

## Examination Rules and Regulations

<p><b>Timings</b></p>	<ul style="list-style-type: none"> <li>• Students should reach the examination hall 15 minutes before the scheduled start time of exam.</li> <li>• Students will not be allowed to enter the examination hall after 15 minutes of the scheduled start time of exam.</li> <li>• Students will be allowed to leave the examination hall only after 45 minutes of the scheduled start time of exam.</li> <li>• In no case, students will be allowed to leave the examination hall before 10 minutes of the scheduled end time of the exam.</li> </ul>
<p><b>Identity</b></p>	<ul style="list-style-type: none"> <li>• Students have to carry their ID Card and need to present it to Invigilator during examination.</li> <li>• Invigilators have to verify the student identity before providing exam material.</li> <li>• If in case, ID Card is lost or the student forgets, students can issue a temporary ID Card from the department with the signature and stamp of the HOD. Students have to show original Driving License / Pan Card / Election Card / Aadhar Card along with Temporary ID Card.</li> </ul>
<p><b>Breaks</b></p>	<ul style="list-style-type: none"> <li>• Students are allowed to take breaks to visit Bathrooms / Drink Water only after the permission of Invigilator.</li> <li>• Students have to report back to the examination hall in the stipulated time assigned by the invigilator</li> <li>• 1 Student can take maximum 2 breaks and invigilator must note down the breaks taken by each student.</li> <li>• If a student falls ill and is not in a condition to complete the exam, student must inform invigilator and suitable arrangements for medical support should be made by Supervisors. The same should be notified to COE.</li> </ul>
<p><b>Answer Books and Questions Papers</b></p>	<ul style="list-style-type: none"> <li>• Answer Books should be distributed to the students before 15 minutes of the scheduled start time of the exam.</li> <li>• No other papers must be used to write the exam by the students. An exam written on other paper will not be considered and shall be marked as "UFM".</li> <li>• The invigilator should complete the tasks like checking ID Cards of students, verifying details on student's Answer Book, Signing &amp; Pasting Barcode in Answer Books, Signing Student Hall Ticket and getting Student Signature in the assigned sheet during the first 15 minutes of the exam.</li> <li>• The Question Papers should be distributed only after invigilator is notified by a Bell Sound or by the Supervisor.</li> <li>• A student cannot carry Question Paper while having break. Invigilator must verify the same.</li> <li>• Students have to submit the Answer Book to the invigilator personally after the examination ends. It is the responsibility of the student to submit the Answer Book; failing to which, it will be considered as "UFM".</li> <li>• The Invigilator must verify the Answer Books count with the total students in the examination hall.</li> <li>• A student must submit blank Answer Book to the invigilator.</li> <li>• The invigilator must keep the record of unused Answer Books and Barcodes.</li> </ul>

<p style="text-align: center;"><b>Hall Tickets</b></p>	<ul style="list-style-type: none"> <li>• Each student will have to carry the Hall Ticket on the days of examination.</li> <li>• The Hall Tickets will be available 3 days before the scheduled start date of examination and shall be collected from the examination section.</li> <li>• Each student has to download Hall Ticket from Student Portal. A Student should not download any other student's Hall Ticket.</li> <li>• Students without Hall Ticket will not be allowed to appear for the examination.</li> <li>• If in case, the Hall Ticket is lost, a student can get a copy of Hall Ticket from student Section only after submitting an application approved by HOD.</li> <li>• It is the responsibility of each student to get the signature from invigilator for each exam in the Hall Ticket.</li> </ul>
<p style="text-align: center;"><b>Exam Materials</b></p>	<ul style="list-style-type: none"> <li>• Student should carry their own exam materials like Pens, Pencils, Erasers, Sharpeners, Rulers, Calculators any other materials required for the exam.</li> <li>• Exchange of exam materials among the students is strictly prohibited in the examination hall unless Invigilator permits it.</li> <li>• Student should use only transparent case or pouch to carry exam materials.</li> <li>• The bags and all the other materials must be placed outside the examination hall and will be self-responsible for its safety.</li> <li>• The student has to remove his/her shoes, socks, sandals or any footwear outside the examination hall and will be self-responsible for its safety.</li> <li>• No eatables are allowed; only water bottles are allowed in the examination hall.</li> <li>• Pencil / pen cases, wallets, any electronic gadget (Mobile Phones, Smart Watches, Headsets etc.) or any other material is strictly banned inside the examination hall.</li> <li>• In case of physical disability, students will be allowed to access the electronic devices used for assisting students with hearing and visual difficulties. A prior permission from HOD and COE is required in such cases.</li> <li>• Calculators with more than one displays or a programmable calculator is not permissible in the examination hall and needs to be verified by invigilator.</li> </ul>
<p style="text-align: center;"><b>Disturbance</b></p>	<ul style="list-style-type: none"> <li>• No communication amongst the students is permissible inside or outside the examination hall even if they are in supervised breaks like visiting the washroom or drinking water.</li> <li>• No student can leave his/her seat during ongoing examination without the permission of invigilator.</li> <li>• Invigilator reserves the right to move a student out of class if he/she has enough reasons to justify. Such incident will be considered as "UFM".</li> </ul>
<p style="text-align: center;"><b>Miscellaneous</b></p>	<ul style="list-style-type: none"> <li>• The students should ensure that the invigilator has pasted correct barcode and signed all the answer books.</li> <li>• The students must ensure before leaving the examination hall that they have signed the attendance sheet as well as the answer book is submitted to the invigilator.</li> <li>• The students (PWD/ other medical problems) will be provided Writer in the Examinations only subject to prior permission from the HOD, Dean &amp; COE. The documentary proof along with recommendations of concerned HOD will be required. <b>(Refer Writer Performa Rules)</b></li> </ul>