



SANTOSH
Deemed to be University



10 Pointers to remember

- Carry all necessary materials
- Follow the instructions carefully
- Read the question paper carefully
- Get the answer sheet signed by the invigilator
- Make strategy for writing an answer
- Manage your time
- Ignore other exam takers
- Listen to any verbal instructions and follow them
- Stay relaxed
- Cross check



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Reporting to the Examination Hall

- No student will be allowed to bring his/her mobile phones, smart watches or any other gadgets inside the Examination Hall.
- Students are to carry with them their RFID Card and Examination Admit Card for marking present for the respective examination.
- RFID Card and Admit Card are mandatory for entry into examination hall and for marking present in the examination.
- Students should report to the Examination Hall an hour before the commencement of Examinations.
- Students should ensure that they bring pens, pencils, markers, sketch and other permitted articles only inside the Examination Hall.
- Exchange of articles are strictly prohibited inside the Examination Hall
- Students should ensure that they are not carrying any study material / chits in any form inside the examination hall. If found, respective student will be booked under the unfair means and may even be debarred.
- No student will be allowed to enter the examination hall 15 minutes after the commencement of the examination.
- Late comers for examination will not be given extra time and cannot claim as their right.
- No student will be allowed outside the examination hall in the midst to prevent from indulging in unfair means.
- The students are expected to take their respective seats 5 minutes prior to the scheduled commencement of the examination.



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During the examination

- No communication amongst the students is permissible inside the examination hall even if they are in supervised breaks like visiting the washroom or drinking water.
- No student is allowed to leave his/her seat during ongoing examination without the permission of invigilator.
- Controller of Examinations / Examination Superintendent / Invigilator reserves the right to move a student out of Examination Hall if he/she has enough reasons to justify. Such incident will be considered as Unfair Means and the student shall be dealt as per the University Rules.
- Differently abled / Special Students will be provided scribe for the Examinations - provided proper prior permission from concerned HOD, Exam Superintendent, Dean and COE has been obtained. The written documentary proof along with recommendations of concerned HOD will be required to be carried with the students and are subjected to verification at any time during the Examination.
- No student shall re-enter the examination hall after leaving it unless he/she was under approved supervision during the full period of absence.
- The invigilator distributes question paper & answer sheets among students. No other paper than that shall be used. An examination written on other paper will be considered invalid.
- During an ongoing examination students are not allowed to take the examination paper outside the examination hall. After the examination, the student should personally submit his/her examination answer sheet to the invigilator.



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SOP for Students Indulging in Unfair Means in The Examination Hall During The Examination

- UNFAIR MEANS
- CONFISCATE THE UNFAIR MEANS
- ACCEPTANCE LETTER FROM STUDENT
- 2 INVIGILATORS ACKNOWLEDGEMENT IN LETTER
- EXAM SUPERINTENDENT ACKNOWLEDGEMENT IN LETTER
- HAND OVER EVIDENCES WITH EXAM ANSWER SHEETS TO COE
- COE TO INFORM DISCIPLINARY COMMITTEE
- DISCIPLINARY COMMITTEE INVESTIGATION
- PUNISHMENT SPELLED BY DISCIPLINARY COMMITTEE
- SUBMISSION OF REPORT OF DISCIPLINARY COMMITTEE
- UNTIL PROCESS COMPLETION, SPECIFIC STUDENT RESULT WILL BE WITHHELD