



## **OFFICE OF THE CONTROLLER OF EXAMINATIONS**

### **INSTRUCTIONS TO THE CANDIDATES**

**for**

### **MODEL and END SEMESTER EXAMINATIONS**

1. Candidates are expected to abide by the rules and regulations of the University and maintain a decorous conduct. University takes a very serious view of any form of Examination misconduct.
2. Candidates should not bring the Watches, wallets, Mobile Phone, blue tooth devices, microphone, pagers, health bands, Programmable Calculator, smart watch, or any Electronic gadgets / devices, any printed / blank / handwritten paper, log tables, writing pads, pen drive, electronic pens, goggles, electronic vehicle key, hand bags, Books, Note books and any similar items etc. inside the examination hall. If found, Invigilator(s) or Squad will seize the same and suitable action shall be taken. Students should bring a bag to keep routine belongings outside the exam hall on their own responsibility.
3. Candidates are expected to be in professional attire to appear for the Examination. Candidates who are not in proper dress code or uniform shall not be allowed to appear for the examination.
4. Candidate should produce the hall ticket and University ID card to the hall superintendent at the entrance of the examination hall and should be seated according to the register number.
5. Strict silence should be maintained in the examination hall. Students should maintain code of conduct both inside and outside the Examination hall.
6. Candidates who indulge in any kind of malpractice will not be allowed to write the Examination further in that session. Candidates found with written material in their hand, leg, body or attire is also considered as malpractice. If the Candidate is not seated as per seating arrangement, it will also be considered as malpractice.
7. Candidate should not write anything in the Examination hall, or table. If found by invigilator or squad, it will be considered as Malpractice. If the Candidate notices anything written on the wall near him or on the table, he/she has to inform the Invigilator prior to the commencement of the examinations.
8. The answer book will be supplied to the candidate once the candidate occupies the allotted seat. It is the student's responsibility to verify the details in the front page of the answer and then affix his/her signature. It is mandatory for the student to affix his/her signature in the front page of the answer sheet at the place mentioned.
9. Candidates should not write anything on the Question Paper other than his/her Register Number and strictly adhere to the basic discipline like not turn back; exchange of materials, communicate among themselves, showing hand signal, etc. in the examination hall or with person outside the examination hall. Performing such action will be considered as malpractice.
10. Candidates are expected to bring their own pen, pencil, eraser, scale and scientific calculator, etc. and will not be allowed to borrow from others in the examination hall.
11. Candidates are expected to be in the examination hall 10 minutes before the commencement of examinations.
12. No candidate shall be permitted to enter the examination hall after 30 minutes from the commencement of the examination.
13. No candidate shall be permitted to leave the examination hall within 2 hours from the commencement of the examination.
14. Candidate should read the instruction written on the backside of the front page of the answer booklet before attending the examination.
15. Candidates are forbidden to ask any question relating to the question paper regarding, explanation or correction or typographical error.
16. After handing over the answer book, the candidates should leave the examination hall immediately and must not be found loitering around or nearby.
17. Candidates who fail to produce both University ID card and Hall Ticket shall not be allowed to appear for the End Semester Examination. He / She is liable to pay a fine of Rs.100/- and get duplicate ID card / Hall Ticket from the respective Office before entering the Examination Hall.