

The ICFAI University, Dehradun



Recognised under Section 2(f) of UGC Act

Centralized Examination Cell

End term (Odd Semester) Examinations, December 2025

Reference: IUD/CEC/End term/Odd/Inst(stud)/2025

Date: December 11, 2025

Instructions for the Examinee

Please read all the instructions carefully and conduct yourself accordingly in the 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 9:20 AM in the forenoon and 2:20 PM in the afternoon shift. The student arriving after the beginning of the examination (09:30 AM in the forenoon shift and 2:30 PM in the afternoon shift) will not be allowed to appear in the examination.
3. The University provides a cloakroom for students to store their bags and belongings 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. Each exam session will have a defined seating schedule displayed. Students are required to familiarize themselves with their allocated seat(s) in advance and must occupy only their designated seats.
7. 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.

8. 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.
9. The student must not begin to write in the answer book until instructed to do so by the Invigilator.
10. Before starting to write answers in the answer sheet, the student shall ensure that he/she have 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.
11. The student may not submit his/her answer script or leave the exam hall until half of the examination duration has expired.
12. The students must adhere to word limits (as prescribed in the question paper) for answering questions in the answer booklets.
13. Students are prohibited from leaving the examination hall during the first one and half hour of the exam and the last half an hour before the end of the exam for any purpose, including using washrooms or obtaining drinking water. If a student needs to use the toilets or go out for drinking water, they must do so without interacting with any other person or student in the process.
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 must leave the exam hall promptly when allowed by the Invigilator. Exiting is not permitted during the last 30 minutes of the exam.

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. Detaching original pages from the answer booklet.

20. Attaching unauthorized pages in the answer booklet.
21. Possession of any incriminating materials inside the examination hall (Whether used or not).
22. Copying from a neighbour.
23. Possession of the answer book of another candidate.
24. Giving the answer book to another candidate/taking the answer book from another candidate.
25. Exchange of question papers and other materials with some answers scribbled on it.
26. Misbehavior in the examination hall (Disobedience, unruly conduct in the examination hall, threatening the Hall Invigilator and other examination officials, carrying a mobile phone)
27. Forgery in any part of records submitted.
28. Cases of impersonation.

Controller of Examinations

**CONTROLLER OF EXAMINATIONS
THE ICFAI UNIVERSITY
DEHRADUN**