

# G.VENKATASWAMY NAIDU COLLEGE (AUTONOMOUS) KOVILPATTI-2.



(Affiliated to Manonmaniam Sundaranar University, Tirunelveli)

Re -Accredited by NAAC with 'A' Grade

**O/o THE CONTROLLER OF EXAMINATIONS**

**CIRCULAR**

**Date: 16.04.2026**

## **EXAMINATION INSTRUCTIONS FOR STUDENTS – (2025-2026 EVEN SEMESTER)**

The End Semester Examinations are an important part of the academic process and require strict adherence to rules and discipline. To ensure the smooth and fair conduct of the examinations, all students are expected to be familiar with the examination procedures and guidelines. The following instructions are issued to help candidates understand their responsibilities and to avoid any inconvenience or violation during the examinations. Students are therefore advised to read the instructions carefully and comply with them in letter and spirit.

The **April 2026 End Semester Theory Examinations** will be conducted under a centralized scheme at the **Aided Campus** as per the published Time Table.

**(Note: The Online Exams for UG and PG students will be conducted at the Self-Finance Campus in the Centralized Computer Lab.)**

### **BEFORE THE EXAMINATION**

- Check the Examination Time Table carefully and ensure that you know the date, time, and venue of each examination.
- Hall Numbers and Seating Arrangements can be viewed online through the Student Web Portal.
- Students may log in to the portal using the following credentials:

Website: <http://gvn.campesportal.com/Account/Login>

Username: Register Number

Password: Date of Birth (in DD/MM/YYYY format)

- You may alternatively view your seating arrangements in the bar code readers kept behind the Principal's Room (Aided Campus) and CoE office.
- You are advised to check your details well in advance to avoid last-minute inconvenience.

**Bring your Student ID Card and Hall Ticket for each examination. Entry will not be permitted without both.**

**Do not carry any unauthorized items such as mobile phones, smart watches, written or printed notes, scribbled papers, or electronic devices. Such materials will be confiscated and disciplinary action will be taken.**

*B. L. Davis*

**Controller of Examinations  
G. Venkataswamy Naidu College,  
(Autonomous)  
Kovilpatti - 628 502.**

*Principals*  
**PRINCIPAL**

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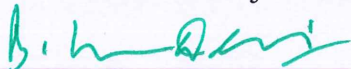
## O/o THE CONTROLLER OF EXAMINATIONS

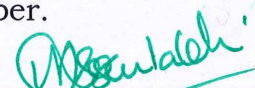
- Ensure that you use the washroom before entering the examination hall. You will not be allowed to leave the examination hall under any circumstance during the exam hours.
- Use blue or black ink only. Carry extra pens, pencils, ruler and other essential stationery. Don't borrow them from others
- **Arrive at least 30 minutes before the commencement of the examination. Students are expected to be present in the Exam hall by 9.30 a.m.(F.N.) / 1.30 p.m.(A.N.)**
- **Late entry will be permitted only up to 30 minutes after the start of the examination. Late comers will be denied entry into the Exam hall after 10:30 a.m. for the forenoon session and 2:30 p.m. for the afternoon session.**
- Students are not permitted to carry pencil cases, pouches etc. into the Exam hall. They must be left in the front side of the room or outside the hall.
- Ensure that no written material is accidentally carried into the Exam hall.
- Report any error in the Hall Ticket or course code immediately to the Office of the Controller of Examinations well before the day of the exam.

### IN THE EXAMINATION HALL

**Mobile phones, smart watches, and programmable calculators or devices are strictly prohibited inside the examination hall.**

- Maintain silence and discipline at all times. Talking, whispering, or any form of communication is strictly forbidden.
- Place your Student ID Card and Hall Ticket visibly on your desk for verification.
- Follow all instructions given by the Invigilators without argument or delay.
- Sharing of logbooks, calculators, rulers, or any materials is strictly prohibited.
- Question papers will be distributed at the stroke of the second bell. The invigilator will announce the course code and title. The respective students must stand up and collect their question papers.
- Ensure that you have received the correct question paper.

  
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PRINCIPAL In-charge  
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- Do not write anything on the question paper except your Register Number.
- Answer booklets will be distributed 10 minutes prior to the start of the examination. Check the booklet for missing or damaged pages and report any defect immediately.
- Read the instructions on the front page of your answer sheet carefully and fill in all details accurately in capital letters.
- Write your Register Number clearly on every additional sheet.
- Use legible handwriting. Answers that are illegible or unclear may not be valued.
- Write on both sides of the paper and use margins for numbering and invigilator initials.
- Rough work should be done neatly on the last page of the answer booklet and must be crossed out before submission.
- Students are permitted to leave the hall only during the last 30 minutes of the examination.
- If you need assistance, raise your hand quietly and wait for the invigilator. Invigilators are not permitted to offer hints or explanations of questions. Hence don't ask them.
- Do not tear, remove, or exchange any part of the answer booklet. Such acts will be treated as malpractice.
- When the invigilator announces "Stop Writing," you must immediately stop and close your booklet.
- Ensure your Register Number and total number of pages used are entered before submission.
- Remain seated until the answer booklets are collected.
- Leave the examination hall quietly and promptly without disturbing others.
- Avoid crowding in corridors or verandas after the examination.
- Students must not discuss the question paper loudly or create disturbances within the premises.

*D. Venkataswamy Naidu*

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**Malpractice in any form is strictly prohibited. Some common types of malpractice and their punishments are given below for reference.**

Malpractice and Penalties Nature of Malpractice	Nature of Punishment	Level of punishment
Making an appeal or writing irrelevant matter in the answer script	Warning may be issued. If repeated, the concerned examination will be cancelled.	Level I
Possession of mobile phone, study material, or incriminating documents in any form.	The concerned examination will be cancelled.	Level II
Aiding, passing, referring, copying from mobile phone/study materials	The concerned and all subsequent examinations (including arrear/supplementary) will be cancelled. The student may appear only in the next semester.	Level III
Insubordinate behavior or threatening the invigilator	The concerned examination and all the examinations written in that semester will be cancelled, and student will be debarred from appearing for the next semester.	Level IV
Inserting previously written answers into the answer booklet	The concerned examination and all examinations written in that semester will be cancelled, and the student will be debarred from appearing for the next two semesters.	Level V
Impersonation	The concerned examination and all examinations written in that semester will be cancelled. The student will be expelled from the College, and the case may be referred to the Police for further action.	Level VI

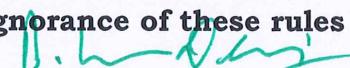
All cases of malpractice will be placed before the Examination Committee for detailed enquiry. The decision of the Committee shall be final.

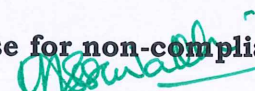
In the event of a second offence, the Disciplinary Action Committee will impose an enhanced punishment.

The above regulations serve only as guidelines; the Committee may deal with any other case not listed above based on the seriousness of the act.

**A penalty of ₹1000/- will be levied from each candidate found guilty of malpractice to cover the cost of enquiry proceedings.**

**Ignorance of these rules will not be accepted as an excuse for non-compliance.**

  
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