



OFFICE OF THE CONTROLLER OF EXAMINATIONS

INSTRUCTIONS TO THE STUDENTS APPEARING FOR EXAMINATIONS

Please read these instructions carefully.

1. The Hall Ticket is issued to the Student satisfying the attendance and other requirements as per rules, regulations and instructions issued by the University from time to time.
2. Students shall take their allotted seats in the respective Examination hall at least fifteen minutes before the commencement of Examination.
3. Students shall not be allowed to leave the Examination hall before the expiry of 60 minutes from the commencement of Examination.
4. Strict silence should be maintained in the Examination hall.
5. Students who are not properly attired will not be admitted to the Examination hall. Please ensure that you comply with the dress code of the University.
6. Students are required to bring their own pens, pencils, calculator and eraser. Students should use only blue or black ink while answering their papers.
7. After receiving the answer book the Student shall verify his/her Register number, Semester number, Course code, Course name, Session and Date of examination printed on the first page of the answer book..
8. Writing of register number elsewhere in the answer book will entail rejection of the answer book/ treated as malpractice.
9. Candidates are prohibited from writing on or tampering the Barcodes as they lead to rejection of answer booklets from evaluation.
10. Students are not allowed to exceed the prescribed time assigned to each question paper.
11. Students shall not talk/ask questions of any kind during the Examination.
12. **Students shall not carry any written/printed matter, any paper material, watch, cell phone, pen drive, I-pad, programmable calculator, any unauthorized data sheet/ table into the Examination hall and if anything is found in their possession they shall be liable for disciplinary action.**
13. **No Student shall pass any part or whole of answer papers or question papers to any other Student. No Student shall allow another Student to copy from his/her answer paper or copy from the answer paper of another Student. If found committing such malpractice, the involved Students shall be liable for disciplinary action.**
14. Students found guilty of using unfair means of any nature shall be liable for disciplinary action.
15. Students will have to hand over the answer books to the Invigilator/Hall Superintendent before leaving the Examination hall.
16. Hall Ticket is an important document. If the hall ticket is lost/ or not brought by the candidate, he / she shall apply for temporary hall ticket on payment prescribed fee.
17. **Students should have the University ID card for regular and back paper examinations.**

A Student who breaches any of the Examination Regulations will be liable to disciplinary action including (but not limited to) suspension or expulsion from the University.