



B. Tech Degree Internal Examinations

Instructions to Candidates

GENERAL INSTRUCTIONS

- Candidates must take their assigned seats in the examination hall at least ten minutes prior to the start of the exam.
- No candidate will be allowed to enter the exam hall once the exam has begun or leave before the scheduled end time.
- Candidates must carry a photo-affixed identity card, such as a college ID, to verify their identity.
- Candidates are required to carefully read and adhere to the instructions provided in the answer booklet.
- The candidates are permitted to carry the following items to the Examination Hall.
 - ❖ ID card issued by the college
 - ❖ 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. if permitted for the particular examination
- Candidates are restricted to writing only their name and roll number on the question papers.
- Electronic gadgets such as mobile phones, tablets, iPads, electronic watches, programmable calculators, headphones, and earphones are strictly prohibited inside the examination hall.
- Candidates are not allowed to bring any books, printed or manuscript portions, or communicate with other candidates or individuals outside the examination hall.
- Candidates must bring their own IS codes, data books, tables, or handbooks necessary for specific examinations. These materials should not contain any written material, additional sheets, or scribbles.
- Candidates must hand over their answer book to the invigilator upon completion of the examination and are not permitted to leave the hall without doing so, ensuring the answer book is not left behind on their seats.



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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.

SI No.	Types of Malpractice/ offences	Recommended Punishment
1	Introduction of any non-permissible material relevant to the examination, with the intention of copying and possession of them	Cancellation of all courses in the particular internal examination definition
2	Possessing any written matter on scribing pad, calculator, data book, hand kerchiefs, clothing, socks, instrument box, identity card, scales, or in any part of the body	Cancellation of all courses in the particular internal examination definition
3	Resisting to hand over non-permissible material brought to the examination hall to the invigilator	Cancellation of all courses in the particular internal examination definition
4	Possession of mobile phones, tab, pen camera and such other electronic gadgets	Cancellation of all courses in the particular internal examination definition
5	Copying from neighbor's answer scripts with mutual consent, by peeping into the other's answer-script.	Cancellation of all courses in the particular internal examination definition
6	Disobeying the invigilator/ other officials or resistance to instruction from authority	Cancellation of all courses in the particular internal examination definition
7	Using filthy language in the answer papers	Cancellation of particular exam of the course
8	Copying from any material and resisting the instruction of invigilator	Cancellation of all courses in the particular internal examination definition
9	Copying from neighbor's answer scripts with mutual consent, by peeping into the other's answer-script.	Cancellation of all courses in the particular internal examination definition
10	Threatening/requesting the neighbor to show the answer script.	Cancellation of particular exam of the course



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11	Destroying the evidence of malpractice like tearing, mutilating the answer scripts or running away with the answer scripts from the examination hall	Cancellation of all courses in the particular internal examination definition
12	Writing on the question paper and/or passing on the same to other student(s) in the Examination Hall	Cancellation of all courses in the particular internal examination definition
13	Changing/replacing roll numbers and answer papers	Cancellation of all courses in the particular internal examination definition
15	Manhandling or threatening the invigilator	Cancellation of all courses in the particular internal examination definition
16	Helping neighbors to answer questions	Cancellation of particular exam of the course
17	Tampering with answer papers of neighbors	Cancellation of all courses in the particular internal examination definition
18	Disturbing the candidates from outside	Reference to Disciplinary Action committee
19	Repeating malpractice - second time. One time earlier, any type of malpractice.	Cancellation of all internal examinations in the semester and Student has to complete 5 days social services Social services 1. In the govt. hospital wards 2. In palliative care units 3. Blood banks Etc.
20	If a student is caught for Malpractice, he/she may be permitted to attend the remaining examinations. For the same course, a fresh answer-book will be issued for writing the examination during the remaining period.	
21	If a student is caught for Malpractice, no retest is allowed.	