

Instructions to Candidates for Semester End Theory Examinations, April 2026

The Semester End Examination will be conducted according to the following schedule:

	Shift I	Shift II
	7:30 am to 10:30 am	11:00 am to 2:00 pm
Class →	U.G. Semester II (Regular) U.G. Semester II (Due) <u>(for students currently in Semester IV, VI, VIII)</u> U.G. Semester IV (Regular) U.G. Semester IV (Due) <u>(for students currently in Semester VI/VIII)</u> <u>COSD Diploma & Advanced Diploma Course</u>	U.G. Semester VI (Regular) U.G. Semester VI (Due) <u>(for students currently in Semester VIII)</u> U.G. Semester VIII (Regular) P.G. Semester II (Regular) P.G. Semester II (Due) <u>(for students currently in Semester IV)</u> P.G. Semester IV (Regular) <u>COSD Certificate Course</u>

TIME SCHEDULE FOR CONDUCTION:

	Shift-I	Shift-II
Entry of Candidates to the Examination Hall	7:00 am	10:30 am
Distribution of Answer Books to candidates	7:15 am	10:45 am
Verification of Admit Cards, entries on answer books etc.	7:20 am	10:50 am
Distribution of Question Papers to candidates	7:25 am	10:55 am
Exam Starts	7:30 am	11:00 am
Entry of candidates to the Examination Hall closes	8:00 am	11:30 am
Exam gets Over	10:30 am	2:00 pm

- The candidates shall be allowed to enter the examination hall 30 minutes before the time of commencement of examination. No candidate will be admitted to the examination room 30 minutes after the scheduled start of examination. The candidate will be allowed to leave the examination hall only an hour before the closing of the examination.
- The candidates should bring with them their I-Cards, Permission Letters/Admit Cards and necessary stationery items. However, no piece of paper except Permission Letter/Admit Card is to be brought by the candidate to the examination hall, under any circumstances. If found with additional papers/slips/notes, a case of Unfair Means will be registered against them.
- Cell phones or any other communication device is strictly prohibited in the examination room. Student found in possession of the same will be registered for a case of 'Use of Unfair Means'. The Communication device / Cell phone in such a case will be confiscated & will be returned only after the Unfair Means Committee has taken a decision on the case and after paying the requisite fine.**
- The candidates will be given the question paper 5 minutes before the commencement of the examination. The extra 5 minutes may be treated as 'cool off time' for reading the question paper and planning their answers.
- The entries on the flap and the left quarter of the front cover of the answer book should be filled in carefully in the space provided for the same.
- Candidates should not write the answers on the reverse side of the front cover of the answer book. This should be followed strictly.**

7. After all the entries have been duly filled in and checked by the invigilator, a hollow craft sticker will be affixed on the front cover (and not on the flap) of the answer book by the invigilator in the space provided for it.
8. **Candidates should sign the attendance sheet without fail.**
9. Candidates are not required to write their Roll Number or put any special mark of identification anywhere in the answer book, maps and graph papers. Any violation of this rule will be treated as a case of Unfair Means which may also result in cancellation of the paper for the offender.
10. There should not be any change in the colour of the ink used in writing the answers in the answer books. In the event of any change, it should be brought to the notice of the invigilator and the same should be attested by him/her.
11. The candidates are required to number the answers according to the question paper. The candidates will be penalized to the extent of one mark per question if they do not number their answers correctly.
12. **NO supplementary answer books will be issued to the candidates.** They are required to follow the word limit given in the question paper and confine their answers to the main answer book only.
13. The candidates should use each ruled line and should not waste pages. No leaf should be torn out from the answer books.
14. The candidates are advised to write on both sides of the leaf in the answer book including the last page. Any rough drafting, calculations etc., should be crossed out. These will not be read by the examiner.
15. The candidates should write their Roll Number on their Question Paper.
16. Candidates should not carry books, notes or any other papers to the examination room. Neither should they leave such material in the examination corridors.
17. **If the candidates are found talking, copying or using unfair means in or outside the examination rooms, they will be dealt with in accordance with the provisions of IIS (deemed to be University).**
18. **The candidate cannot leave the examination hall without handing over the answer book to the Invigilator-in-charge.**
19. During the course of the examination, the candidates shall be under the discipline and control of the Centre Superintendent and shall obey all the orders passed by the Superintendent on all the matters relating to the examination.

The mobiles will be collected at the mobile collection counter at the reception for which the candidate will have to pay Rs.10/- per mobile per day per shift. It will be handed over to the candidate only after the completion of the examination on production of her Identity Card.

In case the students leave the mobiles/valuables in their bags and leave them around in the campus, the university will not be responsible for its loss or theft.