



## DISCIPLINE IN THE EXAMINATION HALL

- (i) Learners must know their Roll Number and Student (SAP) Number.
- (ii) Learners who are eligible to write the semester end examination /re-examination should be present in the examination hall at least 10 minutes before the scheduled time of the commencement of the examination. Learners, who arrive at the examination hall 30 minutes or more after the scheduled time of the commencement of the examination, will not be permitted to appear for that examination.
- (iii) Learners are not permitted to leave the examination hall until one hour after the start of the session or in the last ten minutes of the session.
- (iv) Learners, who are not in their seats at the time notified, will as a rule, not be permitted to appear for the examination.
- (v) Learners should ensure that all their bags and other personal belongings are deposited in the designated area usually near the junior supervisor's table, at their own risk. The College will not be responsible for the safety and security of the same.
- (vi) A learner who fails to attend an examination at the time and place notified in the timetable, will be deemed to have failed to pass in that course. Opportunity for re-examination, if any, in the respective course will be given according to the rules and regulations, of the college.
- (vii) Learners should occupy their correct seats as per the seating plan displayed and write appropriate details in the space provided for the purpose, on the answer-book.
- (viii) Learners are required to have their valid Identity cards and Hall Tickets issued by the College and they must produce the same for verification to the junior supervisor /s during the examination. Learners not having the said identity card with them during the examination may be denied permission to appear for the examination.
- (ix) Every learner present must sign against his / her Learner number on the attendance sheet provided by the room supervisor.
- (x) Learners should specifically go through the instructions given on the top of the question paper and on the first page of the answer book. They are of utmost importance.
- (xi) On the first page of the answer book, the learners should write only the name of the program, semester details and course for which the examination is being held and number of supplementary sheets attached to the main answer book. Any extra writing on the first page or anywhere in the answer book will be treated as act of unfair means and will be processed as per rules.

### Query regarding questions in the examination question paper:

If a learner has any query as regards contents of the question paper, s /he should bring the same to the notice of the junior supervisor without disturbing others in the examination hall.

- (xii) Learners are forbidden to (i) bring any books, notes, scribbled papers, mobile phones, smart watch, any electronic gadgets, laptop or any other similar devices /things unless specifically permitted. Any such material found in possession of the learner will be



confiscated (ii) smoke in the examination hall, (iii) eatables / drinks in the examination hall (iv) speak or communicate in any manner to any other learner, while the examination is in progress and (v) take with them any answer-book, written or blank, while leaving the examination hall. Such acts amount to adoption of unfair means by the learner /s concerned and strict action will be taken against them. The junior supervisors / authorized persons are authorized to frisk the learners.

- (xiii) Any method to bribe the examiner /s by attaching currency notes or letters or making an appeal inside the answer book or by any other means of communication is strictly prohibited and will result in serious action being taken by the College.
- (xiv) The answer books of the Semester end Examinations are QR coded and, therefore, learners should not write his /her name, Roll Number, SAP Number etc. anywhere in the answer-book and / or reveal his / her identity in any form in the answers written by him / her or anywhere in the answer book. Writing these details or putting signature amounts to revelation of identity. Use of religious invocation or any writing that is not relevant to the answers anywhere in the answer-books will be treated as attempt to reveal identity, and will be treated as an act of adoption of unfair means.
- (xv) While underlining of sections of answers for highlighting is permitted, use of varied inks, except for illustrations and figures must be avoided. Do not use any symbol like encircling the question or using coloured arrows for 'P.T.O'. All these will be considered as attempts to readily identify the specific answer-book.
- (xvi) Learners should neither tear any sheet /s from the answer-book provided nor attach unauthorized additional sheets to the same. All answer-books / supplementary sheets, whether written or blank should be returned to the room supervisor. Carrying the answer book / any part of the answer books out of the examination hall will be treated as against the rules and appropriate action will be taken against such learner /s.
- (xvii) **Learners should not write anything on the question-paper.**
- (xviii) Exchange of stationery, writing material, mathematical instruments, question paper etc. is strictly prohibited. If learners want anything, they should approach the junior supervisor without disturbing the other learners. However, they should not leave the examination hall on any account, without surrendering his /her answer book.
- (xix) Learners will not be allowed to leave the examination hall during the examination and particularly so in the last ten minutes. At the end of the session, they should not leave their seats until answer-books are collected by the junior supervisor from all the learners.
- (xx) A learner who disobeys any instructions issued by the senior / junior supervisor or who is guilty of rude or disobedient behaviour is liable for disciplinary action to be taken against him / her by the College.
- (xxi) Learners suspected to be guilty of any of the aforesaid acts will be allowed to write their examination on a new answer sheet, only after giving an undertaking in writing that the decision of the College in respect of the reported act of unfair means will be binding on them.