



## INSTRUCTIONS

- All students shall bring their **Admit Card** for every examination for verifying their identity in the **Examination Hall**, failing which they will not be permitted to appear at the examination.
- If the **Admit Card** is lost, students shall approach the Academic Section immediately, for obtaining Duplicate **Admit Card**.
- Reach the examination hall/room at least 20 minutes before the commencement of the examination.
- Coffee/ Tea and Smoking are prohibited in the **Examination Hall**.
- Unless otherwise directed by the **Invigilator**, all unauthorized materials i.e. textbooks, notes, mobile phones etc., must be placed in bags at the front of the room.
- Students are requested to note their Examination Hall, for each examination, which may vary from day to day.
- Mobile phones or any other communication devices are not allowed inside the examination hall and must be switched off before keeping it inside the bags.
- The students are not permitted to possess **Programmable Calculators** inside the **Examination Hall**.
- The students should write their **Roll No.** in the Answer sheet marked as Roll Number. They should also fill other details required on the first page of Answer sheet.
- The students are advised to go through the **Instructions** on the first page of Answer sheet.
- The students are advised to verify the Course code, Course title, **Number of pages** and **Number of questions** in the question paper. If there is any discrepancy, the students are advised to bring it to the notice of the **Invigilator** immediately.
- If unauthorized material is found in the possession of a student during an examination, s/he could face disciplinary action. 'In possession' means on or next to the student's desk or chair, in or on s/he clothing, on s/he body, or in s/he wallet or purse.
- If any student found indulged in any kind of **MALPRACTICE**. Suitable action will be taken against him/her.
- Handover your Answer Sheet to the invigilator before you leave the examination hall. Under no circumstances, the Answer Sheet should be taken outside the examination hall.

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(**Note:** The Admit Card issued is provisional and does not in any way guarantee the student the right to sit at the examination. If the student is detained on account of shortage of Attendance or for any other reason, the Admit Card issued will be null & void and in that case the examination fee will be refunded to the student.)