



NOTICE TO ALL UG & PG STUDENTS
END SEMESTER EXAMINATION (UG/PG) – October/November 2025
IMPORTANT INSTRUCTIONS TO CANDIDATES

1. Use **black pen** only to write on the answer booklet.
2. Be seated in the **allotted seat** by:
 - 9:15 AM for forenoon session
 - 1:15 PM for afternoon session
 - Loitering after the exam bell is not allowed.
3. **Late entry not allowed** after:
 - 9:45 AM (forenoon)
 - 1:45 PM (afternoon)
4. Confirm whether you have received the appropriate question paper and bring any discrepancy to the notice of the room invigilator within 5 minutes of distribution of the question paper.
5. **Cell phones are not allowed inside the examination hall in any mode (switched ON/ switched OFF). Possessing the Cell Phone in the examination hall is treated as Malpractice.**
6. **Do not exchange or pass stationery** with others during the exam.
7. **Digital gadgets** (USBs, smart watches, programmable calculators; electronic armbands; programmable watches; digital spectacles; electronic pens; etc.) are **banned**.
 - **Only simple and scientific calculators are allowed.**
8. **Correction fluid/tape/electronic pens** are often restricted.
9. Carrying any form of substance beyond approved materials is prohibited in the examination hall to prevent unfair practices.
10. **No eatables or drinks allowed — only transparent water bottles are permitted.**
11. Without a hall ticket/admit card:
 - Get a **duplicate** from the office (valid for that day only)
 - Students with **attendance shortage** are not permitted to write the examination.
12. Utilize the **entire exam duration** effectively.
13. **Bags, books, printed material** must be kept **outside** the exam hall in the specified area.
14. **Do not leave valuables in your bag — loss complaints won't be entertained.**
15. **Malpractice is taken seriously**, including:
 - Writing/scribbling/marking on question paper
 - Other dishonest acts
16. **Personally hand over** your answer booklet to the invigilator.
17. **Read all instructions** on the hall ticket/admit card carefully.
18. Report any **writing on the desk** (desk write-up) before the exam — it's considered **malpractice**.
19. Write all answers in a **single answer booklet — no extra booklets** will be provided.