



## GENERAL GUIDELINES FOR STUDENTS

### BA / BBA / B Com. LLB I/III/V Semester – Preparatory Examination Nov 2019

1. Students should bring the **Identity Card** and **Hall ticket** during the examinations without fail. Students are not allowed to write examination if they do not bring **College ID card and the Hall Ticket**.
2. Students are expected to be present before 9:00 AM in the college campus on the Preparatory Examination days.
3. Students should be present in the Examination Hall 15 minutes before the commencement of the examination (before 9:15 AM).
4. **Late comers shall not be allowed to write the Preparatory Examination.**
5. The facing sheet information has to be filled up legibly as given below:  
Name of the Examination: Preparatory Examination November 2019  
Date of Examination: DDMMYYYY format  
Name of the Programme: < Write Name of the Programme & Semester >  
**Reg. No. <Write Roll No. / Reg. No. as given in the College ID Card>**  
Course Title: <Fill Appropriate course title as given in the question Paper>  
Course Code: <Fill Appropriate course code as given in the question paper>  
No. of Pages Used: <Has to be filled by student at the end of examination>  
Student Signature: <Sign in the space provided>
6. In case the student has not brought the ID card/Hall Ticket they should write a request letter addressed to the Principal/Controller of Examinations. This letter duly signed by the Principal/COE has to be submitted in the UG Administration Office and the student has to avail a duplicate ID Card/Hall Ticket (**valid only for that particular day**) after paying a fine amount of Rs. 50. Such students can enter the exam hall only after availing the duplicate ID Card/Hall Ticket from the Office.
7. **Control Room for the Preparatory Examination is Examination Office (Main Block, Ground Floor).**
8. Students should verify whether the answer booklet they received does not have any damage before writing anything on it. If any damage is there report to the invigilator immediately before writing anything in it.
9. **Malpractice of any sort will be seriously dealt with.**
10. **Students are not allowed to scribble on the Question Papers. Scribbling on the Question Paper is considered as an act of malpractice. Students are supposed to write only their Register No. on top of their question paper.**

- 11. Students are not supposed to carry mobile phones and smart watches to the campus on examination days.**
12. Borrowing of writing materials, calculators, scales etc. is not allowed.
13. Students can keep their bags and books inside the examination hall near the black board. Students should not keep anything on the window sill.
14. Students are not allowed to move out of the examination hall before the two and half hours of examination.
- 15. No candidates are allowed to enter the examination hall after the commencement of the examination.**
16. Students are not allowed to leave the examination hall for reasons like (Toilet, drinking water & so on).
17. If the student changes writing pen during the course of examination he has to get the initial from the respective invigilator stating "Change of Pen" in the answer script.
18. Students should make sure that the number of pages used is properly written on the facing sheet before handing over answer scripts to the Invigilator.
19. Students should write the serial number of the main answer booklet along with signature on the invigilator diary provided.
20. Students are not supposed to tear any page from the answer booklet. They may use the last page in the answer booklet bundle for rough work and strike the contents in the rough work page before submitting the same to the invigilator.
21. Students are requested to cross out the blank pages with cross mark (X).
22. Students are expected to follow the college dress code and grooming rules during the examination days. Wearing blazer is not mandatory during Examination days.