

RIMT UNIVERSITY MANDIGOBINDGARH
EXAMINATION BRANCH

Examination Instructions for Students

1. Check the examination date sheet carefully. Make sure you know the correct date, time and locations of your exams.
2. Bring your Student Admit Card and ID card both during the examination. You will not be allowed to enter the examination hall without these. If not in possession, get HOD's letter of permission.
3. Be Punctual. Students are expected to be seated in the examination hall by **09:40am in morning and 01:10pm in evening**. Late comers will be allowed only with the permission of centre superintendent for valid reason only. No student is allowed to enter in the examination hall after 30 minutes from the start of examination and there will be no relaxation in the extension of exam time.
4. You may leave the examination hall after the first half of the exam.
5. You are not allowed to bring mobile phones even switched off or any other electronic gadget except calculator if allowed. If any electronic gadget is found to be possessed by the student, it will be treated as UMC case.
6. Do not bring any unauthorized material e.g. written notes, notes in dictionaries, paper etc.
7. Answer sheets may be given to you 10 minutes prior to start of examination, so that you can check any discrepancy in the answer sheet. Read the instructions written on front sheet of your answer sheet and fill the data carefully. Do not write name, roll no. etc on the other pages of answer sheet except the front page.
8. The question papers will be distributed at the beginning of the examination. Invigilator will call up the question paper course code and title. The respective students must stand up and receive the question paper. Please make sure that you are given the right question paper. Please do not write anything on the question paper except your roll number.
9. You are not permitted to pass the question paper to other students. You are also not allowed to borrow calculators, or any other materials from other students
10. Students are instructed to cross the blank sheets before handing over the answer sheet to the invigilator.
11. No sheet should be left blank. Any written material after a blank sheet will not be evaluated/ checked.
12. Ensure that you use the washroom before arriving for your exam as you will not be permitted to leave during the first half time.
13. You are required to answer questions using blue or black ink only. Make sure you bring some spare pens with you.
14. Place your Student ID card on your desk next to your admit card.
15. Listen carefully to instructions. Students are required to comply with the instructions of invigilators at all times.
16. Leave the examination hall quickly and quietly. Remember to take all your belongings with you.

17. The answer book will be of 32 pages. Count the number of pages before filling the detail on answer sheet.
18. No supplementary answer book/ continuation sheet will be provided.
19. **UMC Cases:** The following will be considered as UMC Cases
 - a. Writings on the desk relevant to the examinations.
 - b. Objectionable writings in the answer book
 - c. Possession of any incriminating materials inside the examination hall (Whether used or not).
 - d. Possession of answer book of another candidate
 - e. Written or printed materials, bits, writings on scale, calculator, Handkerchief, Admit Card, handbooks, Dress or any part of the body
 - f. Copying from neighbor.
 - g. Giving answer book to another candidate/taking answer book from another candidate.
 - h. Exchange of question papers and other materials with some answers.
 - i. Misbehavior in the examination hall (Disobedience, unruly conduct in the examination hall, threatening the Hall Superintendent/Chief Superintendent and other examination officials),
 - j. Possession of mobile phone or any other electronic gadget etc.
 - k. Appeal to the examiner for giving passing marks.
 - l. Impersonation