

EXAMINATION GUIDELINES FOR STUDENTS

1. Students must carry their **University Identity Card and Examination Admit Card**. No student will be permitted to enter the Examination Hall without Admit Card & I-Card.
2. Students are advised to be seated in the Examination Hall 15 minutes before the scheduled time of the examination. Entry to the Examination Hall is restricted after 30 minutes of commencement of the examination.
3. Writing anything on the desks or walls of the Examination Hall shall also be considered as malpractice. Possession of following material in the Examination Hall is prohibited: *textual material, programmable calculators, pagers, mobile phones, i-pads, kindles, books, smoking material etc.*
4. Students shall carry only writing stationary and hard board to the Examination Hall. Calculators may be permitted as per the instructions on the Question Paper.
5. Student must fill the particulars (Name, Enrolment Number, Course Code, Course Title etc.) in the Answer-Booklet correctly.
6. Students **must enter the correct Answer-Booklet number against their name in the Attendance Sheet**.
7. Students should ensure that answer booklet and supplementary answer sheets are duly signed with date by the Invigilator otherwise these will be treated as invalid and disciplinary case will be initiated against him as per Regulations of the University.
8. Students can use last page of the answer booklet for rough work which should be crossed after completion.
9. Student should properly tie up his/her answer booklet, supplementary answer sheet, graph paper, map or any other response sheet before concluding the examination and handing it over to the Invigilator.
10. No student shall loiter around stairs, corridor, verandah and in front of the Examination Hall, after the commencement of the examination.
11. Students **will not be allowed to leave the Examination Hall during first one hour**. Thereafter, he can be permitted to leave his seat (only once) with permission of the Invigilator for not more than five minutes. If he keeps himself out of the Examination Hall for more than five minutes, he will not be allowed to write his examination further and disciplinary case will be initiated against him.
12. Malpractice (use of unfair means) is a serious offence and strict action will be taken against those who indulge in the same. Writing anything on your hands/body or carrying any written material on your body is considered malpractice. Students indulging in this may be awarded '0' (Zero) marks in all papers.
13. Any activity hindering the smooth conduct of the exam shall be dealt with seriously.