



VIVEKANANDA INSTITUTE OF PROFESSIONAL STUDIES - TECHNICAL CAMPUS

Grade **A++** Accredited Institution by NAAC

NBA Accredited for MCA Programme; Recognized under Section 2(f) by UGC;
Affiliated to GGSIP University, Delhi; Recognized by Bar Council of India and AICTE
An ISO 9001:2015 Certified Institution

SCHOOL OF ENGINEERING & TECHNOLOGY

Examination Cell – Important Notice

Subject: Instructions for Practical Examinations

Date: November 21, 2025

Dear Students,

As your Practical Examinations commences from November 24 2025, strict adherence to the following instructions is mandatory:

1. **Reporting Time & Discipline** Strictly adhere to the reporting time given by the Internal Examiner and follow all instructions given without any deviation.
2. **Dress Code & Identity** All B.Tech students must appear in formal attire.
3. **Batch Discipline** Students must present themselves only with their assigned batch. Reporting with a wrong batch or absence will result in zero marks and backlog.
4. **Practical File** Carry your fully completed, signed practical file.
5. **Conduct during Examination** Students need to fill all the required details on the circulated attendance sheet and Practical Answer Sheet. Listen carefully to the Examiner, remain calm and composed throughout the viva/examination.
6. **Malpractice** Any form of malpractice (copying, talking, use of unfair means, etc.) will invite severe disciplinary action as per university norms. Misbehaving/arguments in the duration of examination may lead to Misconduct/Unfair Means case.

Wishing you all the very best for your practical examinations!

Regards,

Nidhi Sharma
21/11/25

Prof. (Dr.) Nidhi Sharma

Controller of Examinations/ Dean (Applied Science & Humanities)
Vivekananda Institute of Professional Studies–Technical Campus

Copy to:

All the students via Program Coordinators
Associate Dean (CSE and allied disciplines)
Dy. HOD (EE-VDT& IIoT)
Dean Accreditation, Statutory Comp. & Ins. Dev.
All faculty members
Programme Administrator

