



## **EXAMINATION – RULES & REULATIONS**

### **GUIDELINES TO STUDENTS**

#### **I. Identity check**

1. 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.

#### **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. 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, except for 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 his/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. 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.

**Sd/-**

**Controller of Examinations**