

Detailed Instructions to Students
End term Examinations May 2025
Office of the Controller of Examinations (CoE)



1. You must carry your ID card to enter the examination halls. **If you do not have your ID card, you must report to the control room before entering the examination hall. Make the ID card visible throughout the exam for verification purposes** by the invigilator or flying squad.
2. Identify the block and room number, where your examination is scheduled in advance as shared by the COE office. If your registration number is not available, contact the Chief Superintendent in the respective block control room immediately.
3. **You must enter the exam hall 10 minutes before the start of the examination.** If you fail to do so, you will not be allowed to enter the exam hall and you will be directed to the control room.
4. **Bio breaks are not encouraged to avoid disturbance to other examiners and misuse of these arrangements.** However, for emergencies, you may be allowed a bio break lasting a maximum of 5 minutes by filling out a form with the invigilator. Any student exceeding the allotted time or engaging in discussions with others in the restroom will be considered a case of malpractice. Please note that bio breaks are not permitted in the first hour or the last 30 minutes during the exam.
5. Sit in the respective seat as per the seating plan shared by the COE office, failing to do so will be considered an act of unfair means.
6. You are not allowed to carry any bags / mobile phones / smart watches/wallets etc., to the examination hall.
7. You are not allowed to share any stationary / calculator etc. after entering the examination hall.
8. Write the **Question Paper ID** (Available on the question paper), **Registration Number** and **Extra Sheets in the designated box.**
9. **Darken** the corresponding circles of **Question Paper ID, Registration Number** and **Extra Sheets.**
10. Use **black/blue ball pen only** to darken the circles properly and completely.
11. If you have used one supplementary booklet having 4 pages to write answers in addition to the main answer booklet, then write 1 within Addl. Sheets box on the front side and fill circle labelled as 1. You shouldn't fill circle 4 in this case.
12. Before answering a question, write the respective question number and darken the respective bubble in the respective column.
13. **ALWAYS START WRITING ANSWERS OF A NEW QUESTION FROM THE DOTTED LINE.**
14. **Numeric part of the question number should always be written as two-digit numbers.** Eg: question no 1 should be considered as 01, question no 6 should be considered as 06 and so on.

15. If question is divided into sub-parts such as a, b, c, etc then the corresponding part letter should also be considered as part of the question number. For instance, **question 1.d should be written as 01d**, 13.c should be mentioned as 13c.
16. Fill the booklet number in the attendance sheet and sign it.
17. Make sure you are receiving the correct question paper and do not write anything on the QP except Name & Registration number. Failing to do so, is considered as an act of unfair means.
18. Any rough work needs to be carried out on the back of the answer booklet. Do not tear or tamper any sheet of answer booklet. It is considered as a serious offense.
19. If you complete the exam after one hour from the start of the exam and wish to leave the examination hall, you have to submit both the question paper and the answer sheet to the invigilator.
20. You are not allowed to roam anywhere either in the corridors or in the toilets where the examinations are going on.
21. Stop writing when you are instructed to do so at the end of the examination and REMAIN SEATED UNTIL ALL ANSWER PAPERS ARE TO BE COLLECTED. You may leave the exam hall when the invigilator instructs you to do so.
22. Any misconduct or indulging in unfair means in the examinations will be reported to the unfair means committee and further action will be taken as per the following norms.

Nature of Malpractices	Punishments
Appeal/threats / bribe offers to the Examiner, Use of abusive, obscene language or threatening remarks in the answer book etc.	Level 1: Particular Course will be cancelled and fine of up to Rs. 2000/- will be imposed.
Writing of Candidate's Name / Register Number in papers other than in the earmarked spaces / any other special marking, using color pencils or sketch pens or shades / tearing off or spoiling the stationary supplied by the university/ possession of material not relating to the examination.	
Helping others for copying or getting help from others in the examination hall in the form of writing on question paper etc. or any other means.	
Carrying or possession of material relating to the examination / writing on the desk / any part of the body / writings on scale, calculator, handkerchief, hall ticket, or any other electronic storing devices such as electronic watches with memory calculators, walkie-talkie sets, mobile phones etc., into examination hall.	Level 2: All end examinations taken up in the respective semester will be cancelled. A fine of up to Rs.5000/- will be imposed.
Taking away the answer script/ passing question paper or answer book to other candidates with anything written on it.	
Destroying or attempting to destroy evidence pertaining to the malpractice.	
Impersonation in the case of past students or outsiders	Level 3:

Tampering with Hall Tickets / Certificates	All end examinations taken up in the respective semester will be cancelled and debarred for up to three years
If reported case of malpractice already exists against the candidate and again indulges in malpractice. (Not a first case).	
Insertion of additional sheets, graph sheets, drawing sheets, use of answer books which is not issued at the examination hall.	
Manhandling / injuring personnel connected with examination	