

INSTRUCTIONS TO CANDIDATES

Candidates should carefully go through these instructions and ensure full compliance with them.

1. Candidates with current valid Admit card bearing the signature of the CONTROLLER OF EXAMINATIONS only will be permitted to enter the Examination Hall: they should also bring their IDENTITY CARDS.
2. On receiving the Admit card, the candidates should carefully check up whether all the particulars noted thereon (Name, Reg. No. Course, Subject Code, etc) are correct: If not, any discrepancy or mistake noticed it should immediately be reported to the CONTROLLER OF EXAMINATIONS.
3. Students should not bring their Mobile Phones and any other electronic gadgets such as Smart Watch inside the Examination hall.
4. Candidates should turn up for the Examination 10 minutes in advance of the scheduled time, so as to find out without fuss the Hall and seating arrangements.
5. Any candidate who comes late by more than 30 minutes will not be permitted to appear for the Examination.
6. No Candidate will be permitted to leave the Examination Hall before the expiry of the first half-an-hour.
7. The same admit card should be produced for all Examinations for which the Candidate has registered.
8. Before beginning to answer, the candidate should make sure that he/she has been given
 - i) the correct answer script bearing the appropriate Code Number fixed for the particular Examination by the COE.
 - ii) the relevant question paper bearing the Subject Code and Title as per the Exam Time Table.
9. Before answering, fill in all the required particulars on the Fly slip and Main Answer Book. Candidates should not write their name or Reg. No. in any other part of the Main Answer book except on its Front page.
10. Candidates should not take into the Examination Hall Books, Pad, class notes, blank or written paper of any kind. Clark's Table or any other table required and duly permitted for reference will be supplied on request by the Hall Superintendent. They must be returned before the end of the Exam.
11. Use Black or Blue ball pens only. Other colour pens should not be used for writing purpose.
12. Objective type (Section A) questions should be answered continuously one after another. Answer for such questions should not be mixed up with answers for questions from Sections B and C. Main question number and sub-question number, if any, for every answer should clearly be noted on the left hand margin.
13. Candidates should not detach or tear off paper from the Main Answer book.
14. Any candidate who is found out copying inside the Examination Hall or communicating with any other examinee or having recourse to any unfair practice will be deemed to have indulged in malpractice and as such his/her conduct will be reported to the Chief Superintendent for initiating disciplinary action.
15. At the end of the time prescribed for the Examination, Candidates should get up from their seats and remain standing till the invigilator comes to them for collection of their Answer books. They should not move away from their seats, leaving their Answer books on the table.
16. The Answer book of any Candidate will be considered valid for valuation, only if it bears on its front page the facsimile of the Chief Superintendent as well as the signature of the invigilator concerned.
17. Disciplinary action will be initiated if the candidates fail to comply with the above instructions.
