

## **Code of conduct for students during Examination**

**All Students are required to follow the following code of conduct during examination.**

**These rules are indicative and not an exhaustive set of rules.**

- No student is allowed to bring any communicating devices in the examination hall.
- Permissible materials allowed inside the examination hall are writing materials, non-programmable calculators, transparent writing pads, drawing materials, eraser, transparent pouches, small purse containing money or any other material as mentioned in the question paper.
- No valuables will be allowed to be brought inside the examination hall other than those mentioned in the above point 2. All other materials (including graph papers/ logarithm tables / any other booklet) if brought are to be kept inside their bags (mobiles in switched off mode). College will not be responsible if any such valuables are lost.
- No student will be allowed inside the examination hall with smart watches.
- They are required to be seated inside the examination hall 10 minutes before the commencement of the examination. They are not allowed to be in the corridor reading their notes etc. No students will be allowed inside the hall once the examination has started, without a valid reason. The decision of the senior supervisors is final.
- The students are required to produce their proper hall tickets during all examinations. The student will not be allowed to write the examination without valid hall tickets. If the students have misplaced/lost their hall tickets then they are required to obtain a duplicate hall ticket.
- No student will be allowed to receive their mark sheets without producing their hall tickets and fee receipts. They are required to keep their hall tickets safely till they have obtained all the documents from the college.
- Students are strictly warned not to use any unfair means during examination. Use of unfair means can lead to dismissal/ loss of term etc.
- Students are informed that they can be checked for any copy materials and if found during the examination then it will be treated as an unfair means.

- Mobiles or any communicating devices if found on person will be confiscated and it will be treated as the students have used unfair means and they will be returned back only after the inquiry is completed and the Principal has signed the inquiry report. Such devices will be returned back to their parents/guardian as mentioned in the admission forms. Students are informed that it can take time for the devices to be returned back, hence they are strictly informed to not bring such devices during examination.
- Students are required to bring their own materials needed for the examination. No student will be allowed to borrow any materials from any other student during the examination.
- All students are required to check their surroundings for any materials lying around. They are required to give such materials to the block supervisors before the commencement of examination. Once the examination has begun if any incriminating materials are found near the student then they will be charged with using unfair means.
- Students are informed that they should not be writing anything on the benches/hands/legs or any other part of their body or dress, this will be considered as use of unfair means. If any material is written on the bench then it should be brought to the notice of the block supervisors.
- No student is allowed to write their name/roll number on the answer paper unless specifically asked to be written. If they have written their names/roll number or made any symbols not required in the answer paper then it will be treated as revealing identity. They will also be required to defend their case in front of the unfair means inquiry committee.
- Students cannot take any supplements or answer booklets outside the examination hall. This can lead to debarment or cancellation of their examination.
- No student is allowed to leave the examination hall before the first half hour and last 10 minutes of the examination. If a student leaves in the first half of the examination then they are required to submit their question paper to the supervisor writing their seat number on the question paper.
- Students found to misbehave in the examination hall can be asked to leave the examination hall and they will be required to bring their parent/guardian for their next examination to be allowed to give their subsequent examinations.

- Students are not allowed to chew anything during examination. If they are required for medical reasons then proper permission to be taken before the commencement of the examination from the senior supervisors (they will have to produce the Doctor's prescription). Students are required to inform the senior supervisors before the commencement of examination if there is any medical problem faced by them. They are required to bring the list of substances not allowed to be given if any problem arises and this list to be submitted to the senior supervisors. This list should contain the contact details of the person to be informed if required.
- Once the student has submitted their answer papers to the block supervisor then it will not be given back to them once they have left the block.
- Once the students leave the block after submitting their answer papers then they are not allowed to loiter in the corridor and they are required to leave the premises without making any disturbances.