

e. Dos and Don'ts During Examinations:

Dos 1. It is mandatory for students to carry their Institute issued Identity card and produce the same to the Invigilators when asked for. Penalty will be imposed if the same is not produced for verification. 2. Students must take their seats 10 minutes prior to the start of the examination. 3. Students should adhere to the seating arrangement, if any, as specified by the instructor/ invigilator. 4. Once seated, students must maintain silence in the examination hall. 5. Students must bring all stationery items that they might require during the examination like pen, pencil, eraser, sharpner, scale, compass, etc.

Don'ts 1. Students should not chatter, smile, and attempt to communicate with each other either verbally or non-verbally. 2. Students are strictly prohibited from carrying rough paper, book, wallet and calculator (permitted only if the instructor specifies) inside the examination hall. If a student is in possession of any prohibited item, the invigilator is free to assume that the student was cheating during the examination and initiate disciplinary action accordingly. 3. Mobile phones and electronic devices are not allowed in the Lecture Hall Complex (LHC) and classrooms of academic building during examination period. Such items, if found with the student will be confiscated and/or destroyed. 4. Student should not indulge in any act of indiscipline. 5. Students are not permitted to use LHC atrium when exams are going on in classrooms. As soon as exam is over, they should leave the LHC. For details of penalties approved by Senate for various acts of academic misconduct please refer to Annexure I.