



Students Examination Rules and Regulations:

Timing: -

- ❖ The students are required to be present inside examination hall 30 minutes before the start of the examination. The students will not be allowed to appear in the examination after commencement of the examinations.
- ❖ No student is allowed to leave the hall before half time (End Examinations)

Identity check-up: -

- ❖ Students will not be allowed into the examination hall without presenting an appropriate photo identity card, issued by the Institute.
- ❖ Invigilators are responsible to ensure full compliance with such requirement.
- ❖ If, a student forgets his/her Institute Identity Card, he/she need to submit a letter verified by the Controller of Examinations / Additional Controller of Examinations.

Breaks: -

- ❖ Breaks for visits to bathroom may be taken only after permission from the invigilator and under the condition that the invigilator's instructions given on the particular occasion are followed. The Departmental Examination Coordinator stipulates which bathroom shall be used.
- ❖ If a student falls ill during the examination and is unable to complete the examination, the concerned student should alert the invigilator and HOD's may make suitable arrangement may be made for proper medical attention.
- ❖ No student shall re-enter the examination hall after leaving it unless he/she was under approved supervision during the full period of absence

Question papers: -

- ❖ The invigilator distributes question paper & answer sheets among students. No other paper than that shall be used. An examination written on other paper will be considered invalid.
- ❖ During an ongoing examination students are not allowed to take the examination paper outside the examination hall. After the examination, the student should personally submit his/her examination answer sheet to the invigilator.
- ❖ Even a blanked answer sheet shall be handed-in to the invigilator.
- ❖ Each answer sheet should contain details of the student's name, section and roll number.



Other materials: -

- ❖ Students should bring their own pencils, pens, erasers, rulers, calculators, and any other tools required for the examination. Exchange of pens, pencils, calculators, study material, etc. is not permitted.
- ❖ Students are responsible for the safe keeping of all personal belongings they bring to the examination hall. The Institute takes no responsibility for the loss or damage of such belongings. The invigilator will decide where the student's handbags, cases, outdoor clothes, Electronic Devices/gadgets, etc shall be placed.
- ❖ Pencil cases, mobile phones, dictionaries, electronic dictionaries, written or electronic media, electronic devices, or any other materials are not permitted/ allowed into the examination hall, with the exception of devices used for assisting students with hearing visual or other physical difficulties.
- ❖ Calculators with more than one-line display or with alphanumeric display (programmable calculators) are not permitted into the examination hall unless specified in advance by the subject expert. If the invigilator reasonably believes that a student is using a calculator that does not conform to the rules, he/she has the discretion to replace the calculator and a report on the matter will be made on the invigilator's declaration form.
- ❖ The students are not allowed to bring any eatable item inside the examination hall.

Disturbance: -

- ❖ During the examination period, there must be no communications among students or between a student and an outsider via any mean, such as phones. This rule applies to students in the examination hall and those on supervised breaks for visits to bathroom/s.
- ❖ No student shall leave his/her assigned seat without the permission of the invigilator.
- ❖ It is the invigilator's discretion to decide whether, there is enough reason to remove a student from the examination hall owing to disorderly conduct.

Miscellaneous: -

- ❖ The students must ensure before they leave the examination hall that they have signed the attendance sheet.
- ❖ The Students (PWD/ other medical problems) will be provided Writer in the Examinations only subject to prior permission from the Controller of Examinations. The documentary proof along with recommendations of concerned HOD will be required. All such cases will be dealt as per academic rules.



MALPRACTICE RULES:

The COE shall refer the cases of suspected malpractices in mid examinations and semester-end examinations to Standing Committee constituted by the Institute. Such committee shall follow the approved scales of punishment. The principal shall take necessary action against the students based on the recommendations of the Standing committee.

RULES FOR DISCIPLINARY ACTION FOR MALPRACTICES / IMPROPER CONDUCT IN EXAMINATIONS

	Nature of Malpractices/Improper conduct	Punishment
1.(a)	Possesses or keeps accessible in examination hall, any paper, note book, programmable calculators, Cell phones, pager, palm computers or any other form of material concerned with or related to the subject of the examination (theory or practical) in which he is appearing but has not made use of (material shall include any marks on the body of the candidate which can be used as an aid in the subject of the examination)	Expulsion from the examination hall and cancellation of the performance in that subject only.
(b)	Gives assistance or guidance or receives it from any other candidate orally or by any other body language methods or communicates through cell phones with any candidate or persons in or outside the exam hall in respect of any matter.	Expulsion from the examination hall and cancellation of the performance in that subject only of all the candidates involved. In case of an outsider, he will be handed over to the police and a case is registered against him.
2.	Has copied in the examination hall from any paper, book, programmable calculators, palm computers or any other form of material relevant to the subject of the examination (theory or practical) in which the candidate is appearing.	Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted to appear for the remaining examinations of the subjects of that semester/year. The Hall Ticket of the candidate is to be cancelled
3.	Impersonates any other candidate in connection with the examination.	The candidate who has impersonated shall be expelled from examination hall. The candidate is also debarred for four consecutive semesters from class work and all examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat. The performance of the original candidate who has been impersonated, shall be cancelled in all the subjects of the examination (including practical's and project work) already appeared and shall not be allowed to appear for examinations of the remaining subjects of that semester/year. The candidate is also debarred for four consecutive semesters from class work and all examinations, if his involvement is established. Otherwise, the candidate is debarred for two consecutive semesters from class work and all examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat. If the imposter is an outsider, he will be handed over to the police and a case is registered against him
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4.	Smuggles in the Answer book or additional sheet or takes out or arranges to send out the question paper during the examination or answer book or additional sheet, during or after the examination.	Expulsion from the examination hall and cancellation of performance in that subject and all the other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that Semester/year. The candidate is also debarred for two consecutive semesters from class work and all examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat.
5.	Uses objectionable, abusive or offensive language in the answer paper or in letters to the examiners or writes to the examiner requesting him to award pass marks.	Cancellation of the performance in that subject only.
6.	Refuses to obey the orders of the Chief Superintendent /Assistant - Superintendent /any officer on duty or misbehaves or creates disturbance of any kind in and around the examination hall or organizes a walk out or instigates others to walk out, or threatens the officer-in-charge or any person on duty in or outside the examination hall of any injury to his person or to any of his relations whether by words, either spoken or written or by signs or by visible representation, assaults the officer-in-charge, or any person on duty in or outside the examination hall or any of his relations, or indulges in any other act of misconduct or mischief which result in damage to or Destruction of property in the examination hall or any part of the College campus or engages in any other act which in the opinion of the officer on duty amounts to use of unfair means or misconduct or has the tendency to disrupt the orderly conduct of the examination.	In case of students of the college, they shall be expelled from examination halls and cancellation of their performance in that subject and all other subjects the candidate(s) has (have) already appeared and shall not be permitted to appear for the remaining examinations of the subjects of that semester/year. If the candidate physically assaults the invigilator/ officer-in-charge of the Examinations, then the candidate is also debarred and forfeits his/her seat. In case of outsiders, they will be handed over to the police and a police case is registered against them.
7	Leaves the exam hall taking away answer script or intentionally tears of the script or any part thereof inside	Expulsion from the examination hall and cancellation of performance in that subject and all



	or outside the examination hall.	the other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The candidate is also debarred for two consecutive semesters from class work and all examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat.
8.	Possess any lethal weapon or firearm in the examination hall.	Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The candidate is also debarred and forfeits the seat.
9	If student of the college, who is not a candidate for the particular examination or any person not connected with the college indulges in any malpractice or improper conduct mentioned in clause 6 to 8.	Student of the colleges expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The candidate is also debarred and forfeits the seat. Person(s) who do not belong to the College will be handed over to police and, a police case will be registered against them.
10	Comes in a drunken condition to the examination hall	Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year.
11	Copying detected on the basis of internal evidence, such as, during valuation or during special scrutiny.	Cancellation of the performance in that subject only or in that subject and all other subjects the candidate has appeared including practical examinations and project work of that semester / year examinations, depending on the recommendation of the Standing committee.
12.	If any malpractice is detected which is not covered in the above clauses 1 to 11 shall be reported to the Standing Committee for further action to award suitable punishment.	

Note: Whenever the performance of a student is cancelled in any subject/subjects due to Malpractice, he/she has to register for End Examinations in those subject/subjects consequently and has to fulfill all the norms required for the award of Degree.