

**INSTRUCTIONS FOR STUDENTS IN FINAL END
SEMESTER EXAMINATIONS (PHYSICAL MODE)**

- ✓ Student should carry **University ID card** for admission to the Examination Block.
- ✓ Each student shall show his/ her **University ID card** for admission to the Examination Hall on demand at Block/Exam hall entry.
- ✓ During examinations, no mobile phone, Smart Watch, Bluetooth, earphones/ear pods/smart bands, electronic pens, or other electronic devices are permitted, even if turned off or not in use, if found it will be **treated as Unfair Means case.**
- ✓ No written notes/book/bag/laptop/electronic gadgets or any other related material to be carried in the examination hall. If any unauthorized article or material found, it will lead to Unfair Means case as per University rules. The students are advised to check the surrounding space around their seat for above said things. If anything is found later on **it will be treated as Unfair Means case.**
- ✓ All belongings (Like wallets/Books/etc to be kept outside the exam block (Entry gate).
- ✓ Students are advised to carry only the following items with them into the examination halls: (a) University ID card - Card (b) stationery items(c)

Simple/Scientific calculator (d) Personal transparent water bottle.

- ✓ **Every student is required to carry their own accessories (Pen, Pencil, Eraser, calculator etc.), no exchange of accessories will be allowed in examination hall.**
- ✓ **No student shall be permitted to enter after the Gate Closing Time (9:30 AM Sharp (Shift-1) & 1:30PM Sharp (Shift-2)).**
- ✓ All students must be in their seats 15-minutes before the start of exam.
- ✓ The candidate should occupy only the seat allotted to him/her accordingly to the seating plan displayed.
- ✓ For Codes/ Data books etc. only printed material is permitted. Anything handwritten in it will be treated as Unfair Means case.
- ✓ Candidate should check the Answer book given to her/him i.e. for No. of pages, damage etc. If it is damaged or torn then it should be get replaced. Further **No extra sheet** will be provided.
- ✓ Ensure that Correct Question paper is in your hand as per the Date Sheet.
- ✓ Before attempting question paper each candidate shall write his/her U.I.D on the top of the question paper & fill the detail properly on the title page of Answer Book.
- ✓ All students are requested to use ball pen of Blue/Black ink. Answer shall be written on both side of the answer book supplied to the students. No student shall tear a leaf out of an answer book.
- ✓ Talking in Examination hall is not allowed in any circumstances. No candidate will be allowed to

speaking any word after the Question paper is distributed. In case it is necessary for the candidate to communicate with the Centre Superintendent, he/she should stand & the Centre Superintendent/Invigilator will attend to him/her.

- ✓ Any student who creates disturbance of any kind during the examination or otherwise, misbehaves in or around the examination hall or refuses to obey the Centre Superintendent/Invigilator or changes his/her seat with another student shall be liable to expulsion from the examination hall as well as disqualification, according to the seriousness of the offence, he/she shall be liable to make good the loss etc. if any, caused by him/her.
- ✓ At the expiry of the time allowed the Answer book be delivered to the invigilator even though the student may not have answered any question or a part of the question paper.
- ✓ Student should make sure that his/her answer book has been duly signed & stamped by the Invigilator.
- ✓ Student should ensure that he/she has signed the attendance sheet for the paper in which appeared.
- ✓ No paper except the question paper shall be taken away from the examination hall.