

Centralized Examination Cell

Mid-term/End term (Even Semester) Examinations, Academic Year 2024- 25

Reference: IUD/CEC/Exams/Even/Inst(stud)/2024-24/2

Date: February 12, 2025

Instructions for the Examinee

Please read all the instructions carefully and conduct yourself accordingly in the Midterm and End term examinations of the University.

1. The student must adhere to the University dress code and is permitted to bring pens (Blue/black ink only), pencils, an eraser, a sharpener, a ruler, a geometry box (if required), and non-programmable simple scientific calculators (as per instructions mentioned in the question paper) in the examination hall. No other items are allowed in the examination hall without the permission of the COE.
2. The student must report in the Exam Hall by 9:50 AM in the forenoon and 1:50 PM in the afternoon shift. The student arriving after the beginning of the examination (10:00 AM in the forenoon shift and 2:00 PM in the afternoon shift) will not be allowed to appear in the examination.
3. *The University has arranged a cloakroom for students to keep their bags and other belongings in before entering the Exam Hall.*
4. The student who does not possess an admit card or identity card issued by the University will not be allowed to appear for the examination. The student can be issued duplicate copies of the admit card or identity card by paying fees of Rs 50 for the admit card and Rs 150 for the Identity card in the accounts department. No extra time will be given to the students to complete their examination.
5. Books, notes, bags, mobile phones, smart watches, electronic devices, wallets, written materials, etc. must not be taken into the Examination Hall.
6. The student must not interact, talk, share, or exchange item(s) with the other students in the examination hall, otherwise such acts will be considered as unfair means. For any difficulty arising in the examination hall, the student shall raise his/her hand and must discuss with the Invigilator only and must follow the Invigilator's instructions throughout the examination.

7. The student should do rough work on the last page of the answer booklets only and must not write anything else except his/her enrollment number on the question papers.
8. The student must not begin to write in the answer book until instructed to do so by the Invigilator.
9. Before starting to write answers in the answer sheet, the student shall ensure that he/she has the correct examination question paper (correct program name, course name, date, pages, etc.) and must comply with the instructions printed on the examination question paper and the answer booklet.
10. The student may not submit his/her answer script or leave the exam hall until half of the examination duration has expired.
11. The students must adhere to word limits (as prescribed in the question paper) for answering questions in the answer booklets.
12. The student is not allowed to leave the examination hall during the first hour of the beginning of the examination and the last half an hour before the end of the examination **to use washrooms or go out for drinking water**. The student required to use toilets or go out for drinking water must not interact with any other student/person in the process.
13. A defined seating schedule is displayed for each exam session. The student must familiarize themselves with the seat(s) allocated to them, in advance, and shall occupy their allocated seats only.
14. It is the student's responsibility to ensure that the Invigilator has collected his/her answer booklet (and all supplementary sheets). Answer books or any part of it/supplementary sheets are the property of the University and shall not be carried away from the examination hall by the student under any circumstances.
15. Students are advised to leave the examination premises as soon as the examination is over. However, the students will not be allowed to leave the examination hall during the last 15 minutes of the completion of the examination.

Malpractice: The following will be considered malpractice:

16. Writings on the desk relevant to the examinations.
17. Verbal or oral communication with neighboring candidates.
18. Objectionable writings in the answer book/Question Paper.
19. Possession of any incriminating materials inside the examination hall (Whether used or not).

20. Copying from a neighbour.
21. Possession of the answer book of another candidate.
22. Giving the answer book to another candidate/taking the answer book from another candidate.
23. Exchange of question papers and other materials with some answers scribbled on it.
24. Misbehavior in the examination hall (Disobedience, unruly conduct in the examination hall, threatening the Hall Invigilator and other examination officials, carrying a mobile phone)
25. Forgery in any part of records submitted.
26. Cases of impersonation.

Controller of Examinations