

## Instructions to Students During Examinations

1. Students are strictly instructed not to **carry bags or any restricted materials inside the Block.**
2. Bags and personal belongings may be kept outside the Block; however, the University and the Office of the Controller of Examinations will **not be responsible for any loss, misplacement, or damage.**
3. Students must report to the examination hall **15 minutes** before the scheduled start of the examination.
4. No student will be permitted to enter the hall **30 minutes** after the commencement of the examination.
5. Students must carry their **Admit Card/Hall Ticket and a valid University ID card** for verification.
6. Students **without a valid University ID card will not be allowed** to appear for the examination.
7. The **student seating plan** will be available on the **University website -> Examination** link 24 hours before the scheduled examination.
8. Students must occupy their allotted seat as per the seating plan and should not change seats without permission from the invigilator.
9. Verify that you have received the correct question paper and answer booklet.
10. Fill in all required details (URN/Roll No., Subject Code, etc.) before starting your answers.
11. Only approved stationery (pens, pencils, erasers, rulers) is allowed inside the hall.
12. For **open book examinations**, only valid documents/books/materials prescribed by the Department are allowed, and these must be cross-verified and signed by the concerned Incharge.
13. **Mobile phones, Ear pads, smart devices, electronic gadgets, written/printed notes, or any unauthorized materials are strictly prohibited. Possession of such items will be treated as Unfair Means (UFM).**
14. Maintain complete silence and do not communicate with other students during the examination.
15. Raise your hand if you need assistance. Do not leave your seat without invigilator permission.
16. Students are not allowed to leave the examination hall during the **first 30 minutes and the last 15 minutes** of the examination.
17. Write neatly and legibly using blue or black ink pen only.
18. Do not write **your name or make any identifying marks** on the answer booklet.
19. Rough work must be done only in the space provided in the answer booklet.
20. Stop writing immediately when the invigilator announces the end of the examination.
21. Hand over the answer booklet to the invigilator before leaving the hall.
22. Students who leave without submitting their answer booklet will be treated as absent.
23. Any malpractice (copying, using mobile/AI tools, discussion with others, etc.) **will result in cancellation of the examination and strict disciplinary action.**
24. Follow all instructions of the invigilators and maintain discipline inside and outside the examination hall at all times.

