

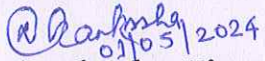
NOTICE – EXAMINATION

Instructions for Students regarding Annual Examination, End Semester, Carryover and Improvement Examination (Session 2023-24_Even Semester)

1. All the students are desired to check the examination schedule carefully for the correct date and time of 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 know the exact location of the Examination Room.
3. **All the students are required to adhere to the University Dress Code (as notified by the Registrar Office) for appearing in the Examination.**
4. **It is mandatory to wear ID Cards and carry Admit Cards for appearing in the Examination. Students will not be allowed to enter the examination hall without ID Cards and Admit Cards. Please collect your admit cards prior to commencement of examination.** In case of Carryover/Equivalence Examination, downloaded Registration Card/Copy of Offline Examination Form will be treated as Admit Card respectively.
5. **In case of lost ID cards and Admit Cards, students are desired to contact the Registrar Office for the Duplicate Identity Cards and Admit Cards prior to examination to avoid last minute rush.**
6. Students are required to report 30 minutes prior to the Examination as mentioned in the schedule. In any case, students will not be allowed to enter the examination hall 30 mins after the commencement of examination.
7. **Students are required to bring only a transparent pouch along with the Admit Card, 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 as per specific requirement of a particular course.**
8. **There is no facility for safekeeping of personal belongings outside the blocks and the University will not be held responsible for any kind of loss.**
9. 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.
10. **Students are instructed to write only Roll Number on the Question Paper after checking the programme name, course name and course code.**
11. No additional answer sheet will be provided. Students are instructed to cross the blank pages of answer sheets before handing over the answer sheet to the invigilator. Any written material after a blank sheet will not be evaluated/checked.
12. Students are required to comply with the instructions of invigilators during the conduct of examination. Students shall only be permitted to leave the examination room after completion of examination duration.

In view of scorching heat, please carry transparent water bottles to keep yourself hydrated.

Stay Healthy...Stay Safe.....All the very best for the Examination!!


Dr. Akanksha Nigam
Controller of Examination

Distribution: through email and website