

Appendix J

Guidelines on smooth conduct of examinations

The following guidelines shall be followed in the examination halls, particularly in the Mid-Semester and End-Semester Examinations:

- (1) Seat plans of examinees shall be displayed outside the examination halls as well as on the respective seats of the examinees prior to the commencement of examinations.
- (2) Prior to the commencement of the examinations of each session, seating desk-bench of examinees shall be cleaned properly using appropriate chemicals to remove any prior marking by pen or pencil.
- (3) Examinees shall be required to enter inside their examination halls at least 15 minutes prior to the commencement of examinations.
- (4) Examinees shall not be allowed to enter inside their examination halls after 15 minutes from the commencement of examinations.
- (5) Examinees shall be allowed to enter inside their examination halls carrying only essential items, such as pen, pencil, eraser, sharpener, drawing instruments, non-programmable calculator, wrist watch, and essential medicine.
- (6) Examinees shall not be allowed to enter inside their examination halls carrying any extra item, such as mobile handset or other electronic gadgets (other than a non-programmable calculator), moneybag/ladies purse, paper, book, water bottle, and food item. Examinees found carrying any of such prohibited items inside the examination halls shall be expelled from their examinations.
- (7) Examinees shall be required to sit on their specified seats only.
- (8) Required materials shall be provided to the examinees inside the examination halls, such as question papers, blank answer-books, additional blank sheets, blank graph papers, and blank drawing sheets.
- (9) In the case of design related databook/chart/code or any other such material, if required for answering questions, any of the following processes may be adopted:
 - (a) Such materials shall be provided to the examinees from the Examination Cells during the commencement of examinations, and the examinees shall return the same after the completions of their examinations without any sort of tampering.

- (b) Examinees shall be allowed to use their personal copies of such materials. However, the examinees shall be required to submit such materials to their respective Course Instructors on the previous day of the examinations, and the Course Instructors shall return the same to the examinees in the examination halls at the time of commencement of the examinations after going through any sort of tampering on them.
- (10) Signatures of the examinees shall be collected on the respective Roll Sheets by the Invigilators on duty after verifying their names and Roll Numbers on the Roll Sheets. Further, the Invigilators shall sign the answer-books and other additional sheets of the examinees after verifying the correctness of the particulars inserted on them by the examinees, such as Roll Number, Code and Title of the Course, and date of examination.
- (11) No examinee shall be allowed to go to washrooms in the last 15 minutes of their examinations.
- (12) An examinee found practicing any sort of unfair means in the examination of a Course, such as talking with other examinees, carrying any written chit, or anything written on any item permitted to carry inside examination halls, shall lead the examinee to be awarded with 'W' Grade in the Course. Apart from that particular Course, the examinee shall be awarded with 'W' Grade in all other Courses he/she registered in the concerned Semester if he/she was found practicing any such unfair means in any earlier Semester also during his/her study in the concerned Programme.