

RCMAS/N24/EXAM/M03/2024

25.03.2024

**General instructions for the students with regard to university examination**

1. All students should come in uniform for the university examination.
2. The students can check their seating arrangement from the display screen projected in the portico. The hall tickets will be issued on the day of commencement of the University Examination of the concerned semester, from 12.30 pm at the Reception (01.00 pm on Friday). On all exam days students will be allowed to enter the college building only by 1.00pm. (01.30 pm on Friday)
3. Students should report to the examination hall 10 minutes before the commencement of the examination with the hall ticket and ID card.
4. Any student without the hall ticket/id card should contact the college office, remit the fine and collect one time permit card. The student shall fill in the permit card and meet the principal for final approval. **The permit card is valid only for a day.** The student should submit the permit card to the invigilator of the respective examination.
5. Those who come half an hour after the commencement of the examination will not be permitted to write the examination.
6. Mobile phones, Programmable calculator, Smart watches and other electronic gadgets which are not permitted by the university will not be allowed in the exam hall.
7. Strict silence needs to be maintained in the examination hall.
8. Check whether the answer sheet received is intact with the serial number on the facing sheet and pages in the proper order. The candidate must make sure that the question paper received is of the concerned subject itself. If any error is detected, it must be reported to the invigilator immediately.
9. All the blanks in the facing sheet of the answer script need to be filled in. Remember to write down the question paper code on the facing sheet when you receive the question paper.

10. The name and the register number of the student should be written on the space provided in the question paper. The candidate must not write his/her name in any part of the answer script.
11. Candidates who leave the examination hall more than half an hour prior to the scheduled closing time should surrender their question paper to the invigilator.
12. No student will be allowed to leave the exam hall during the last 10 minutes of the exam.
13. If you require the use of mathematical and other calculation tables, candidates are permitted to bring their own tables without any scribbling on any pages of the book. In the case of Logarithm tables, the students are permitted to bring only Clerks Tables.
14. Non – Programmable calculators are permitted to be used in the University Examination in such subjects as may be decided by the University.
15. Candidates are not allowed to be in possession of manuscript or paper of any description or copying from any book or portion of a book. Scribbling on body parts, dress etc. must be avoided.
16. Scribbling down on the question paper and passing your question paper to others are also considered as malpractice in the examination hall. Communication with any person inside or outside the examination room will be treated as malpractice.
17. Students caught for any kind of examination malpractice will suffer major consequences like debarring from the university examinations from the time of being caught to period of long duration as decided by the University Syndicate.
18. All the examination halls are under CCTV surveillance. Any case of malpractice caught will be reported to the University immediately.
19. As per the university norms no student will be allowed to leave the examination hall in between the University Examination under any circumstances. Once a student leaves the hall he/she will not be allowed to re-enter.