

Instructions to Students

All students are required to strictly adhere to the following guidelines during the examinations

1. Report to the examination hall 15 minutes before the scheduled start time.
2. Entry will not be permitted 30 minutes after the commencement of the examination.
3. Carry your Admit Card/Hall Ticket and a valid University ID card for verification at the University/Block entry gate and inside the examination hall.
4. Students without a valid University ID card will not be allowed to appear for the examination.
5. Bags, books, and materials irrelevant to the examination are strictly prohibited inside the examination block.
6. Occupy only your allotted seat as per the seating, Changing seats without invigilator's permission is not allowed.
7. Ensure that you receive the correct question paper and answer booklet before starting the exam.
8. Fill your name and enroll no in the question paper and mandatory details (URN/Roll Number, Subject Code, etc.) clearly on the answer booklet before attempting the paper.
9. Only approved stationery (pens, pencils, erasers, rulers) is allowed. Use of calculators is permitted only if approved and as per the prescribed version.
10. For Open Book Examinations, only materials officially permitted by the department will be allowed, subject to verification and approval by the concerned In-Charge.
11. Possession of mobile phones, smart devices, electronic gadgets, written/printed notes, or unauthorized materials etc., is strictly prohibited. Any violation will be treated as Unfair Means (UFM).
12. Maintain absolute silence and avoid any form of communication with other students.
13. Raise your hand if you require assistance. Do not leave your seat without the invigilator's permission.
14. Students are not allowed to leave the examination hall during the first 30 minutes or the last 15 minutes of the examination.
15. Write answers neatly and legibly using only blue or black ink.
16. Do not write your name, roll number, or make identification marks on the answer sheet except in the prescribed spaces.
17. Rough work, if any, must be carried out only in the designated space provided in the answer booklet.
18. Stop writing immediately once the invigilator announces the end of the examination.
19. Submit your answer booklet to the invigilator before leaving the hall.
20. Students leaving the hall without submitting the answer booklet will be booked under UFM and face disciplinary action.
21. Any act of malpractice, including copying, use of mobile phones/AI tools, or communicating with others, taking answer sheet without the knowledge of examiner will result in cancellation of the examination and strict disciplinary action.
22. Students must strictly follow all instructions of the invigilators and maintain discipline both inside and outside the examination hall.




Controller of Examinations