Four-Year Undergraduate Programme

Instructions to be followed by the students during the examinations

1. The examination will commence at the time specified in the timetable.
2. **The timetable and seating plan for each examination will be available in the Hall Ticket.**
3. Students must occupy their allotted seats in the respective examination hall **at least 15 minutes before the commencement of the examination**.
4. All students must carry their **College ID Card and Hall Ticket** for every examination.
5. **Wearing the college uniform is compulsory** on all examination days.
6. Students shall not be permitted to enter the examination hall after 30 minutes from the commencement of the examination.
7. Students must write the following details clearly on the **answer booklet**:
    - Name of Examination with Programme and Semester
    - Date and Time
    - Register Number
    - Course Code and Course Title (as given in the hall ticket)
    - Total number of pages used
8. **Attendance for the examination will be recorded using the QR Code system.** Students must ensure that the **QR code** printed on the Answer Booklet remains clear and unobstructed. The QR code should not be folded, damaged, altered, or defaced
9. **Mobile phones, Bluetooth devices, smart watches, programmable calculators, or any other electronic gadgets are strictly prohibited** inside the examination hall, even in switched-off mode.
10. Students must **not write anything on the question paper, hall ticket, identity card, calculator, or logarithm table**, except where specifically instructed.
11. **Textbooks, notebooks, or any written materials are strictly prohibited** in the examination hall.
12. **Scientific calculators and logarithm tables are permitted only for courses where they are required.**
13. Students are permitted to leave the examination hall only during the last 10 minutes before the completion of the examination.
14. The college follows a **strict zero-tolerance policy towards examination malpractice**. Any violation will result in disciplinary action as per examination regulations.
15. **Students who bring water bottles to the examination hall are permitted to carry only transparent water bottles.**
16. Students must **maintain silence and discipline** inside the examination hall and strictly follow the instructions given by the invigilators.
17. Students are **not permitted to exchange any materials** such as pens, calculators, or other items during the examination.