

## **OFFICE OF THE CONTROLLER OF EXAMINATIONS**

Ref. No.: COE/2023/001

Date: 5<sup>th</sup> January 2023

### **NOTICE**

#### **Student must carry Admit Card and Student ID Card for writing End-Term Examination (ETE) of Odd Semester January 2023.**

Students must carry the "Admit Card" and "Student ID Card" on the day of end-term examinations (ETE) to write the papers in the Examination Room. **The Admit Card and Student ID Card will be thoroughly checked by the examinations authorities on the day of examinations in the examination room.**

Students will not be allowed to enter in the Examination Center (B Block or C Block) of the University if the student is not carrying the Admit Card & Student ID Card. Students can also approach the School Coordinator for the Admit Card or Student ID Card, if not collected till date.

**Admit Card is a mandatory document and should be available with candidates on the day of examination to avoid any inconvenience to the students.** In the case of non-availability of Student ID Card, students can carry Aadhar Card/Voter ID Card or National Identity Proof and the permission for writing the exams would be required from the Exam Control Room in advance. Students can contact their school coordinate and collect the student ID card from the school.

Students are advised to go through the Student Handbook 2022-23 of Page No.25 to 27 of "**Disciplinary Control of Student During Examinations**" and Page No. 29 to 31 of "**General Instructions for Students Relating to Examinations**" and read all the points very carefully and familiarized himself/herself about the **University's Rules**. Mobile Phones, smart watch, electronic gadgets and bags etc. are strictly prohibited inside the Examination Hall. The pages (25 to 31) from the Student Handbook are also attached for your information.



**Controller of Examinations**

