



G.VENKATASWAMY NAIDU COLLEGE (AUTONOMOUS), KOVILPATTI.
Reaccredited with 'A' Grade by NAAC
(Affiliated to Manonmaniam Sundaranar University, Tirunelveli)

Examination Instructions for Students (2023-2024)

November 2023 - End Semester Examinations (Even Semester) practical and theory examinations will be held in a centralized scheme at Aided Campus as per the Time Table. (However, the Online Comprehension Test for PG students and General Studies for UG final year students will be held at the Self Finance campus in the Centralized Computer Lab).

Before the Exam

- Check the Exam timetable carefully. Make sure you know the time and locations of your exams.
- Please check your Hall Number/Seating Place by checking the Notice Board present behind the Principal Room.
- Bring your Student ID & Hall Ticket. You will not be allowed into the exam hall without ID Card & Hall Ticket.
- Do not bring any unauthorised material (e.g. written notes, notes in dictionaries, paper, and sticky tape eraser). These will be checked and confiscated.
- Ensure that you use the washroom before arriving for your exam as you will not be permitted to leave during the first 30 mts and in the last 15 mts.
- You are required to answer questions using blue or black ink. Make sure you bring some spare pens with you.
- Arrive at least 30 minutes before the exam is due to start.
- Late entry permitted only till the first 30 minutes. Students are expected to be seated in the examination hall by **09:30am/01:30pm**.

In the Exam Hall

- Pencil cases/pouches: Students are NOT permitted to have these on their desks. Pens/pencils must be removed and placed on the desk and all cases must be left at the front/side of the room with other belongings.
- **Mobile Phones, Smart watches (Any make) and Programmable devices are not permitted inside the examination Hall.**
- Remember that talking is not allowed at any time in the exam hall.
- Place your Student ID card on your desk next to your Hall Ticket.
- Listen carefully to instructions. Students are required to comply with the instructions of invigilators at all times.
- You are not permitted to share log book, calculators or any other materials during the examination.



Controller of Examinations


Principal

- The question papers will be distributed at the strike of the second bell. 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 register number.
- 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.
- You are allowed to leave the exam rooms only in the last thirty minutes.
- If you have a question raise your hand and a teacher will come to you. Teachers will not give hints or answers, so do not ask for them.
- Keep your eyes on your own paper. Remember, copying is Malpractice.
- Stop writing immediately when the teacher says it is the end of the exam.
- Leave the exam hall quickly and quietly. Remember to take all your belongings with you.
- Students are advised to leave the examination premises as soon as the examination is over. Thronging in the verandah causes inconvenience.
- **Remember! Malpractice is not allowed and the following punishments will be given.**

Issue	Action
a) Possession of notes, books, bits or any incriminating material but not attempted to copy.	The Particular examination paper will be cancelled.
b) Attempting to copy from the material in possession and accepting the malpractice.	The Particular paper and the subsequent papers will be cancelled.
c) If a candidate repeats the malpractice.	The punishments will be decided by Examinations Committee.
d) Possession of Electronic gadgets for communication etc.,	

In addition to the foregoing penalties, students will be suspended from the College for 5 to 10 days, depending on the decision by the Examination Committee.


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