

# Instructions to Candidate

1. Enter examination hall 15 minutes before the scheduled time. Students coming 30 minutes after the commencement of the examination will not be permitted to enter the examination hall or to write the exam.
2. Students must write their Roll number and name on the top right side of the question paper before starting to attempt the same.
3. Occupy the assigned seats only as per the seating plan issued by COE office.
4. **All the students must carry their University Identity Card. Without I-card, no student will be permitted to enter the Exam Hall.**
5. Read all instructions carefully written on the answer book & complete all entries of the cover page carefully. It is the responsibility of the student to fill all the particulars in the answer-booklet correctly.
6. The students should not carry any other material which may directly or indirectly amount to use of unfair means in the examination.
7. The students should bring their own pen, pencil, eraser, general or scientific calculator (if permitted), scale & other materials required for the examination.
8. Behave decently & cooperate with the invigilator(s) or members of the flying squad in performing their duties.
9. The flying squad is authorized to conduct a thorough physical check of clothes, shoes etc. during the examination.
10. Murmuring or talking with fellow students comes under UFM rules.
11. The candidate shall not leave the exam hall without the permission of the invigilator.
12. The candidate shall not write his/her name or leave any identification mark in the answer booklet. Any such act will be deemed to be use of unfair means.
13. Calculation etc. can be done in the answer booklet itself. No separate sheet will be given for the same. Cancelled portion will not be marked by the evaluator.
14. No student shall loiter around stairs, veranda and in front of the exam Hall, after the commencement of the examination.
15. Students are not allowed to leave the examination hall without the permission of invigilator even after time is over.
16. Writing anything on the desks or walls of the exam hall/room is also considered as malpractice.
17. **Carrying programmable calculators, electronic gadgets, mobile phones & books into the examination hall is also considered as malpractice.**
18. If a candidate is caught resorting to UFM, he/she will be provided with a new answer booklet to continue his/her examination. Candidates need not repeat answers which he/she had already answered in the first answer booklet.
19. Students must not write anything else on the question paper. Any rough work be done on the last page of the answer Booklet.