

OFFICE OF THE CONTROLLER OF EXAMINATIONS

GUIDELINES TO CANDIDATES APPEARING FOR END-SEMESTER EXAMINATIONS

1. Admit Cards are **mandatory** for every examination. Candidates without an Admit Card will not be permitted to appear for the examination.
2. A candidate entering the examination hall must possess an identity card issued by JIS University; otherwise, he/she will be denied admission to write the examination.
3. If the identity card is lost, candidates shall approach the concerned Dean/HoD immediately, to obtain Temporary Identity Card.
4. The candidates are advised to view their **Seating Arrangements** on the **Notice Board** in advance. Candidates are requested to note their Hall number and Seat number for every examination/every subject, which may vary from day to day.
5. **Candidates have to occupy their allotted seats 15 minutes before the commencement of the examination and maintain discipline and silence inside the examination hall.** They have to listen to the instructions given by the Hall Superintendent before the commencement and also during the examination. **They should not study or stand in the verandah near the examination halls.**
6. No candidate will be permitted to enter examination hall after 30 minutes from the commencement of examination. Similarly, no candidate will be permitted to leave the hall before 45 minutes from the commencement of examination. **A candidate who leaves the examination hall, for any reason, will not be permitted to re-enter.**
7. Candidates must bring their own pens, pencils, eraser, geometrical instruments, calculators, water bottle and will not be allowed to borrow from others.
8. Candidates are advised to go through the instructions on the first page of Answer Book.
9. Candidates should check that their answer booklets contain **a total of 32 pages**. They should notify, in case any answer booklet has loose pages, missing pages/less than 32 pages.
10. Mathematical table, Statistical table and other common data books will be issued to candidates on request and the same should be returned immediately after use, without any scribbling. However, the candidates will be allowed to use their own data books/tables/charts, which are uncommon and specifically required to answer a particular paper only after obtaining permission from Chief/Hall Superintendent. Such data books/tables/charts with any scribbling will not be permitted.
11. **Candidates are prohibited from possessing pencil boxes/pouches, cell phones, programmable calculators, pagers, smartwatches, and any such communication instruments inside the examination hall and are also not allowed to carry any textual material, printed or written/ bits of papers. Possession of these materials will be treated as malpractice.**
12. Before the commencement of examination, candidates shall check their table drawers, calculator covers, and Pouches, to ascertain that no incriminating materials are kept inside. Any material found shall be given to the Hall Superintendent/Invigilators immediately. If found later, they will be held responsible.
13. **On receiving the question paper, candidates shall verify the course code, course title, number of pages, and number of questions in the question paper.** If any discrepancy is found, candidates are advised to bring the same to the notice of the Hall Superintendent immediately.
14. Candidates are not allowed to ask questions or clarifications of any kind to the Hall Superintendent during the examination.
15. Candidates should not detach any sheet from the main answer book or smuggle out additional sheet/s or main book. Violation of this rule will attract appropriate sections under Indian Penal Code.
16. **After completing the examination, candidates shall hand over the answer books to the Invigilators.** Keeping the answer book on the table and leaving the examination hall is not allowed.

17. **Candidates should write their Exam Seat Number on the first page of the Answer Book.** Writing name or making any appeal to the examiner/ writing internal assessment marks/ any other identifiable marking will be treated as an attempt to influence the examiner. Hence, any such act will attract disciplinary proceedings.
18. **Candidates indulging in any malpractice will be viewed seriously.**
19. Physically challenged/ unwell candidates may be provided a scribe after getting the prior permission of the Vice-Chancellor/ Controller of Examinations. A special fee prescribed for this purpose will be collected for each course.
20. In case of impersonation, the accused will be handed over to police authorities for investigation and necessary action.

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