

## End Trimester Examination (LLM) February 2018

### **Instructions to the candidates for examination**

- (1) The examination hall shall be opened each day at least 15 minutes before the scheduled time (**1000 Hrs.**) of commencement of examination. All the candidates must be in the examination hall by that time. No candidate who is late by more than half an hour shall be admitted to the examination hall (except for reasons/circumstances beyond his/her control).
- (2) When a candidate leaves the examination hall, he/she shall, before doing so, hand over his/her answer book to the Assistant Superintendent/ Invigilator concerned. After having left the hall as such, he/she will not be readmitted and no extra time shall be allowed to a candidate who arrives late in the examination hall.
- (3) No candidate shall be permitted to leave before an hour after the distribution of question paper. **A candidate leaving the examination hall after half the time is over will not be allowed to take the question papers with him/her.** He/she will only be allowed to take the question paper with him/her after the exam is over. Each candidate shall occupy the seat allotted to him/her by marking his/her roll number/registration number on the same.
- (4) Each candidate shall write on the front page of his/her answer book his/her roll number/ registration number, before he/she starts answering the question paper. He/she shall also write down his/her roll number/ registration number, on the question paper meant for / given to him/her.
- (5) All candidates are required to bring their own pens and no one is allowed to tear of any leaf from his/her answer-books.
- (6) No candidate shall write answers or rough work on the question paper and his/her name / roll number/ registration number on any page of the answer-book except the title page on which only roll number/ registration number is desired/allowed to be written in the relevant column.
- (7) Every candidate shall show his/her valid identity card / admit card on demand and put his / her signature against his/her name in the attendance sheet when directed to do so by the Invigilator/Centre Superintendent, failing which he/she may not be admitted to the examination or if already so admitted he/she will be required to leave the examination centre forthwith.
- (8) If any student have not brought the Hall ticket, he/ she can approach the Chief Superintendent for getting the duplicate hall ticket after the payment of prescribed fees.
- (9) If the Hall Ticket is lost, students shall approach the office of the COE immediately, for obtaining duplicate hall ticket.
- (10) Identify the seat number from the seating arrangement notice displayed outside the examination hall.
- (11) Deposit your bags in the BAG DEPOSIT ROOM in the respective venue of Examination. **DO NOT KEEP VALUABLE THINGS** in the bag.
- (12) Identify the correct Hall Number from the display board before going to the examination hall. If your number is not displayed, contact the chief superintendent immediately.
- (13) **MOBILE PHONES / PROGRAMMABLE CALCULATORS OR ANY OTHER ELECTRONIC GADGETS ARE STRICTLY PROHIBITED INSIDE THE EXAMINATION HALL.** Before entering into the hall, check yourself to ensure you do not possess mobile phones, programmable calculators, electronic gadgets, any material notes pertaining to the examination etc.

- (14) Show your HALL TICKET and IDENTITY CARD to the hall invigilator before entering into the hall
- (15) Do not TALK / GESTURE inside the examination hall.
- (16) Collect your answer booklet and write the registration number, subject code, subject title and date of the examination in the answer booklet properly.
- (17) Check whether you have collected the correct question paper, also see that all pages are printed or not. If not, intimate to the Hall invigilator immediately.
- (18) DO NOT WRITE ANYTHING ON THE QUESTION PAPER OTHER THAN YOUR REGISTRATION NUMBER. WRITING ANY HINT OR NOTE IN THE QUESTION PAPER IS ALSO A KIND OF MALPRACTICE.
- (19) If you are in the need of any data book, ask for the same to the invigilator at the commencement of the examination. Do not write anything in the special materials issued. Data books/IS codes/Tables brought by the students properly attested by the concerned HOD with seal and should not contain any written material or additional sheets in them.
- (20) Do not tear any pages out of the answer book. Rough working may be done in the last page of the answer book. Clearly cross out rough working before handing over your answer book.
- (21) Do not leave the hall during the examination and sit for the whole duration.
- (22) If you require any assistance, please raise your hand.
- (23) Stop writing when you are instructed to do so at the end of the examination and REMAIN SEATED UNTIL ALL ANSWER SHEETS HAVE BEEN COLLECTED and you are told that you may leave the hall.
- (24) Severe penalties apply for misconduct, cheating, possession of unauthorized materials, improper use of materials, and unauthorized removal of materials from examination rooms or ignoring the instructions given by supervisors.
- (25) STUDENTS ARE REMINDED THAT CHEATING IS REGARDED AS AN ACT OF GRAVE MISCONDUCT FOR WHICH THERE ARE HEAVY PENALTIES APPLIED, INCLUDING A FAIL IN THE SUBJECT/ CANCELLATION OF ALL SUBJECTS WRITTEN IN THE SEMESTER / DEBARRING FROM THE EXAMINATION AND POSSIBLE EXPULSION FROM THE UNIVERSITY.