

Examination Rules
(Kindly read all of them carefully)

2023

1. Students should report at designated entry points **30 minutes PRIOR** to the **end-semester / 15 minutes PRIOR to the mid-semester exam time**. Students will NOT be allowed to enter the exam premises after the bell rings **10 minutes PRIOR to the end-semester / 5 minutes PRIOR to the mid-semester** exam time.
2. Once the Answer booklets are distributed, students can write their roll number and other details on the booklets and sign the attendance sheet. Writing down the answers is permitted only after the start of the exam.
3. Students should compulsorily fill in their roll number, seat number, course name, and the date of examination in the columns provided on the first page of the answer booklet and on all additional sheets. Invigilators are advised to sign only after all the required details are filled in.
4. All the students should bring their valid Student ID card to the examination and place their ID card on the desk during the examination. **No Exam is allowed if No ID card.**
5. Students can use the restroom during the exam subject to not overcrowding the restroom facilities. Please cooperate with the housekeeping staff as they manage the crowd.
6. Reading material such as books (unless open book exam) is not allowed inside the examination hall.
7. Borrowing writing material or calculators from other students in the examination hall is prohibited.
8. If any student is found indulging in malpractice or copying in the examination hall, they will be given an 'F' for the course and may be debarred from writing other examinations.
9. Above is also the case for any notes, slips, or any other material that is found in the possession of the student during the examination.
10. Mobile phones are **strictly** prohibited inside the examination Hall. Once the exam starts if any student is 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.
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