

General Instructions to the Students appearing for the University End Semester Exam

1. **You have received the examination Time Table from the University.**
2. The timetables and this general instruction (guidelines) to the students are **uploaded on our DBIT website**. Check the respective time table and ensure that you are ready for the examination well in advance.
3. Instructions for the Hall ticket have been posted to you in the WhatsApp group. **Get the college seal** on it from the exam cell (2nd floor of building A) on the first day of the examination. Carry a passport sized photograph (if in case required).
4. Regarding filling up the first page of the answer booklet, a meeting is scheduled. You can ask your queries in the meeting and get your doubt clarified.
5. Always report early for the examination. Try to reach college at least an hour and a half prior to the scheduled examination.
6. You are required **to be seated in the exam hall 20 minutes before the start of the examination** (half an hour before on day one).
7. **Wearing the college Identity card at all times inside DBIT campus is compulsory.**
8. **Carry your examination hall ticket for all the examinations.**
9. The exam shall be conducted in the classrooms on the ground floor, first floor, second floor of the **A wing &** and first floor, second floor, third floor of the **B wing**. Check carefully the seating arrangement displayed on the notice board.
10. You are **allowed to carry only the writing and drawing materials** to the exam Hall. You are not allowed to carry your mobile phones, smart watch, wallet, currency, calculator cover, pencil pouch of any type, any kind of written material or any kind of papers such as bus or train tickets etc. **All such items are strictly forbidden.**
11. After the commencement of the examination if you are found with any of the forbidden things then your answer sheet will be sent to the University labelled as **“Unfair Means”**.
12. **Writing pads are not allowed.**
13. Enter your respective exam hall only after the block supervisor has entered. **Do not carry bags inside the exam hall**. Remove the required materials and keep the bag outside the hall.
14. Be seated in a straight line (one behind the other). **Follow the instructions given by the block supervisor**, at all times, during the examination.
15. Before the beginning of the examination, **check the desk and benches** you are seated on. If you find any material or **paper lying around then report** to the block supervisor. Also check whether anything is written on the desk and benches. Report to avoid trouble later.
16. **Do not leave your seat** unless the block supervisor asks you to. If in case you have any queries, ask the block supervisor only.
17. **Use of only black ink (pen) is compulsory.**
18. **Mention Question numbers as in the question paper** say Q1 (a) or Q1 (i) and so on....

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19. You have received your **Seat Number and the PRN (number) from the University**. You have to enter these numbers on the first page of the answer booklet. **Follow the instructions given by the block supervisor in this regard.**
20. Enter the seat number **from the first block** on the left, and **do not put a mark on any empty block**. Remaining blocks on the right should be kept blank as the OMR sheet is scanned.
21. **Enter correct and complete details only on the first page of the answer sheet provided.**
22. **Do not disclose your identity** anywhere else inside the answer sheet.
23. **Responsibly fill** the information in the answer sheet **(with no errors)**. **Recheck.**
24. **Do not tamper with the barcode on the answer sheet.**
25. You are required to sign on the answer booklet and the attendance sheet provided by the supervisor. **Signing on the attendance sheet and answer booklet is very important.** A few signatures are required. Keep the sign count during the first paper for later use.
26. Carefully follow the instructions given in the question paper. Check for the duration of the paper. **The instructions and the duration may vary from subject to subject.**
27. **Do not write anything on the question paper.** Also, avoid putting tick marks on it.
28. Please write the answers legibly. Draw neat and properly labelled diagrams. Answer booklets are scanned by the University for corrections.
29. There should be **NO communication** between you and any other student in the exam hall. If found, strict action may be taken by the vigilance squad.
30. If needed you can **raise your hand** and convey the requirement to the block supervisor. If you require any charts or papers or tables, please convey to the block supervisor well in advance to avoid delay later.
31. The vigilance squad of the college and/ or the University can enter the examination hall at any given point of time. They will check around the desk and benches and might ask you a few questions. Cooperate with them accordingly.
32. You are **not allowed to leave** the exam hall in the first hour and in the final 15 minutes.
33. **Ten minutes before the end** of the examination, a warning bell will be sounded.
34. **Cancel off all blank pages** (very important) and then continue writing. Supplements may not be provided to you.
35. **You are required to stop writing at the stroke of the final bell.** Keep the answer sheet ready so that there is no delay in collecting them. Do not talk and be seated till the last paper of the block is collected by the block supervisor.
36. For any queries regarding the examination, you can approach the exam cell or your department HoD or your class teacher or the subject teacher well in advance.


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