

**Dear Students,**

**GUIDE FOR THE MID SEMESTER EXAMINATION: AUGUST 2013**

1. Report to the Examination Hall at least 10 minutes before the commencement of the Examination.
2. Late coming of up to 5 minutes after the commencement of the Exam may be accepted based on the merit of the case.
3. Arriving more than 5 minutes after the commencement of Examination will not be permitted for any reasons.
4. Leave the Books, Bags and gadgets like mobile phone at the corner of the room. Do not have the possession of any material relevant to the work being examined, unless it is approved by the examiners.
5. Occupy the seat allotted as per the seating chart displayed in the room (please note: No register number stickers will be stuck on the desk).
- 6 Do not communicate with other candidates either by word or sign and let the paper be seen by any other candidates.
7. Answers should be written in the Answer booklet provided. Rough work should be done within the answer booklet. No writings / marking on the question paper will be allowed.
8. Display the University ID card whenever it is asked by the Invigilators or any other authorities concerned. In case of ID card lost /forgotten collect the identification letter signed by the HOD and submit to the invigilator.
9. Make sure that all the required information's are filled in the space provided on the Facing sheet of Answer Script.

9. Stick the correct Reg. No. Barcode in the space provided (except PG). If it is stuck wrongly the paper will be considered as invalid.

10. Do not leave the Examination Hall before the stroke of the last bell for any reasons. Rest Room break is also not allowed.

11. Stop writing at the stroke of the last bell and handover the Answer Script, personally to the Invigilators. Carrying the answer script from the examination hall inadvertently or otherwise, will be viewed seriously and will lead to debarring from all the examination.

**12. If any student found to have indulged in any Malpractice by the Invigilator or the squad may deemed to have failed that examination or the entire examination or be subject to such penalty as the Controller of Examination considered appropriate.**

**kindly refer the sample seating chart  
attached**

## SEATING CHART

Room No: 102, Block: BLOCK I

Classes: 3CEP, 5BCOMB

1	<table><tr><td>1214123</td><td>1110101</td></tr><tr><td><input type="radio"/></td><td><input type="radio"/></td></tr></table>	1214123	1110101	<input type="radio"/>	<input type="radio"/>	<table><tr><td>1214135</td><td>1110109</td></tr><tr><td><input type="radio"/></td><td><input type="radio"/></td></tr></table>	1214135	1110109	<input type="radio"/>	<input type="radio"/>	<table><tr><td>1214144</td><td>1110117</td></tr><tr><td><input type="radio"/></td><td><input type="radio"/></td></tr></table>	1214144	1110117	<input type="radio"/>	<input type="radio"/>
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