

**OFFICE OF THE CONTROLLER OF EXAMINATIONS****INSTRUCTIONS TO THE STUDENTS APPEARING FOR CONTINUOUS ASSESSMENT TEST**

Please read these instructions carefully. A student who breaches any Regulations of the Examination will be liable to disciplinary action including (but not limited to) suspension or expulsion from the Institution.

1. Students must wear the **Identity Card** during the examination. Without the ID card, you are not permitted to appear for the examination. (In the case of non-possession of the ID card, obtain prior permission from the COE).
2. Every student should adhere to the following **dress code**:
 - i. Students must wear proper formal dress with shoe or sandals.
 - ii. T-shirts and Jeans of any kind and slippers are not allowed.
 - iii. Girls must wear salwar kameez with duppatta (compulsory).
3. Students who are not properly attired (dress code) will not be admitted to the examination hall. Please ensure that you comply with the dress code of the Institution.
4. Students should be present in the examination hall **10 minutes before** the commencement of Examination.
5. Students **shall not be allowed to leave the examination hall before the expiry of the entire duration of the examination**. The duration of the examination is mentioned in the question paper.
6. **Strict silence** should be maintained in the examination hall.
7. Students are required to bring their own pens, pencils, calculator and eraser.
8. Students should use only **blue or black ball point pen** while answering their papers.
9. After receiving the answer booklet, the student shall write his/her **Register number, Semester number, Course code, Course name, Date and session** of examination at the appropriate space provided in the first page of the answer book and nowhere else in the answer book.
10. Writing of wrong register number in the answer book will entail rejection of the answer book.
11. Students are not allowed to write exceeding the prescribed time assigned to each question paper.
12. Students shall not talk/ask questions of any kind during the examination.
13. Students shall not carry any written/printed matter, any paper material, cell phone, pen drive, I-pad, programmable calculator, wrist watched and any unauthorized data sheet/ table into the Examination hall and if anything is found in their possession they shall be liable to disciplinary action.
14. Possession of **Mobile Phones** and any other **Electronic Gadgets** will be confiscated and you will be liable to disciplinary action. Mobile phones will be handed over only after the three working days from the date of Malpractice enquiry.
15. No student shall pass any part or whole of answer papers or question papers to any other student.
16. No student shall allow another student to copy from his/her answer paper or copy from the answer paper of another student. If found committing such malpractice, the involved candidates shall be liable for disciplinary action.
17. Students must hand over the answer books to the Invigilator/Chief Superintendent before leaving the examination hall.
18. In case of any grievances regarding the examination, kindly meet the COE personally within three consecutive days after all examinations.

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