



B. P. Poddar Institute of Management & Technology
137, VIP Road Kolkata, 700052

Guidelines for the Students for MAKAUT Semester Examination 2023-24

1. Examination will be held only in C Block.
2. Examination control Room is C302.
3. Students are requested to take their seats ten minutes before the commencement of examination. Entry to Examination Hall after half an hour and submission of copy before one hour is not allowed. Any deviation from this will be under the discretion of OIC in consultation with Principal's office.
4. Students must bring the Admit Card in each session of Examination without fail.
5. It is Students responsibility to sign on the attendance sheet in each session of examination judiciously. Failing which he/she will be marked as ABSENT.
6. At the beginning of each session Students must write his/her name & roll no., UPID at designated places.
7. Use of Programmable calculators, mobile phones and clip board by the students are not allowed.
8. No extra answer scripts will be supplied.
9. Time indication will be made by bell as follows.

1st Half		2nd Half
Start	10AM	2PM
After 1 hour	11AM	3PM
After 2 hour	12 noon	4PM
15 mins before the end of exam	12:45 PM	4:45 PM
End of exam	1 PM	5 PM

10. Use of mobile phones/books/printed or handwritten notes are strictly prohibited inside the Examination Hall. Students may either hand over the mobile phone to the invigilators or keep it in their bag in switched off condition.

Forfeited Mobile phones will not be returned in any circumstances and the student may be **reported against (RA)** resulting in cancellation of the paper.

11. All Examination Halls are under CCTV surveillance. Any malpractice if identified by University may result in cancellation of the Examination Hall as a whole.

12. Under no circumstances a student should tamper the answer script which will also report against **(RA)** him/her and result in cancellation of answer script.

It is always better to inform invigilators about any defect in answer script prior to the start of examination and get it changed.

Sd/-

Officer In Charge BPPIMT (College Code 115)