

C.V.Raman College of Engineering

Examination Cell

Instruction to the Candidates for the End Sem Exam, April 2018

All the students appearing the End Sem Exams, April 2018 are required to strictly adhere to the following instructions:

- i. Must come to the exam hall/room wearing college uniform.
- ii. Must bring identity card as well as admit card (**with self-attested recent colour passport photograph pasted at the appropriate box**) . Without identity card and admit card students will not be allowed to appear any examination.
- iii. The main gates will be open half an hour before the schedule time of examination. Students are instructed to enter into the examination hall at least before 10 minutes of the schedule time of examination. They should sit according to the room chart.
- iv. The main entry gates will be closed before five minutes of commencement of each exam. Students arriving late will be allowed only if they have a written permission from the: Principal/Vice-Principal/CoE. In no circumstances, students will be allowed after half an hour of the commencement of the exam.
- v. Cooperate the faculty members in gate-check, invigilation duty and sample checks in the hall/room during exam.
- vi. Mobile phone, programmable calculators, communicable devices, devices having memory chip, internet browsing devices and other electronic gadgets are not allowed to the exam. However, scientific calculators will be allowed.

- vii. No hand written/types/printed materials are allowed without the permission of Center Superintendent/ Floor coordinators.
- viii. During exam, misbehaving the invigilators, creating any kind of disturbance and adopting malpractice in any other form are subject to expulsion from the exam and severe punishment as stipulated by the Examinations Disciplinary Committee.
- ix. In case of any problems related to the issue of admit cards, the students are required to meet the Principal/Vice-Principal/CoE as per the following dates:
 1. For the Exams to be held from 09.04.2018 to 13.04.2018, the admit card related issues must be resolved on 07.04.2018 by the students (4th Semester: 10:00A.M-1:00 P.M & 6th Semester: 1:30 P.M to 4:30 P.M)
 2. For the Exams to be held from 14.04.2018 to 20.04.2018, the admit card related issues must be resolved on 13.04.2018 by the students (4th Semester: 10:00A.M-1:00 P.M & 6th Semester: 1:30 P.M to 4:30 P.M)

In no circumstances, admit card related issues shall be entertained on the day of the exams.

- x. No spot registration is allowed for any examination.
- xi. Student should verify their particulars in the Answer booklet before signing in the appropriate box.
- xii. For any query, students are instructed to contact Floor Coordinator/ Center Superintendent/ Controller of Examinations.

P. V. Desai
DyCoE 06.04.18

Principal
06/04/2018