



CIRCULAR

Examination Guidelines: Students

1. Students should fill all applicable information about URN, Course Code, School, etc. in prescribed space and sign on attendance sheet and answer book. Students shall use blue or black ink only.
2. Students shall mention question number, sub question number correctly, at the beginning of the answer.
3. Students shall write on both sides of the answer sheet. Tearing off any page or transfer of answer sheets will be treated as unfair means.
4. Make sure that you are not in possession of any material such as books, note-books, scribbled notes which may tempt you to copy.
5. It is not allowed to carry answer-sheets / supplements, EITHER written OR blank while leaving an Examination Hall.
6. Students are allowed to enter late in an Examination Hall maximum only upto 15 minutes after scheduled examination time.
7. DO NOT speak OR communicate in any way with any other candidate in an Examination Hall while an examination is going on.
8. Follow appropriately all the instruction/s issued to you by the senior, faculty member or the Hall Invigilator. Violation of the same will lead to academic loss for which respective student will be held responsible.
9. Rude behavior OR disobedient manner with other member will not be tolerated in Examination Hall.
10. Possession of mobile phone, any electronic gadgets/PDAs (except calculator), cash, cards, bags, purses, wallets etc. in an Examination Hall by student is strictly prohibited. Safe keeping of the same is student's responsibility.
11. Examination Admit Card shall be carried compulsorily into the Examination Hall. Student will not be allowed to appear for an examination without the Examination Admit Card.

Failure to observe the instruction may result in action being taken against the candidate instantly and PUNISHING the misconduct or breach of rules by EXCLUDING him/her from the University for a specified period or permanently.



Controller of Examinations