

1. College ID Card and Hall ticket are mandatory for appearing in the examination. Halltickets will not be issued to debarred students.
2. The seating arrangement will be displayed on the Students notice board. Students should occupy their seats as per Exam Seat Number allotted to them.
3. The signature of the students in the signature sheet is compulsory.
4. Hall Tickets are to be printed & signed by the students from the student portal.
5. Students have to be seated 15 mins prior to the start of the examinations so as not to miss out on the supervisor instructions.
6. Warning Bell would be rung twice, first 10 mins prior to the start and second in the last 10 minutes of the exam.
7. Extra time or additional time will not be given for late comers.
8. Students who report to examination (30 minutes) post the beginning of the examination will not be permitted to appear for the said paper.
9. Use of mobile phones, smart watches and any other electronic gadgets will NOT be permitted in the examination hall. Students should not bring any copying material in the examination hall.
10. Smart watches or mobile phones if confiscated in the examination hall will be handed over to the Unfair-means Enquiry Committee.
11. It is mandatory for the Students to be present in the examination hall for atleast half an hour prior to the commencement of examinations.
12. Strict disciplinary action will be initiated against those students who attempt to engage in unfair means during the exams including debarring for a period of three years from appearing forth coming exams.
13. Students are advised to strictly follow all the instructions given by the hall supervisor.
14. Students are advised to abstain from talking to other students during exams.
15. Students are advised NOT to bring writing pads.
16. Students should carry ruler/scale and necessary stationary required for the said examination.



Ms.Elizabeth Leah George
Controller of Examinations



Prof.Dr.Moushumi Datta
Principal