

EXAMINATIONS & EVALUATION CELL

- 1. The Student who breaches any of the Examination Regulations will be liable for disciplinary action including (but not limited to) suspension or expulsion from the Institute.**
- 2. The Student must bring the Hall Ticket and Student ID card to the Examination hall without which he/she will not be allowed to enter the Exam hall.**
- 3. The Student will not be admitted to the examination hall if they are late even by a minute.**
- 4. The Student should arrive at the Institute campus at **least 30 minutes before** the start of the Examination and check for the seating arrangement displayed at the designated area.**
- 5. Students are advised to be present in the Examination hall by 9.45 AM for the Examination scheduled for forenoon session and by 1.45 PM for afternoon session.**
- 6. The student will not be allowed to leave the Examination hall until one and half hour after the commencement of the examination.**
- 7. The use of electronic devices shall not be permitted in the Examination hall. In this context, electronic devices include and are not limited to mobile phones, programmable calculators, tablet devices, laptops, earphones, blue tooth devices, data storage watches ('smart-watches') with means for inputting or storing information.**
- 8. The Student has to display Hall ticket on the top right hand corner of the desk, so that an invigilator can check it.**
- 9. Check the Answer book thoroughly before fill-in the details. The defective answer book may be returned to the Invigilator for necessary action.**
- 10. The Student has to verify the particulars printed on part-1 of OMR Answer booklet and if any discrepancy found in the name, Hall ticket number and subject code, please notify to the Invigilator for necessary action.**

11. **Students are prohibited from writing their H.T.Nos. and their names in any part of the answer booklet or addressing the examiner in any manner whatsoever in the answer booklet.**
12. **Any unauthorised materials or devices found in candidates possession after the start of the examination will be confiscated, and will be liable for disciplinary action (in possession means on the desk or writing surface, on the clothing, body or any other location specifically prohibited).**
13. **Students are prohibited from writing on or tampering the barcodes & OMR sheets.**
14. **Students are advised not to stand in groups in the corridor to avoid inconvenience to the fellow students and Examination officials.**
15. Students have to deposit their bags, electronic gadgets of any form, wallets, books, laptops, i-pads etc. in the designated area before going to their allocated desk. The Institute will not hold any responsibility for the loss or damage of any belongings in or outside the examination hall.
16. Permission to use an amanuensis (scribe) for taking the Examination by a deserving student may be allowed. In such cases prior approval from the Controller of Examinations is necessary.
17. Every Student must acquaint with Academic Regulations (R13/R15 etc), procedures and Assessment methodologies pertaining to practical Examinations and Theory examinations published in the Academic regulation issued to the students.
18. The code books / data books/ and other charts necessary for the examination will be supplied by the Exam branch. The Students are not permitted to use their own code books / data books/charts.
19. The Students should not write their H.T No and Name on the graph / drawing sheets.
20. Students are **NOT** allowed to leave the examination hall during the last **15 minutes** of the examination and during the collection of the answer scripts. All candidates must remain seated during this period and cooperate with the invigilators to properly account for all answer scripts to be collected.
21. Answer booklets should be submitted to the concerned Invigilator before leaving the Examination hall.
22. **Students are required to maintain tranquillity in the Examination hall. Disturbing the silence and misbehaving with the Invigilators /Examination staff/Fellow students will be viewed seriously and disciplinary action shall be taken against such candidates.**

- 23. Student shall occupy the seats in the Examination halls as per the seating arrangement and if any candidate violates this will be booked under malpractice.**
- 24. Student is not allowed to communicate by word of mouth, gestures or otherwise with other candidates (this includes the time during Question paper distribution or during collection of answer scripts). Candidate has to raise his/her hand if he/she wish to communicate with an invigilator.**
25. Students are advised to plan their schedule in such a way that they reach the exam venue in time keeping in view the traffic jams/climate conditions.
26. Do not operate the apparatus/computer system until the examiner permits to do so during the laboratory examinations.
27. Any unfair means during the practical examination leads to expel from the examination hall and will be booked under malpractice.
28. Students are not allowed to operate internet during computer based Laboratory Examinations.
29. It is the responsibility of an Individual student to save the content frequently while performing the Computer based Laboratory Examinations (especially Engineering Drawing using Auto Cad and Programming related labs).
30. As per the guidelines by the Examination authority, all the Students have to cooperate with the frisking process.

IMPORTANT INSTRUCTIONS TO THE STUDENTS

- 1. The Student must bring the Hall Ticket and Student ID card to the Examination hall without which he/she will not be allowed to enter the Exam hall.**
- 2. Students are advised to be present in the Examination hall by 9.45 AM for the Examination scheduled for forenoon session and by 1.45 PM for afternoon session.**
- 3. The Student will not be allowed inside the examination hall, if they are late even by a minute.**
- 4. The use of electronic devices shall not be permitted in the Examination hall. In this context, electronic devices include and are not limited to Mobile phones, Programmable calculators, Tablet devices, Laptops, Earphones, Blue tooth devices, Electronic gadgets of any form, data storage watches ('smart-watches') with means for inputting or storing information.**
- 5. Students are prohibited from writing their H.T.Nos. and their names in any part of the answer booklet or addressing the Examiner in any manner whatsoever in the answer booklet.**
- 6. Any unauthorised materials or devices found in candidates possession after the start of the examination will be confiscated, and will be liable for disciplinary action (in possession means on the desk or writing surface, on the clothing, body or any other location specifically prohibited).**
- 7. Every Student must acquaint with Academic Regulations (R17/R19 etc), Malpractice rules, procedures, Assessment methodologies pertaining to practical Examinations and Theory examinations published in the Academic regulations handbook issued to the students.**
- 8. Students are required to maintain tranquillity in the Examination hall. Disturbing the silence and misbehaving with the Invigilators /Examination staff/Fellow students will be viewed seriously and disciplinary action shall be taken against such candidates.**
- 9. The Student who breaches any of the Examination Regulations will be liable for disciplinary action including (but not limited to) suspension or expulsion from the Institute.**