

## INSTRUCTIONS FOR CANDIDATES

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### INSTRUCTIONS FOR CANDIDATES TO BE FOLLOWED IN EXAMINATION VENUE :-

Students must comply with all directions given by Examination Supervisors, instructions printed on the Admit card, Examination papers or displayed in the Examination Venue.

- 1.) **Exam venue - Entry:** Candidate should arrive at the examination venue **not less than 15 minutes** before the stipulated time of **starting** the examination.
- 2.) No candidate will be allowed to enter the examination hall beyond **30 minutes** after start of examination ( No additional time will be granted for delay).
- 3.) **Exam Venue – Departure:** Candidate **should remain seated until all the papers are collected** and permission to leave is given by the Centre supervisor/In-charge.
- 4.) Candidates are **not allowed to leave the examination hall in the last 15 minutes.**
- 5.) **The responsibility to handover answer scripts to the invigilators lies with the candidate.**
- 6.) **Students are not permitted to:**
  - a. Communicate with other candidates verbally, in writing or via any electronic /any other means.
  - b. Cheat or attempt to cheat by copying in any form and use any unfair means.
  - c. Remove / tear examination answer books or other papers (unless the examination paper states that it can be removed from exam venue).
  - d. Carry any electronic gadgets like calculators /mobile phones /smart watches / any other Bluetooth / Wearable Technical Devices.

**Any infringement of the above-mentioned instructions shall entail disciplinary action against the candidate concerned including debarment from future examinations / selections.**

- 7.) Candidates are prohibited from writing their names, registration no, roll no., on any part of answer scripts except in the space provided in the Title page of answer scripts/loose sheets.
- 8.) In the Answer Book candidates are instructed to mention clearly the **group / question no. / subsections** on the left hand margin and at the centre of top margin for each attempted answer. No paper should be detached from answer books.  
(Wherever instructed, candidates should use separate answer scripts for answering questions of separate groups.)
- 9.) University Observers / Representatives are empowered to check any candidate in the examination hall or outside the examination hall for detecting malpractices.

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**10.)** During Oral / Viva-voce / Practical Examination candidates have to carry their own dissertation and or log book (wherever applicable).

**11.) Taking items into an examination hall :**

- a. Possession of unauthorised materials in an exam centre is a discipline offence. Any material or item on a student's desk / seat or person will be deemed to be in that student's possession.
- b. Student's are permitted to bring Admit card, drinking water in a transparent bottle and pen / pencil / ruler / eraser into the venue provided they are placed in a closed transparent bag / pouch.**