



## NMIMS GLOBAL ACCESS SCHOOL FOR CONTINUING EDUCATION

### **Student Code of Conduct in the Examination Hall**

- i. It is mandatory for the student to carry SVKM's NMIMS Student Identity card, Photo ID proof and Hall Ticket. Students must know their Student Number before entering the examination hall.
- ii. Students are not permitted to enter the examination hall more than half an hour after the commencement of the examination. Students are not permitted to leave the examination hall until half an hour after the start of the session or during the last ten minutes of the session.
- iii. Students, who are not in their seats by the exam time notified, will not as a rule, be permitted to appear for the examination.
- iv. Students should ensure that all their bags and other personal belongings are deposited in the designated area usually near the Supervisor's table, at their own risk. NMIMS will not be responsible for the safety and security of the same.
- v. A student, who fails to attend an examination at the time and place published in the timetable, will be deemed to have failed in that course. Opportunity for re-examination will be given according to the rules and regulations.
- vi. Students should occupy their correct seats as per the seating plan displayed and write appropriate details in the space provided for the purpose on the answer-book.
- vii. Students are required to have their Identity Cards issued by SVKM's NMIMS, Hall Ticket and they must produce these for verification by the room supervisor during the examination. Students not having the said documents with them during the examination may be denied permission to appear for the examination.
- viii. Every student present must sign against his / her Student number on the attendance sheet provided by the Room Supervisor.
- ix. Students should specifically go through the instructions given on the top of the question paper and on the front page of the answer book. They are of utmost importance.

x. QUERY REGARDING QUESTIONS IN THE EXAMINATION QUESTION PAPER: If a student feels that there is a mistake/ anomaly in the question paper, he should bring the same to the notice of the examination hall supervisor without disturbing others in the examination hall.

xi. Students are forbidden to (i) bring any book, notes, scribbling papers, pagers, mobile phones (even in switched off/silent mode), laptop or any other similar devices/things in the examination hall (Any such material found in possession of the student will be confiscated) (ii) smoke in the examination hall, (iii) bring eatables/ drinks in the examination hall (iv) speak or communicate in any manner to any other student, while the examination is in progress, and (v) take with them any answer-book, written or blank, while leaving the examination hall. Such acts amount to adoption of unfair means by the student/s concerned and strict action will be taken against them. The supervisors/ authorized persons are authorized to frisk the students.

xii. Any method to bribe the examiner/s by attaching currency notes or letters or making an appeal inside the answer book is strictly prohibited and will result in serious action being taken by the University.

xiii. While underlining of answers for focusing attention is permitted, use of varied inks, except for illustrations and figures must be avoided. DO NOT use any symbol like encircling the question or using colour arrows for 'P.T.O'. These will all be considered as attempts to readily identify the specific answer-book.

xiv. Students should neither tear any sheet/s from the answer-book provided nor shall attach unauthorized additional sheets to them. All answer-books / supplementary sheets whether written or blank should be returned back to the room supervisor.

xv. Students should not write anything on the question-paper.

xvi. **Use of standard 12 digit calculator is permitted in the examination hall. Use of scientific/programmable calculators is restricted and will not be allowed during examinations.**

xvii. Exchange of stationery, writing material, mathematical instruments, question paper etc. is strictly prohibited.

xviii. If student wants anything, they should approach the Room Supervisor without disturbing other students. However, they should not leave the examination hall on any account.

xix. Incase of three hours term end examination student will be permitted to use the washroom only after two hours of exam duration.

xx. Students will not be allowed to leave the examination hall during the examination and especially during the last ten minutes. They should not leave their seats until answer-books from all students are collected by the Room Supervisor.

xxi. A student who disobeys any instructions issued by the Senior / Room Supervisor or who is guilty of rude or disobedient behavior is liable for disciplinary action to be taken against him / her by the University.

xxii. Students suspected to be guilty of any of the aforesaid acts will be allowed to write their examination only after giving an undertaking in writing that the decision of the University in respect of the reported act of unfair means will be binding on them.