

## **EXAMINATION GUIDELINES FOR THE STUDENTS**

The students shall maintain proper discipline and orderly conduct during the examinations. They shall not make use of any unfair or dishonest means or indulge in disorderly conduct in the examinations. Use of unfair means and acts of disorderly conduct in the examinations will be treated as a serious disciplinary offence and the student will be debarred from writing the examination and would have to repeat the course as per rules. If the same student is found to be using unfair means in examination again, the student's registration in the program shall be terminated and the student will be expelled from the program. The decision regarding unfair means shall be taken by the Unfair Means Committee.

### **Acts of Disorderly Conduct in the Examination:**

- (a) Misbehavior in the examination hall with the Invigilator on duty, the Examiner conducting a practical or oral examination or the members of flying squads, the observers, the representatives of the University or other staff working at the Examination Centre, or with any other candidate, in or around the Examination Centre, or threat to life of these examination staff, observers, members of flying squads etc. before, during or after the examination hour
- (b) Intentionally tearing off the answer book(s) or a part thereof or a continuation sheet or any other specific response sheet used in the examination
- (c) Writing or sketching abusive or obscene expressions on the answer book or the continuation sheet or any other response sheet.
- (d) Causing damage to laboratory equipments, books in library and other properties in the examination hall.
- (e) Disturbing or disrupting or instigating others to disturb/disrupt the examination.
- (f) Instigating others to leave the examination room.
- (g) Carrying any weapons into the examination centre

### **Acts of Unfair Means**

The following shall be deemed to be the act of unfair means:

- (a) Talking to another candidate or any person, inside or outside the examination hall, during the examination without the permission of a member of the supervisory staff;
- (b) Leaving the examination hall without handing over the answer book and or continuation sheet, if any, or any other specifically designed response sheet to the Invigilator or Supervisor concerned or the concerned authorized officer of the University deputed to the examination centre, and taking away, tearing off or otherwise disposing off the same or any part thereof;
- (c) Writing matter connected with or relating to a question or solving a question on anything (such as piece of paper or cloth, scribbling pad), other than the answer book, the continuation sheet, any other response sheet specifically provided by the University to the candidate.
- (d) Deliberately disclosing one's identity or making any distinctive marks in the answer book for that purpose.
- (e) Making appeal to the Examiner/Evaluator soliciting favour through the answer book or through any other mode.
- (f) Possession by a candidate or having access to books, notes, paper or any other material, whether written, inscribed or engraved, or any other device, which could be of help or assistance to him in answering any part of the question paper.
- (g) Concealing, destroying, disfiguring, swallowing, running away with, causing disappearance of or attempting to do any of these things in respect of any book, notes, paper or other material or device, used or attempted to be used by a student for assistance or help in answering a question or a part thereof.
- (h) Passing on or attempting to pass on, during the examination hours, a copy of a question, or a part thereof, or solution to a question paper or a part thereof in any form, to any other Candidate or to any person;
- (i) Smuggling into the examination hall and or receiving/attempting to receive an answer book or a continuation sheet, or any other form of response sheet or a solution to a question paper or to a part thereof in any form or taking out or arranging to send an answer book or continuation sheet, or replacing or attempting to get replaced the answer book or continuation sheet or any other response sheet during or after the examination with or without the help of or in connivance with any person connected with the examination, or through any other agency, whatsoever.

- (j) Approaching or influencing directly or indirectly a paper setter, examiner, evaluator, moderator, tabulator or printer or any other person connected with the University examination with the object, directly or indirectly, of influencing him to leak out the question paper or any part thereof, or stealing/procuring the question paper from any source before the examination or to enhance marks, or favourably evaluate, or to change the award in favour of the candidate.
- (k) Any attempt by a candidate or by any person on his behalf to influence, or interfere with, directly or indirectly, the discharge of the duties of a member of the supervisory or inspecting staff of an examination centre before, during or after the examination. Provided that without prejudice to the generality of the provision of the clause, this would include any such person who;
  - (i) abuses, insults, intimidates, assaults any member of the supervisory or inspecting staff, or threatens to do so;
  - (ii) abuses, insults, intimidates, assaults any other candidate or threatens to do so, shall be deemed to have interfered with or influenced the discharge of the duties of the supervisory and the inspecting staff within the meaning of this para.
- (l) Copying, attempting to copy, taking assistance or help from any book, notes, paper or any other material or device or from any other candidate, to do any of these things or facilitating or rendering any assistance to any other candidate to do any of these things;
- (m) Arranging to impersonate for any person, whosoever he may be, or for himself or impersonating for other candidate at the examination.
- (n) Forging a document or using a forged document knowing it to be forged in any manner relating to the examination.
- (o) Any other act of omission or commission declared by the Academic Council to be unfair means in respect of any or all the examinations.

### **Exam Instructions:**

1. All students are strictly required to carry and display their “ID-Cards” while writing examination.
2. Silence must be maintained when arriving for or leaving from an examination hall.

3. All students shall occupy their respective seats as per the seating plan. Any student found shuffling the seating arrangement, or not occupying his/her seat at the scheduled commencement time for the examination will be disallowed from the examination.
4. Door of the examination hall shall be closed five minutes before the commencement of the examination and the late comers shall not be allowed after 15 minutes from the scheduled time of examination.
5. Students are not allowed to carry Books/Mobile-Phone/Laptop/Kindle/I-pads/Bags/Folders/any textual material etc. in the examination hall.
6. No answers books(s) or question paper(s) will be issued to any student as long as he/she is in possession of any book/ notes/ bags etc. However, prescribed textual materials are allowed to be brought in for an open book examination. Bringing any other book(s) (for open book examination) will also be considered as adopting unfair means.
7. Student must fill the particulars (Name, Enrolment Number, Course Code, Course Title etc.) in the Answer-Booklet correctly.
8. Students must enter the correct Answer-Booklet number against their name in the Attendance Sheet.
9. Students should ensure that answer booklet and supplementary answer sheets/continuation sheet are duly signed with date by the Invigilator otherwise these will be treated as invalid and disciplinary case will be initiated against him as per Regulations of the University.
10. Students can use last page of the answer booklet for rough work which should be crossed after completion.
11. Student should properly tie up his/her answer booklet, supplementary answer sheet/continuation sheet, graph paper, map or any other response sheet before concluding the examination and handing it over to the Invigilator.
12. Under no circumstances the answer books are to be taken out of the classrooms/examination halls. Submission of in the answer books will be the sole responsibility of the student.
13. For objective based questions, overwritten answers will not be considered for evaluation.
14. Students shall not be permitted to use pencils for writing answers in examinations.
15. Exchange of calculators, mathematical and other tables, charts etc., is not permitted during examinations.

16. Ordinarily no student would be permitted to temporarily leave the examination hall while the examination is in progress. Permission to temporarily leave the hall may be granted in exceptional circumstances.
17. No student shall be permitted temporary absence from the examination hall during the first & last 15 minutes of an examination.
18. Not more than one student shall be permitted temporary absence from the examination hall at any given time.
19. Any student finishing the examination early and willing to leave the examination room early shall be allowed to leave examination hall only after the lapse of two-third time. Silence must be maintained when arriving for or leaving from an examination hall.
20. Glancing, copying or chatting with neighbors for any reason during the exam will be booked for violating the exam rules.
21. Any activity hindering the smooth conduct of the examination shall be dealt with seriously.