

INSTRUCTIONS TO THE CANDIDATES

1. Candidates shall be in attendance outside the examination hall at least 15 minutes before the commencement of each paper, but shall not enter the halls until they are required to do so by the Supervisor.
2. On admission to the hall a candidate shall occupy the seat allotted to him/ her, and shall not change it except on the specific instructions of the Supervisor.
3. No candidate shall be admitted to the examination hall for any reason whatsoever after the expiry of half an hour from the commencement of the examination. Nor shall a candidate be allowed to leave the hall until half an hour has lapsed from the commencement of the examinations or during the last 15 minutes of the paper.
4. A candidate shall have his/ her **Student Identity Card** and the **Admission Card** him/her in the examination hall on every occasion. If he fails to bring his **Student Identity Card** and the **Admission Card**, he/she shall sign a Declaration in respect of the paper for which he had not produced **Student Identity Card** and the **Admission Card** and produce it on the next occasion when he/she appears for the examination.
5. No candidate shall have in his/ her person or in his/her clothes, or on the admission card; time table any notes signs or formulae etc., books, notes, parcels, handbags etc. which a candidate has brought with him/her should be kept at a place indicated by the Supervisor.
6. No candidate shall copy or attempt to copy from any book or paper or notes or similar material or from the scripts of another candidate.
7. Candidate shall bring his/her own pen, mathematical instruments, erasers, pencils or any other approved equipment or stationery which they have been instructed to bring.
8. Examination stationery (i.e. Writing paper, graph paper, drawing paper) will be supplied as and when necessary. No sheet of paper or answer supplied to a candidate may be torn, crumpled, folded. All materials supplied whether used or unused shall be left behind on the desk and not removed from the examination hall.
9. All calculation and rough work shall be done only on paper supplied at the examination hall. Such work should not be done on admission cards, question papers, or any other paper.
10. Any answer or part of an answer which is not to be considered for the purpose of assessment shall be neatly crossed out.
11. No candidate shall impersonate a candidate at the examination nor shall, any candidate allow himself/herself to be so impersonated by another person.
12. Every candidate who registers for an examination shall be deemed to have sat the examination unless he/she withdraws from the examination within the specified period - or submits a medical certificate (M.C.) prior to the commencement of the examination. The M.C. shall be from the University Medical Officer (U.M.O.). If this not possible the M.C. should be obtained from a Government medical practitioner and submitted to the U.M.O. at the earliest possible time.
13. When a candidate is unable to present him/her for any paper/section of an examination, he/she shall notify or cause to be notified immediately to the Assistant Registrar or Dean of the respective Faculty. This should be confirmed in writing with supporting documents within 48 hours by registered post.
14. A student who withdraws or absents himself/herself from the examination shall not be eligible for classes at the next examination unless the Senate decides otherwise.
15. No student shall sit an examination if he/she has exhausted the number of attempts he/she is allowed to sit that particular examination, unless he/she has been granted special permission to do so by the Senate.

Deputy Registrar/Examination Registrar,
Faculty of Management Studies and Commerce.