

INSTRUCTIONS TO CANDIDATES

The candidates are permitted to carry the following items to the Examination Hall.

- a. Hall ticket.
- b. ID card issued by the college or any other valid ID card (as stated in 1.6.1.d)
- c. Drawing equipment and accessories for writing.
- d. Non-programmable calculator, if permitted for the particular examination.
- e. Other materials like IS codes/Data books/Tables/Hand Book etc. permitted by the University from time to time.

2.6.1. Important instructions to the candidates

- 2.6.1.a The candidates should occupy their allotted seats in the examination Hall at least ten minutes before the commencement of the examination.
- 2.6.1.b The candidates presenting themselves more than 30 minutes after the commencement of examination will not be admitted to the examination Hall.
- 2.6.1.c The candidates who are suffering from infectious diseases of any kind will not be admitted for the examination.
- 2.6.1.d The candidate should bring the hall ticket to the examination Hall on each day of examination. The candidate should also invariably bring any one of the photo affixed identity cards such as a college ID card or any other valid ID card to confirm his/her identity.
- 2.6.1.e The candidates should read and follow the instructions given in the hall ticket and answer book carefully.
- 2.6.1.f The candidates are prohibited from writing upon their hall tickets/ question papers. They are also prohibited from revealing identity in any form in the answer scripts and appealing for favorable consideration or mercy or mention statements offering money to evaluators on any part of the answer scripts.
- 2.6.1.g No electronic gadgets, including mobile phones, tablets, iPads, electronic watches, programmable calculator, headset, earphones etc. are allowed in the examination hall.
- 2.6.1.h The candidate is prohibited from bringing to the examination hall, any book or portions of the book, printed or manuscript and from communicating with any other candidates or any person outside the examination hall.
- 2.6.1.i The candidates should bring their own IS codes/Data Book /Tables/Hand Book permitted by University, which is necessary for any particular examination and should not have any written material or additional sheets or scribbling in them.
- 2.6.1.j No candidate will be allowed to leave the examination hall within one hour of commencing the examination and no candidate(s) will be allowed to return once he/she leaves the examination hall.
- 2.6.1.k The candidate should return the question paper to the invigilator if he/she leaves the hall before the last half an hour of the stipulated period of examination.
- 2.6.1.l Any candidate found violating any of the rules in the conduct of examination will be sent out of the hall immediately.
- 2.6.1.m Resorting to malpractice will invite punitive measures as per University rules.
- 2.6.1.n The candidates should hand over the answer book to the invigilator on completion of the Examination and should not leave the Hall, leaving the answer book in their seats


Chief Superintendent of Examinations

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All candidates should bring the hall ticket issued by the University and ID card issued by the college. The candidates should produce the hall ticket on demand for inspection by the chief superintendent/ deputy superintendent, observer, and member of the squad or any other officer authorized by the University. Under no circumstances, the candidates will be permitted to write an examination without a valid hall ticket issued by the University. However, the Chief/Deputy Superintendent is eligible to issue provisional admission by imposing a fine specified by the University to a candidate for an examination, provided his/her name is included in the list of registered candidates and if student appears as eligible to write the exam as per regulations. Such candidates have to submit an application for provisional admission [Format is given in ANNEXURE-2]. It should be noted that a provisional admission is a one-time option and the candidate will not be permitted to attend the rest of the Examination with the same provisional Hall Ticket. A register has to be kept in the examination control room to record receipts and the amount may be utilized to meet miscellaneous expenses in the examination control room.

All candidates should enter the examination hall at least ten minutes before the time prescribed for the commencement of the examination. Candidates who are undoubtedly suffering from infectious diseases of any kind will not be admitted for the examination. Candidates writing the examination will be under the disciplinary control of the Chief Superintendent and bound to obey all the instructions issued by the institution and University. Under no circumstances, additional answer scripts will be provided (unless otherwise instructed by University) and the candidates have to limit their answers within the answer scripts supplied to them by the University.

In case a candidate disobeys the instructions given by the Chief Superintendent/Deputy Superintendent or any other officials appointed by the University or behaves insolently towards the invigilator/officials of the examination control room, he/she will not be allowed to write the examination and the matter will be reported to the respective authorities. Obstruction of the smooth conduct of the examination by laying siege in front of the control room, intimidating other candidates, tampering with the records of the examination or any such activity leading to the disruption of the examination will be seriously dealt with. Principal/ Chief Superintendent has the right to take legal actions against them and the students who indulge in such activities are liable to be suspended/expelled from the institution.