

Examination Rules
(Kindly read all of them carefully)

2016

1. Reporting time for students at an exam hall is 10 min PRIOR to the exam time. First bell will ring at 10 min before and the 2nd bell will ring at the start of exam time.
2. Students have to be in by the first bell and can write their names, roll nos on the scripts and sign the attendance sheet. Writing down the answers is permitted only after the 2nd bell.
3. Students will NOT be allowed to enter the exam hall or write an exam after the 2nd bell. Any exception is possible only with the approval of the Dean (A) via the exam centre.
4. All the students have to bring their valid Permanent / Temporary Student ID card to the examination hall and place their ID card on the desk during the examination for verification by the Invigilator.
5. For examinations that are at most 90 minutes in duration, **NO** restroom breaks are allowed. For examinations that span more than 90 minutes, only one restroom break may be provided.
6. Reading material such as books (unless open book exam) are not allowed inside the examination hall.
7. Borrowing writing material or calculators from other students in the examination hall is prohibited.
8. Students have to compulsorily fill their roll number, seat number, course name, and the date of examination in the columns provided in the first page of answer booklet and on all additional sheets. Invigilators are advised to sign only after all the required details are filled in.
9. If any student is found indulging in malpractice or copying in the examination hall, he will be given 'F' for the course and may be debarred from writing other examinations.

Above is also the case for any notes, slips, or any other material that is found in possession of the student during the examination.

10. Mobile phones are **strictly** prohibited inside the examination Hall. Once the exam starts if any student found to be in possession of mobile or such devices, he will be asked to leave the examination hall, and he will get ZERO marks for that examination.

If any student accidentally brings mobile or such devices, they will have to left OUTSIDE the classroom, at his/her own responsibility and risk.

11. At any time during or before the examination starts, the invigilator can relocate a student to any seat. Students have to necessarily follow such instructions.

Any violation of the above rules can attract strong penalties including, but not limited to, being asked to leave the exam, recommend an F grade for the course, or drop a semester.

Controller of Examinations