

OFFICE OF THE CONTROLLER OF EXAMINATIONS

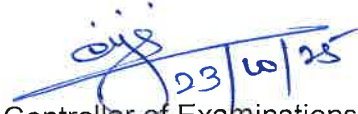
23.10.2025

**END SEMESTER EXAMINATIONS**  
**INSTRUCTIONS TO THE STUDENTS**

1. The hall ticket is issued subject to the candidate satisfying the attendance and other requirements as per rules, regulations and instructions issued by the University from time to time. If, later, it is found that the candidate fails to comply with the above requirements, the examinations taken by the candidate will be treated as cancelled.
2. No candidate is allowed in the examination hall without **IDENTITY CARD** and **HALL TICKET**. Contact the Registrar's Office for an ID card if it is lost. **Temporary hall tickets** can be collected from the COE office Students Section (II Floor) by paying the prescribed fee in the exam cell account and also by submitting the form signed by the HOD or Class teacher.
3. Students are not permitted to enter the examination hall after the commencement of the university exams. However, a grace period of a maximum of thirty minutes will be given to students based on veritable reasons, and in such exceptional cases, the approval of the Chief Superintendent must be obtained in writing.
4. Candidates shall not be allowed to leave the examination hall before the expiry of 2 hours and 30 minutes from the commencement of the examination. The candidate who leaves the examination hall during the period allotted for a course will not be allowed to re-enter the hall within that period.
5. Strict silence should be maintained in the examination hall
6. Candidates are required to bring their pens, pencils, and erasers. Candidates should use only **blue or black pens** while answering their papers.
7. Before proceeding to answer the questions, the candidate should write his/her register number, semester, course name, and date of the examination at the appropriate space provided on the first page of the answer book and nowhere else in the answer book or any additional attachment.
8. If a candidate writes his/her register number on any part of the answer book/sheets or any space other than the one provided for or puts any special mark or writes anything which may disclose, in any way, the identity of the Candidate, he/she will render himself/herself liable for disciplinary action.

9. Writing of wrong register number in the answer book will entail rejection of the answer book. Wrong shading of the Registration number on the first page will lead to failure in the Results.
10. Writing on the hall tickets / Question Paper / Body will lead to disciplinary action.
11. Candidates are not allowed to exceed the prescribed time assigned to each course.
12. Candidates shall not talk/ask questions of any kind during the examination
13. Candidates shall not take any written/printed matter, any paper material, cell phone, programmable calculator, or any unauthorized data sheet/table or electronic gadgets into the examination hall, and any violation of this will lead to severe disciplinary action
14. No candidate shall pass any part or whole of answer papers or question paper to any other candidate. No candidate shall allow another candidate to copy from his/her answer paper or copy from the answer paper of another candidate. If found committing such malpractice, the involved candidates shall be liable for disciplinary action.
15. Candidates found guilty of using unfair means of any nature shall be liable for disciplinary action. Kindly refer to the nature of malpractice & its punishments given in the academic handbook and the instructions sent by the COE.
16. Candidates will have to hand over the answer books to the invigilator/chief superintendent before leaving the examination hall. Don't forget to write the total number of pages written. Strike out the unused pages without fail.
17. Candidates should produce the hall ticket on demand by the Invigilator / Chief Superintendent / COE / Squad Members.

**BEST WISHES FOR THE SEMESTER EXAMINATIONS**

  
Controller of Examinations

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