

DSF INSTITUTE DEPARTMENT OF FOUNDATION AND DIPLOMA STUDIES	EFFECTIVE DATE:	1 SEPTEMBER 2024
	REVISION DATE:	R1, 1-JANUARY-2023
REGULATION	REF. NO:	DECA/519:17(R1)
	TOTAL PAGE:	2

### INSTRUCTIONS FOR STUDENTS DURING EXAMS

- i. Students must enter the examination hall/ room Classes 10 minutes before the start of the examination and get seated according to seating plan arranged for a paper for the day.
- ii. Students will be allowed to enter the examination room for up to 20 minutes after the start of the examination. No extra time shall be given to latecomers for any reason.
- iii. Students are allowed to leave if they finish their exam early, but not during the first and last 20 minutes of the examination.
- iv. No student will be allowed to appear in an examination without Clearance Slip (attendance, finance and QEC) and student ID Card; ID Cards must be kept displayed during the examination.
- v. Each student is required to bring his/her own calculator (wherever allowed), ruler, pen during the examination; borrowing of these items is strictly prohibited.
- vi. All working i.e. rough work, graph-papers, and tables should be attached to the answer book.
- vii. Writing anything on the question paper, except examination details, is prohibited.
- viii. Use of DIGITAL DIARY, NOTE-BOOK COMPUTER, MOBILE PHONE or any kind of ELECTRONIC DEVICE during examination is prohibited, unless otherwise allowed by the faculty member concerned.
- ix. For ONLINE exam candidates, kindly to make sure not to bring any internet-connected devices into the examination hall. No external browsing is allowed except to this PAGE.
- x. All these devices should be switched off and kept inside the pockets or purses.
- xi. A student caught using such devices will be penalized as per the Institute rules.
- xii. Students are not allowed to talk to each other inside the examination hall / room.

- xiii. It is the responsibility of the student to check the Notice Board regularly for any Notice/Announcement regarding examination and point out any clash in papers to the Examinations Section.
- xiv. Students **must read the question paper** carefully and make sure to observe/follow the instructions given therein.
- xv. No written material in any form is allowed inside the examination hall until and unless allowed by the duty in charge (In case of open book examination).
- xvi. A student's misbehavior, disturbance in and outside the examination hall/room may lead to his **expulsion from the hall / room and shall be proceeded** against as per the Institute rules.

End of Exam Guideline.