



CIRCULAR
Examination Guidelines: Students

1. Students should fill all applicable information pertaining to URN, Course Code, School, etc. in the prescribed space and sign on the attendance sheet and answer book. Students shall use blue or black ink only.
2. Students shall mention the appropriate question number and 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 there are no cheat sheets / paper slips / any other such materials; anywhere near the desk within two feet of the student. These could be assumed as belongings of students. No student should indulge in any Unfair Means during an examination.
5. Make sure that you are not in possession of any material such as books, note-books, scribbled notes which may tempt you to copy.
6. It is not allowed to carry answer-sheets / supplements, EITHER written OR blank while leaving an Examination Hall.
7. Students are allowed to enter late in an Examination Hall only upto maximum 30 minutes after scheduled examination time.
8. DO NOT speak OR communicate in any way with any other candidate in an Examination Hall while an examination is going on.
9. 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 the respective student will be held responsible.
10. Rude disruptive behavior OR disobedient manner with other member will not be tolerated in Examination Hall.
11. 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.
12. 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.



[Handwritten Signature]
22/03/2024
Controller of Examinations