

Code of Conduct during Examination for Students

- 1) Strictly, Wrist watches of any type (smart/ digital/ programmable/ analog/ any other) are not allowed. No Jackets and no Caps are allowed. If found during examination, will be confiscated and will be returned after the last day of scheduled examination in the time table.
- 2) Shoes of any type are not allowed. Wear open footwear like chappals/ Slippers and sandals.
- 3) Students must report to the Examination Hall and should be seated 15 minutes before the scheduled time. (Ensure that bag, books, notes or any study material, cell phones are not with you and same should be kept outside Exam Hall).
- 4) Students are strongly advised to bring white transparent writing pads for writing examination. Also, transparent pouches for carrying writing material. Preferably, transparent water bottle.
- 5) After the entry of Invigilators, students are not allowed to leave the examination hall.
- 6) No students will be allowed to enter the Exam Hall after 30 minutes from the commencement of the examination.
- 7) No Students will be allowed to leave the Exam Hall during last 15 minutes of the examination even if they have completed the paper.
- 8) Strictly, students will not be allowed to leave the Examination Hall for washroom or toilet breaks during the exam.
- 9) MIS generated Hall Ticket is compulsory in Exam Hall. The hall ticket reflects the number of courses registered.
- 10) Impersonation and/or use of unfair means in the examination are considered as serious offences and will lead to detention in said subject and no re-exam. It may also lead to disciplinary action against such students.
- 11) Any other item which could be used for unfair means, or for hiding communication devices like a microchip, camera, Bluetooth device, etc., is not permitted.
- 12) Exchange/Sharing of any stationery and calculators, writing on Question Paper is not allowed. Strict action will be taken in case of any sort of malpractice or usage of unfair means (including written marks on palm or any other part of body).
- 13) Mobile Phones (including silent mode / vibration mode / switch-off mode) / Programmable Calculator/ any other electronic gadgets are not allowed inside Exam Hall. Anyone found with the same in the Exam Hall will be expelled and detained for the course/for the semester/year.
- 14) Mobile Phones/Programmable Calculator/any other electronic gadgets if confiscated during examination, same will be returned after the last day of scheduled examination as per the timetable and subject to payment of Rs. 3000/- fine.
- 15) The confiscated wrist watches will be returned after the last day of scheduled examination in the time-table and subject to payment of Rs. 500/- fine each.

Violation of the above instructions will lead to strict disciplinary actions.

Director
Board of Examinations and Evaluation
COEP Technological University