

# NOTICE – EXAMINATION

## Instructions for Students appearing in the Examination (Session 2024-25 Even Semester)

1. All students are required to carefully check the examination schedule for the correct date and time of the examination.
2. Master Seating Plan will be displayed near the Admin Block, B1, B2 and B4 Blocks. Students are required to refer to the Master Seating Plan to determine the exact location of their Examination Room.
3. **Please adhere to the mandatory points to seek entry for appearing in the Examination.**
  - a) Student should adhere to the University Dress Code
  - b) Student should wear ID Cards for appearing in the Examination. In the event of a lost ID card, students are advised to contact the Registrar Office for a duplicate identity card prior to the examination to avoid a last-minute rush.
  - c) Student should carry colour printout of online Admit Card on fresh page for appearing in the Examination. *In case of lost/misplaced Admit Cards, students are required to take the colour printout once again for appearing in the Examination.*
  - d) In case of Carryover/Equivalence Examination, online Admit Card/Copy of Offline Examination Form will be treated as Admit Card.
  - e) Students are required to report 30 minutes prior to the Examination as per schedule. In any case, students will not be allowed to enter the examination hall 30 minutes after the commencement of examination.
  - f) Students are required to bring only a transparent pouch, along with their ID cards and water bottles. Students are not allowed to bring any unauthorized material (i.e. written notes, stationery items, pencil cases, glasses cases, bag, cap/hat, wallets, calculators, mobile phone, digital diary, ear phone, ipod, digital watch, any other electronic gadgets etc). These will be checked and confiscated. However, scientific calculators, steam tables, and IS Code books may be allowed based on the specific requirements of a particular course. There are no facilities available for the safekeeping of personal belongings outside the rooms, and the University will not be held responsible for any loss.
4. **Please follow laid down instructions during the examination:**
  - a) Students are instructed to write only Roll Number on the Question Paper after checking the programme name, course name and course code.
  - b) Answer sheets will be given to the students 10 minutes prior to the examination in order to check any discrepancy in the answer sheet. Students are required to read the instructions written on the front page of the answer sheet and fill the data carefully. Students are not allowed to write name, roll no. etc on the other pages of the answer sheet except the front page.
  - c) No additional answer sheets will be provided. Students are instructed to cross out the blank pages of their answer sheets before submitting them to the invigilator.
  - d) Any written content at the backside of front page (on blank sheet) will not be evaluated/checked.
  - e) In case of B.Voc OTT and B.Voc MLT, there is a provision of Answer Booklet. After marking answers, students will be required to submit the Answer Booklet for evaluation.
  - f) Students are required to comply with the instructions of invigilators during the examination. Students will only be permitted to leave the examination room after the completion of the examination duration.
5. **In case of any serious issue which requires attention by Caregiver, Medical Room will be provided only on prior approval of application (during 05-07 May, 2025) supported by medical prescription. On the spot request will not be entertained in any case.**
6. **In case of any requirement of scribe where student is unable to write on his/her own, application needs to be submitted along with the affidavit and other documents till May 05, 2025 (Format of affidavit along with the eligibility criteria as per Examination Policy is attached as Annexure).**

**In view of scorching heat, please carry water bottles to keep yourself hydrated.  
Stay Healthy...Stay Safe.....All the very best for the Examination!!**

*Akanksha Nigam*  
03/05/2025

**Prof. (Dr.) Akanksha Nigam**

Controller of Examination

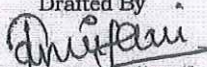
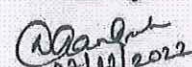

**Distribution:** through email and website



- (b) During an examination, students shall be permitted to have access to only those materials or aids specifically approved for use in that examination sitting.
- (c) Students may not speak or communicate by any means, manner or device on the course (subject) of an examination with anyone other than an invigilator for the duration of the examination, including during any temporary disruption of the examination.
- (d) Students may leave an exam room only if granted permission to do so by an invigilator.
- (e) **Accommodations for Special Circumstances:** Students with disabilities requiring accommodation shall be responsible for requesting the necessary accommodation in advance of the examination period and in accordance with the recommended timelines in the relevant policies and procedures. The Examination Committee or the Vice Chancellor shall oversee provision of any special accommodation in the scheduled examination sitting that has been approved for a student in accordance with the relevant policies and procedures.
- (f) **Demand of Scribe/Writer:** If any student is not able to write Answer Sheets on his/her own due to any accident, fracture in hands/shoulders/ribs, he/she may demand for a writer/scribe keeping following points into consideration. Such students may be given compensatory time (if desired).
  - The writer/scribe should not be related to the student in any manner.
  - His educational background should not be related to that of the student and should not possess any knowledge of the course (subject).
  - The minimum qualification required are :
    - (i) For UG Students: The writer should be 10+2 student and not above
    - (ii) For PG Students: The writer should be a 10+2+3 student and not above.
  - He/she should be efficient in writing in the language of the set question paper.
  - The student should submit an application along with an affidavit and a Photo Identification of the proposed writer claiming that he shall comply with the University norms and should get it approved by the Vice Chancellor.
  - If found guilty or held in the suspicion, the University shall have the right to take necessary action.

### 16.3 Essential Duties and Invigilation duties during Examination

The duty chart of Essential Duties shall be put up by the COE to the Vice Chancellor for the approval of Centre Superintendent, Nodal Centre Incharge, University Observer, Flying Squad and Floor Supervisor. The office of COE shall prepare the duty chart of other duties including Invigilation duties for the smooth conduct of examination.

Ref. No.: Exam Policy/COE/2022-23/01 Issue No. - 8  Date of Issue: Nov 07, 2022	Drafted By  Deputy Controller of Examination	Checked By  07/11/2022 Controller of Examination	Approved By  Vice Chancellor
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## **Affidavit on the non-judicial Stamp Paper of Rs. 10/- for Using Own Scribe**

I **mention your name here**, a student of **mention your programme name with year here** with **please indicate your complete medical issue here** would like to appear for the End Semester Examination Session 2024-25 (Even Semester) bearing Roll No. **202310902110056** at Shri Ramswaroop Memorial University. I do hereby state that **please mention scribe name here** will provide the service of scribe for the undersigned regarding aforesaid examination.

I do hereby undertake that the highest qualification of proposed scribe is **10+2 or graduation as per eligibility criteria**. In case, subsequently it is found that his qualification is not as declared by the undersigned and is beyond my qualification, I shall forfeit my candidature for this examination and claims relating thereto.

**(Name and Signature of the Student)**

Place:

Date:

Enclosure:

1. Aadhar Card of Scribe
2. Attested Copies of Academic Credentials of Scribe