



## **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 Mobile Phone, Programmable Calculator, Electronic Devices, smart watch, Books, Note books and bit papers with answer etc. inside the examination hall. If found, Invigilator(s) or Squad will seize the same.
3. Candidates are expected to be in the examination hall 10 minutes before the commencement of examinations. Proper dress code as specified by the university must be followed.
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.
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. Candidates are expected to bring their own pen, pencil and scientific calculator, etc. and will not be allowed to borrow from others in the examination hall.
8. The answer book will be supplied to the candidate once the candidate occupies the allotted seat.
9. No candidate shall be permitted to enter the examination hall after 30 minutes from the commencement of the examination.
10. No candidate shall be permitted to leave the examination hall within 2 hours from the commencement of the examination.
11. Candidates are forbidden to ask any question relating to the question paper regarding, explanation or correction or typographical error.
12. After handing over the answer book, the candidates should leave the examination hall immediately and must not be found loitering around or nearby.
13. Candidates who fail to produce both ID card / Hall Ticket are liable to pay a fine of Rs.100/-.
14. 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.