



**B. Tech Degree Examinations
Instructions to Candidates**

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GENERAL INSTRUCTIONS

- The candidates should occupy their allotted seats in the examination Hall at least ten minutes before the commencement of the examination.
- The candidates presenting themselves more than 30 minutes after the commencement of examination will not be admitted to the examination Hall.
- The candidate should bring the hall ticket to the examination Hall on each day of examination. The candidate should also invariably bring any one of the photo affixed identity cards such as a college ID card to confirm his/her identity.
- The candidates should produce the hall ticket on demand for inspection by the chief superintendent/ deputy superintendent, observer, and member of the squad or any other officer authorized by the University.
- Under no circumstances, the candidates will be permitted to write an examination without a valid hall ticket issued by the University. However, the Chief/Deputy Superintendent is eligible to issue provisional admission by imposing a fine specified by the University to a candidate for an examination, provided his/her name is included in the list of registered candidates and if student appears as eligible to write the exam as per regulations. Such candidates have to submit an application for provisional admission
- The candidates should read and follow the instructions given in the hall ticket and answer book carefully.
- The candidates are permitted to carry the following items to the Examination Hall.
 - ❖ Hall ticket.
 - ❖ ID card issued by the college or any other valid ID card (as stated in exam manual)
 - ❖ Drawing equipment and accessories for writing.
 - ❖ Non-programmable calculator, if permitted for the particular examination.
 - ❖ Other materials like IS codes/Data books/Tables/Hand Book etc. permitted by the University from time to time.



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- The candidates are prohibited from writing upon their hall tickets/ question papers.
- The candidates are prohibited from revealing identity in any form in the answer scripts and appealing for favorable consideration or mercy or mention statements offering money to evaluators on any part of the answer scripts.
- No electronic gadgets, including mobile phones, tablets, iPads, electronic watches, programmable calculator, headset, earphones etc. are allowed in the examination hall.
- The candidate is prohibited from bringing to the examination hall, any book or portions of the book, printed or manuscript and from communicating with any other candidates or any person outside the examination hall.
- The candidates should bring their own IS codes/Data Book /Tables/Hand Book permitted by University, which is necessary for any particular examination and should not have any written material or additional sheets or scribbling in them.
- No candidate will be allowed to enter the examination hall 30 minutes after the commencement of the examinations and leave within 150 minutes of the commencement of the examination. Candidates are not allowed to return once he/she leaves the examination hall.
- The candidate should return the question paper to the invigilator if he/she leaves the hall before the stipulated period of examination.
- Resorting to malpractice will invite punitive measures as per University rules.
- The candidates should hand over the answer book to the invigilator on completion of the Examination and should not leave the Hall, leaving the answer book in their seats

USE OF SCRIBES

- The use of scribes is allowed for blind candidates and the category of disabled candidates whose disability hinders the candidate from writing, based on the recommendations of a government medical officer not below the rank of a civil surgeon and the chief/deputy Superintendent.
- Candidates who are reported under medical emergency which hinders them from writing the examination, may also be permitted to use a scribe, subject to the recommendation of an approved



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government medical officer not below the rank of a civil surgeon and the chief/deputy superintendent.

- To avail the service of scribe, the candidate has to submit an application in the prescribed format along with the declaration of the scribe.
- Completely filled up applications with necessary supporting documents should reach the office of the CoE before seven working days of commencement of examination.

ACADEMIC DISCIPLINE AND MALPRACTICES IN EXAMINATIONS

Every candidate is required to observe discipline and decorous behavior in the examination hall. Any act of indiscipline, misbehavior and unfair practice in examinations shall be punishable according to nature of offense committed by the student. A consolidated details of punishments according to the nature of malpractice is listed below.

Clause	Sub Clause	Nature of malpractice	Recommended Punishment
1)	a)	Introduction and/or possession of any non permissible material relevant to the examination, to the examination hall: Materials like bit(s) of papers, hall ticket with matter written on it, scribbling on hall ticket, and materials written on calculator, handkerchief, data book/hand book, instrument box, identity card, scales, clothing, chappals, socks, masks or in any part of the body. Such similar malpractices.	Debar all registered courses in that examination definition and also imposition of a penalty of Rs. 2,000/-
	b)	Writing on the question paper and passing the same to other student(s) in the examination Hall	
	c)	Copying from neighbor's answer scripts with mutual consent, by peeping into the other's answer-script.	
	d)	Purposefully sitting on a wrong seat with the intention of cheating in examinations.	
	e)	Threatening/requesting the neighbor to show the answer-script	
	f)	Helping neighbors to answer questions	



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	g)	Writing register number, name, name of college or other identifying marks within the answer book	
	h)	Writing appeals to the examiners, in the answer scripts	
	i)	Refusing to hand over question paper when leaving the hall during the examination hour.	
	j)	Using filthy language in the answer scripts	
	k)	Passing of answers from outside	
	l)	Disobeying the invigilator/other officials or resistance to instruction from authority.	
2)	a)	Possessing two copies of hall tickets with written matter on one of them. Adding additional printed pages with materials, in the code/data book. Found texts written in answer-sheets verbatim from the	Debar for two chances for the course concerned and also debar all
		textbook, Lot of Questions answered by the candidate were the same as those obtained from Google search.	
	b)	Possessing non permissible materials in large quantities (more than 5 bits or sheets)	
	c)	Possession of non permissible materials in the form of reduced photocopies	
	d)	Resisting to hand over non permissible material brought to the examination hall to the invigilator	
	e)	Copying from any material and resisting the instructions or warnings of the invigilator.	
	f)	Purposefully tampering/overwriting barcodes and Alpha-Numeric Code of the answer sheets	
	g)	Deliberately changing/replacing register numbers	
	h)	Purposefully tampering answer books, removing pages	
	i)	In possession of Xerox copies of textbook, printed material, Xerox copy of notes, or Notebook	
	j)	Possession of mobile phones, tab, pen camera, smart watch, Bluetooth or wired headsets or any such other electronic, communication or storage gadgets	registered courses in that examination definition and also imposition of a penalty of Rs. 2,000/-.



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	k)	Copying from neighbor's answer scripts with mutual consent, by exchanging or handing over the answer-sheet to the neighbor	
	l)	Destroying the evidence of malpractice. i.e. Actions like tearing, mutilating the answer scripts, refusing to hand over the answer scripts or running away with the answer scripts from the examination hall	
3))	Impersonation	Permanent debarring, with the case referred to the police
	b)	Manhandling or threatening the invigilator/ officers or any authority of the University	
	c)	Tampering with the answer books of other candidates	
	d)	Communicating answers from outside or sending question papers to outside through electronic media. Using any form of electronic or cyber media for cheating in examinations.	
	e)	Smuggling question papers or other examination materials	
4)		Copying from neighbor's answer scripts (more than 3 students involved).	Debar for two chances for the course concerned and also debar all registered courses in that examination definition and also imposition of a penalty of Rs. 2,000/-. An enquiry regarding any involvement of the institution may be conducted. The issue will be dealt with as detailed in Section related to mass copying (3.4.4.6)



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5)	Repeating malpractice second time. One time earlier, any type of malpractice.	Debar all registered courses in that semester including supplementary and also imposition of a penalty of Rs. 10,000/-
6)	Repeating malpractice Third time. Two times earlier, any type of malpractice.	Debar all registered courses in that semester including supplementary and also imposition of a penalty of Rs. 20,000/-
6 A)	Repeating malpractice Fourth time. Three times earlier, any type of malpractice.	Permanent debarring. Penalty: Rs. 30,000/- to be paid for issuing Migration certificate.
7)	Any type of malpractice, but students did not attend the EMC/DAC meeting	To give the student one more chance for appearing before EMC/DAC. If the student fails to attend the EMC/DAC again, appropriate recommendations can be proposed by the respective EMC/DAC by following the prescribed guidelines, assuming that the student has



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			committed the alleged malpractice.
8)		Did not produce proper ID card	EMC shall check whether impersonation has occurred.
9)		Threatening/bribing invigilators, evaluators, officials and examiners in person or through the answer books.	Based on gravity, minimum penalty shall be debarment for 2 chances, for the course concerned and also debarment of all registered courses in that examination definition and also imposition of a penalty of Rs. 2,000/-. Maximum penalty shall be debarment for all courses registered in that semester including supplementary examinations and also imposition of a penalty of Rs. 10,000/-
10)	a)	Disturbing the candidates by entering the examination hall from outside.	Based on gravity, minimum penalty



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	b)	Disturbing the candidates from outside the examination hall	shall be debarment for 2 chances for the course concerned and also debarment of all registered courses in that examination definition and also imposition of a penalty of Rs. 2,000/-. Maximum penalty shall be debarment for all courses registered in that semester including supplementary examinations and also imposition of a penalty of Rs. 20,000/-.
	c)	Stealing answer books	
	d)	Breaking open the closed examination halls.	
11)		Purposefully tampering arrangements for conduct of examinations.	Based on gravity, minimum penalty shall be debarment for 2 chances, for the course concerned and also debarment of all registered courses in that examination definition and also imposition of a



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		penalty of Rs. 2,000/-. Maximum penalty shall be debarment for all courses registered in that semester including supplementary examinations and also imposition of a penalty of Rs. 20,000/-
12)	a)	All the above punitive actions are applicable for Practical Examinations also.
	b)	Candidates shall have the option of filing appeals to the Examination Appeals Committee constituted by the University.
	c)	If a candidate is caught for Malpractice, he/she may be permitted to attend the remaining examinations for all the courses listed in the Hall Ticket concerned. For the same course, a fresh answer-book will be issued for writing the examination during the remaining period.