

DHANALAKSHMI SRINIVASAN
INSTITUTE OF RESEARCH AND TECHNOLOGY
Deemed to be University under section 3 of UGC Act,1956
Perambalur – 621 212 Tamilnadu, India.

OFFICE OF THE CONTROLLER OF EXAMINATIONS

Instruction to the Students

1. Timings for University Examinations:

FORENOON SESSION: 09.30 to 12.30 PM

AFTERNOON SESSION: 01.30 to 04.30 PM

2. Do not keep valuable things in your bag, which you may keep outside the examination hall.
3. Identify the correct Hall Number in advance from the display board before going to the examination hall. If your number is not displayed, contact the Chief Superintendent immediately.
4. If you have not brought the Hall ticket, you can approach the Chief Superintendent to get a duplicate hall ticket after the payment of the prescribed fees.
5. In case, the Hall Ticket is lost, students shall approach the office of CoE immediately, for obtaining duplicate hall ticket.
6. Identify the seat number from the seating arrangement notice displayed outside the examination hall.

7. Do not come late for the examination. You are expected to be available in the examination hall at least half an hour before the commencement of the examination. In rare situations, you will be permitted to enter into the examination hall during the first half an hour from the commencement of examination with the approval of Chief Superintendent. Students who are late to an examination do not get extra time.

8. Show your HALL TICKET and IDENTITY CARD to the Hall Invigilator before entering into the hall.

9. Collect your answer booklet and write the registration number, subject code, subject title and date of the examination along with the session in the BAR-CODING SHEET attached in the answer booklet properly. Shade the appropriate boxes/circles by using BALL POINT PEN. IMPROPER SHADING will lead to rejection of your answer scripts.

10. Do not TALK / GESTURE inside the examination hall.

11. DO NOT WRITE YOUR REGISTER NUMBER OR NAME INSIDE THE ANSWER BOOK / ADDITIONAL BOOK / DRAWING SHEET/ GRAPH SHEET.

12. MOBILE PHONES / PROGRAMMABLE CALCULATORS OR ANY OTHER ELECTRONIC GADGETS ARE STRICTLY PROHIBITED INSIDE THE EXAMINATION HALL.

13. Check whether you have collected the correct question paper. Also see that all pages are printed or not. If not, intimate to the Hall invigilator immediately.

14. Read the special instructions given in the question paper and follow the same. If the question paper contains more than one specialization, write the answers in the separate answer books.

15. Do not commence reading or writing until instructed to do so. Write clearly; illegible answers will not be awarded marks.

16. Do not commence reading or writing until instructed to do so. Write clearly; unreadable answers will not be awarded marks.

17. DO NOT WRITE ANYTHING IN THE QUESTION PAPER OTHER THAN YOUR REGISTER NUMBER. WRITING ANY HINT OR NOTE IN THE QUESTION PAPER IS ALSO A KIND OF MALPRACTICE.

18. Put your signature in the attendance sheet.

19. If you are in the need of any data book, ask for the same to the invigilator at the commencement of the examination. Do not write anything in the special materials issued. Data books / IS Codes / Tables brought by the students properly attested by the concerned HoD with seal and should not contain any written material or additional sheets in them.

20. Do not tear any pages out of the answer book. Rough working may be done in the last page of the answer book. Clearly cross out rough working before handing over your answer book.

21. Bring pen, pencil, scale, calculator, eraser etc. that are required for the examination. DO NOT BORROW ANY ARTICLES INSIDE THE EXAMINATION HALL.

22. Normally students will not be permitted to go outside the examination hall before handing over answer booklet. In rare situations, students will be permitted to go outside to go to toilets, accompanied by a teacher / attendant.

23. Do stay in the hall till the end of the duration and do not leave the hall during the examination.

24. If you require any assistance, please raise your hand.

25. Stop writing when you are instructed to do so at the end of the examination and REMAIN SEATED UNTIL ALL PAPERS HAVE BEEN COLLECTED and you are told that you may leave the hall.

26. Severe penalties apply for misconduct, cheating, possession of unauthorized materials, improper use of materials and unauthorized removal of materials from examination rooms or ignoring the instructions given by supervisors.

STUDENTS ARE REMINDED THAT CHEATING IS REGARDED AS AN ACT OF GRAVE MISCONDUCT FOR WHICH THERE ARE HEAVY PENALTIES APPLIED, INCLUDING A FAIL IN THE SUBJECT/CANCELLATION OF ALL SUBJECTS WRITTEN IN THE SEMESTER / DEBARRING FROM THE EXAMINATION, AND POSSIBLE EXPULSION FROM THE UNIVERSITY.