cancelled in all the subjects of the examination (including practical's and project work) already appeared and shall not be allowed to appear for Examinations of the remaining subjects of that semester. The candidate is also debarred for ONE semester from classwork and all University examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeit of seat.</p> <p>If the imposter is an outsider, he will be handed over to the police and a police case will be registered.</p>
5.	<p>Smuggling of answer scripts during or after the Examination</p> <p style="text-align: center;">or</p> <p>Takes out or arranges to send out the question paper during the examination</p>	<p>Expulsion from the examination hall. Cancellation of performance in that subject and all the other subjects the candidate has already appeared including practical examinations and project work.</p> <p>He shall not be permitted for the remaining examinations of the subjects of that semester.</p>
6.	<p>Uses objectionable, abusive or offensive language in the answer paper or in letters to the examiners or writes to the examiner requesting him to award pass marks.</p>	<p>Cancellation of the performance in that subject and expulsion from the university for a semester</p>
7.	<p>Refuses to obey the orders of the Invigilators/Squad, Team/Controller of Examination/any officer on duty</p> <p style="text-align: center;">or</p> <p>Misbehaves or creates disturbance of any kind in and around the examination hall or organizes a walk out</p> <p style="text-align: center;">or</p> <p>instigates others to walk out</p> <p style="text-align: center;">or</p> <p>Threatens the officer-in charge or any person on duty in or outside the examination hall of any injury to his person or to any of his relations whether by words, either spoken or written or by signs or by visible representation</p> <p style="text-align: center;">or</p> <p>Assaults the officer-in charge, or any person on duty in or outside the examination hall or any of</p>	<p>The student(s) of the institute shall be expelled from examination hall and shall not be permitted to appear for the remaining examinations of the subjects of that semester and expulsion from the University.</p>

	<p>his relations</p> <p style="text-align: center;">or</p> <p>Indulges in any other act of misconduct or mischief which result in damage to or destruction of property in the examination hall or any part of the Institute campus</p> <p style="text-align: center;">or</p> <p>Engages in any other act which in the opinion of the officer on duty amounts to use of unfair means or misconduct or has the tendency to disrupt the orderly conduct of the examination.</p>	
8.	<p>Leaves the exam hall taking away answer script</p> <p style="text-align: center;">or</p> <p>Intentionally tears of the script or any part thereof inside or outside the examination hall.</p>	<p>Expulsion from the examination hall and cancellation of performance in that subject and all the other subjects the candidate has already appeared including practical examinations and project work.</p> <p>The candidate shall not be permitted for the remaining examinations of the subjects of that semester.</p>

Disciplinary action: Once the invigilator/squad identifies malpractice, the case will be presented to the disciplinary committee and the final decision on the disciplinary action to be imposed on a student(s) shall be taken by the committee.

VII. Miscellaneous:

1. During the examination period, there must be no communications among students or between a student and an outsider via any mean, such as phones. This rule applies to students in the examination hall and those on supervised breaks for visits to bathroom/s.
2. No student shall leave his/her assigned seat without the permission of the invigilator.
3. It is the invigilator's discretion to decide whether, there is enough reason to remove a student from the examination hall owing to disorderly conduct.
4. The students must ensure before they leave the examination hall that they have signed the attendance sheet.
5. If a student falls ill during the examination and is unable to complete the examination, the concerned student should alert the invigilator. Suitable arrangement will be made for proper medical attention.