

Instructions for the Students Appearing at Semester Examinations IIT Kharagpur, Kharagpur - 721 302

1. Access your 'Admit Card' using the following link:

ERP - Academic --> Examination Timetable --> Examination Time Table (for Students)

Click – **Get Admit Card** – to view your 'Admit Card' in the pdf format and print it.

Do not write any thing on the 'Admit Card' and don't use it for rough work.

*Any discrepancy or missing information in the **Examination Schedule** should be brought to the notice of ERP personnel or PIC Examination immediately.*

2. WITHOUT 'ADMIT CARD', YOU WILL NOT BE PERMITTED TO ENTER EXAMINATION HALL.

3. Mobile Phones or any other electronic gadgets even in the switched off mode, except non-programmable calculator are strictly banned in the Examination Hall. Use supplementary sheet if you need for rough work. Writing on the question paper or on the admit card will be treated as a 'malpractice case'

4. **You are NOT allowed to carry any kind of chits, lecture materials, notebooks, books, or any other unauthorized papers in the Examination Hall.**

5. **You are NOT allowed to carry any bag in the Examination Hall, except for money purse and clean pencil box. The bags (if any) would be kept outside the Examination Hall at your own risk.**

6. You are advised to occupy seat in the designated room and appropriate seating pattern preferably **15 minutes before** the schedule start of the examination. It may be noted that all Examination halls/rooms will be closed 5 minutes before the scheduled starting time of examination (**8:55 am and 1:55 pm** respectively for morning and evening session) during the distribution of question papers. Latecomer will be allowed **5 minutes** after the commencement of examination with thorough verification. **No one** will be permitted to enter the Examination Hall **15 minutes after the commencement of the examination**

7. During examination, you may leave the Examination Hall for a very short period for Wash Room or drinking water, but not before 1 hour from the commencement of the examination; you must not carry question paper or any other paper with you. It is advisable to keep a drinking water bottle with you. However, smoking and consumption of any kind of beverages inside the Examination Hall is strictly prohibited.

8. Submission of answerscripts and leaving the Exam hall is not permitted during 1st one hour of examination. Beyond this time, you may leave the Exam Hall at any time after submitting your answer-script.

9. **Make sure that you submitted your answer-script to the invigilator before you leave the Examination Hall at end of the examination. In no case, taking the answer-script outside the Examination Hall is permitted**

10. Exchange of materials such as calculator, pencil, pen, scale, etc. is not allowed during examination. Gathering information from any kind of sources and/or exchanging information with others or any such attempts either inside or outside the Examination Hall will be treated as '*unfair means*'.

If anyone adopts 'unfair means', his/her case will be forwarded to Malpractice committee. This may lead to punishment of 'semester deregistration' to 'academic year suspension' and debarment from scholarships, awards and medals as per rules.

12. You are not allowed to enter the Examination Hall in "objectionable dress". The discretion of the invigilators in this connection will be final. Maintain the sanctity of semester examinations.

Please strictly follow the above instructions to ensure trouble-free examinations.

Professor-in-Charge, Examination

IIT Kharagpur