

## Instructions to Students During Examinations

1. Students are **strictly prohibited from carrying bags or any restricted materials** inside the Examination Block. Bags and personal belongings may be kept outside the Block at the designated area. However, **the University and the Office of the Controller of Examinations shall not be responsible for any loss, misplacement, or damage.**
2. Students must report to the examination hall at least 15 minutes prior to the scheduled commencement of the examination. No student will be permitted to enter the examination hall 20 minutes after the commencement of the examination.
3. Students must carry their **[REDACTED]** **valid University ID Card for verification** and students without a valid University ID Card will not be permitted to appear for the examination.
4. **Students who do not possess their University ID Card may obtain temporary permission to appear for the examination by paying Rs. 100 at the Control Room(only applicable for that day). From the next examination onwards, such cases will attract a fine of double the amount, which must be paid at the office. Requests or recommendations from Department Heads for such cases will not be entertained.**
5. The seating plan will be made available on the University Website → Examination Link at least 24 hours prior to the scheduled examination.
6. Students must occupy only their allotted seats as per the seating plan and shall not change seats without the permission of the invigilator.
7. Students must ensure that they have received the correct question paper and answer booklet. All mandatory details (URN / Roll Number, Subject Code, etc.) must be filled in before commencing the examination. Also, students are permitted to write only their Admission Number/Roll Number and Name on the question paper. Writing any other information or making additional markings on the question paper is strictly prohibited.
8. Only approved items like Calculator, pens, pencils, erasers, rulers, etc. are permitted inside the examination hall. For Open Book Examinations, only the materials prescribed by the Department are permitted. Such materials must be verified and duly signed by the concerned In-charge.
9. Students must maintain complete silence and shall not communicate with other students during the examination. Students requiring assistance must raise their hand and seek permission. They are not permitted to leave their seats without the invigilator's approval.
10. Students will not be allowed to leave the examination hall during the first 30 minutes and the last 15 minutes of the examination.
11. **Mobile phones, earbuds, 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).**
12. **If a student is booked under UFM and permitted to continue the examination, a second answer booklet may be issued. Both answer booklets will be submitted to the UFM Committee for review. Based on the Committee's decision, the scripts may either be evaluated or rejected.**
13. Students must write neatly and legibly using blue or black ink pen only. Students must not write their name or make any identifying marks on the answer booklet.
14. **Rough work must be done only in the space provided in the answer booklet. If the last page in main booklet is used for rough work, it must be clearly struck off before submission.**
15. Students must stop writing immediately when the invigilator announces the end of the examination.
16. The answer booklet must be handed over to the invigilator before leaving the examination hall.
17. Students who leave the hall without submitting their answer booklet will be marked as Absent.
18. **Any form of malpractice, including copying, use of mobile phones or AI tools, unauthorized communication with others, leaving the campus without submitting the answer booklet, or taking the answer script without proper submission—will lead to cancellation of the examination and may result in strict disciplinary action as per University rules and regulations.**
19. Students are required to follow all instructions given by the invigilators and maintain discipline inside and outside the examination hall at all times.
20. Any student found loitering in the corridors during exam time or around the examination premises without valid reason will not be entertained and may be subject to disciplinary action as per the examination regulations.

Controller of Examination

