

Examination Guideline

Sitting plans are already announced. You will take the seat assigned to you. In case you find your roll number missing in the sitting plan you should report to the Invigilator. You will be provided a seat. Later, after the examination, report the matter in the Office of Dean (Academic Affairs).

- a) You must have a photo ID issued by the institute. If you do not have one, you paste your photo on a plain paper and get it attested by Head of the Department. Without a photo ID you may not be allowed to write your examination.
- b) You will not be allowed to enter the examination hall 15 minute prior to 15 minute after the commencement of examination.
- c) You must not have anything like mobile phone, lose papers etc. with you. It will be considered adopting unfair means in examination.
- d) You will write your Roll Number on the top right of the question paper. Nothing else should be written on the question paper.
- e) Write your Roll No., Answer Book No., Name and other details clearly on the first page of Answer Book and get the endorsement of the Invigilator on the same.
- f) Only ordinary graph sheets, semi log sheets (if required), shall be provided in the examination hall.
- g) Going to the washroom during examination is discouraged.
- h) In case of any difficulty you should stand up and wait. An invigilator shall approach you.
- i) Do not do anything which may come under adoption of unfair means in examination. It may lead to disciplinary action.
- j) You will not permitted to share any materials during the examination.
- k) All students are expected to behave responsibly and honestly with the invigilators or staff. In case any objectionable behavior of any student reported by the invigilator, necessary disciplinary action will be initiated.