



Instructions for End Semester Examinations 2018-19

Guidelines for the students

- Students should be inside the examination hall at least 15 minutes before the examination time.
- All the Students should carry the ID card and Registration slip for all the examinations. No student is permitted to examination hall without identity card and registration slip.
- Student is allowed to submit answer booklet only after half of the time of the total examination duration.
- Students are not allowed to the examination hall after 15 minutes of the commencement of the examination.
- Student shall not possess any written material, mobiles, and other electronic gadgets with them while writing the examinations. If any student is found with these items during the examination, he/she will be sent out of the examination hall by the invigilator and the same is recorded in the answer sheet. A malpractice case will be booked against the student.

MALPRACTICES: The nature of malpractice and the minimum punishment are indicated in the following table:

S.No	Nature of the Malpractice	Punishment
1	Taking out, used or unused answer booklets outside the examination room.	Fine of Rs. 1000/- per paper. In case of used answer booklets, in addition to the above, the candidate shall be awarded an F Grade in that subject.
2	Verbal or oral communication with neighbouring students.	Taking away the answer script and asking the student to leave the hall.
3	Possession of any written/printed material inside the examination hall (whether used or not). For Example: written or printed materials, writings on scale or calculator or hand kerchief or dress or part of the body and hall ticket etc., Possession of cell phones, programmable calculator, recording apparatus or any unauthorized electronic equipment. Copying from neighbour. Exchange	In case of Mid/Sessional examination, award zero marks. In case of End semester examinations, award F Grade. The candidate may be allowed to write make-up examination.

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	of question papers and other materials with some answers.	
4	Possession of answer book of another candidate. Giving answer book to another candidate.	The candidate shall be awarded zero marks in that examination and he/she shall be awarded F Grade in that particular subject.
5	Mis-behaviour in the examination hall (unruly conduct, threatening the invigilator, or any other examination officials) or repeated involvement in malpractices 2 to 4 above.	Cancellation of all theory examinations registered in that semester and further debarring from continuing his/her studies for one year (two subsequent semesters). However, such student may be permitted to appear for makeup examinations of the previous semesters.
6	Cases of impersonation	Handing over the impersonator to the police with a complaint to take appropriate action. Cancellation of all examinations (all papers registered) for the bonafide student for whom the impersonation was done and further the bonafide student will be debarred from continuing his/her studies and writing all examinations for two years. If a student of this institute is found to impersonate a bonafide student, the impersonating student will be debarred from continuing his/her studies and writing all examinations for two years.
7	Physical assault causing injury to the invigilator or any examination officials.	Rustication from the Institute.

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