



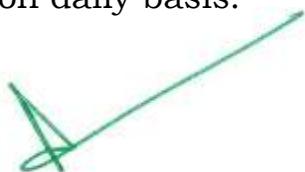
II Internal Examination – March 2026

Instructions to students

1. Internal examinations are an important part of overall academic evaluation. A **retest** is permitted only in cases of genuine absence approved by competent authorities, on payment of ₹500, and is intended to be used strictly for exigent circumstances.
2. **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.**
3. **Students must enter the Hall 5 minutes before the main bell and occupy their respective seats. Under no circumstances students are allowed to sit in any place other than the allotted space. If the students are found seated in a different place, it will be treated as a malpractice. Writing/scribbling/marking on the question paper is considered as a malpractice. Students can use the last page of the answer book for rough work.**
4. Late comers within 5 minutes after the commencement of exams may be allowed with a note from the Director / Vice Chancellor. Students will not be allowed to enter the exam halls beyond 5 minutes after the commencement of exams.
5. Students are required to rise at the stroke of the main bell for a short prayer before the question paper is distributed.
6. Students are strictly informed not to write anything on the question paper. Writing on the question paper is a malpractice.
7. Students must not possess any kind of paper or material likely to assist in the examination. They must check their pockets, desks & surrounding area before they start writing the exam.
8. Students are allowed to leave the examination hall only after the final bell. Students are advised not to disturb the examination process by standing, talking etc in front of the examination hall /in the corridors.
9. **Students are not allowed to keep the wallets in their possession in the examination hall. They are required to keep the wallet in their handbags. Books and bags may be permitted to be kept on the platform or behind the last bench in the examination hall.**

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10. Students are required to use their own materials like pen, eraser, ruler, calculator, etc. Exchanging these materials with other students is discouraged.
11. Students must maintain the sanctity of the examination hall. Talking, making gestures or indulging in any other kinds of indiscipline will be viewed seriously & such students will be sent out of the examination hall.
12. **Students must imbibe the value of honesty in the examination. Any form of copying, cheating or examination malpractice will attract disqualification and disciplinary action. The paper valuer may also report the malpractice detected while valuing the answer scripts.**
13. **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.**
14. **Digital gadgets (USBs, smart watches, programmable calculators; electronic armbands; programmable watches; digital spectacles; electronic pens; etc.) are banned. Such students will be asked to leave the examination hall and booked for malpractice.**
15. Carrying any form of substance beyond approved materials is prohibited in the examination hall to prevent unfair practices.
16. Eatables and drinks are prohibited, only transparent water bottles are permitted.
17. Correction fluid, correction tape and electronic pens are often restricted.
18. Students are required to bring only simple calculators if necessary. Programmable calculators or calculators with memory are not allowed.
19. Additional sheets taken, if any, must be attached to the main answer book. Carrying additional sheets outside the examination hall is a malpractice. No additional sheets will be issued given in the last five minutes.
20. Students must hand over the answer book personally to the invigilator after checking whether the required entries are made in the answer book and are not to be kept on/inside the desk.
21. Students must comply with the instructions of the invigilators, examination coordinators, examination squad and other officials of the Institution. Any form of disobedience or rude behavior will be dealt with sternly.
22. Students who do not possess ID card are hereby informed to collect duplicate ID card from office (valid for that day only) on payment of ₹ 50 on daily basis.



Controller of Examinations

28-02-2026