

INSTRUCTIONS TO B.Tech/M.Tech./MCA/MSc STUDENTS

(Makeup Examinations, December, 2025-January- 2026)

- Arrive at the examination venue/hall **at least 30 minutes before (9.00 AM / 1.30 PM) the start time.** **It is important to note that NO student will be allowed to enter the exam hall, once the exam begins (9.30AM / 2.00 PM).(i.e, Exam Hall entry closes at 9.30AM / 2. 00 PM)**
- Seating arrangements:
 - **Seating arrangements will be displayed on the notice board located at the entrance of AB-5 and communicated to the students through the SLcM portal.**

It is important that the students should **occupy the same seat as allocated** on the seating plan.

- Students are not permitted to leave the examination room **during the first half an hour** (till **10.00 AM / 2.30 PM**).
- Carry **Hall ticket and College issued photo ID card/Admission order/ Bonafide certificate** to the examination hall and show it to the invigilator on duty / squad members as and when required/demanded.
- Washroom breaks shall be permitted **only in exceptional circumstances** and shall be availed under strict supervision, in a staggered manner, as per examination protocols.
- The students should check their pockets, desks, geometry boxes, wallet, calculator etc., immediately after they occupy their seats. Any written material found should be reported to the invigilator before the scheduled start of examination.
- No candidate shall be allowed to carry inside the Examination Hall, any **text material-printed or written, bits of paper or any other material of like nature**. If any candidate is found in possession of such material after commencement of examination - whether in use or not- he/she is liable for disciplinary action.
- **Wristwatch, Mobile phones, Bluetooth earphones, programmable calculators and other electronic devices** are not allowed during the examination. **It is strongly advised not to bring mobile phones to the examination venue.**

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- If any candidate is found in possession of **Wristwatch, Mobile phones, Bluetooth earphones, programmable calculators and other unauthorized electronic gadgets etc.**, in the examination hall after commencement of the examination - **whether in use or not** - he/she will be deemed to have been using unfair-means and liable for strict disciplinary action.
- Any candidate **attempting to receive help** from any source in any manner or attempting to **render help to another candidate(s)** will be dealt in accordance with the provisions of unfair-means. A candidate misbehaving in or around the Examination Centre is liable to be disqualified.
- **Any scribbling on the parts of body is also not allowed** and liable for strict disciplinary action.
- For more information on the disciplinary actions, refer to the malpractice guidelines of the institute.
- In case of the exam being conducted in **E-pad mode**, the serial number of **E-pad device** is to be written by the student under the “Sl. No. of E-pad” column. **Any technical glitch is to be immediately reported to the E-pad room technician in the presence of the Invigilator.** The **technical issue** is to be recorded by the student under the “**REMARKS**” column of the Invigilator diary.
- During the course of examination, **the candidates shall be under the control of the Chief Superintendent** and shall obey all orders passed by the Superintendent on all matters related to the examinations.

Associate Director (Academics)