

## **Code of conduct to be followed by students during CA test**

1. Reach the class in time (preferably 5 minutes before the start of class).
2. Sit as per the roll numbers in ascending order, starting from 1<sup>st</sup> chair in the 1<sup>st</sup> row leaving one seat in between.
3. Each row shall start from left facing towards the white board. Do not sit in the spiral fashion.
4. Do not keep any kind of bags/purse with you on your seat/desk during CA test.
5. Make sure not to keep any electronic gadgets like mobile phones, iPods etc. with you during CA test.
6. Do not carry any eatables with you except for water bottles.
7. Maintain proper decorum, discipline and do not disturb other students.
8. Do not talk with other students during CA test.
9. Make sure not to copy content from any source//student/device.
10. Do not try to communicate/see with anyone outside the class.

**Note:** Copying from other students/any other study material, electronic device and non-adherence to any of the above points can lead to cancellation of CA test of concerned student(s) resulting in award of zero marks in CA test. More stringent penalties may also be imposed after discussion with competent authorities.