

Office of the Controller of Examinations

Guidelines for Students for the End Semester Examination

- i. Students should bring the hall ticket to attend End Semester Examination.
- ii. Students should wear college ID card with clear visibility.
- iii. Students should produce the hall ticket on demand for inspection by the invigilator/ members of Examination Invigilation Squad/ CoE or any other officer authorized by the Principal.
- iv. Students should enter the examination hall at least fifteen minutes before the time prescribed for the commencement of the examination.
- v. Candidates who are undoubtedly suffering from infectious diseases of any kind will be admitted for the examination as special case.
- vi. Under no circumstances, additional answer sheets will be provided and the students have to limit their answers within the answer booklets supplied to them.
- vii. In case a student disobeys the instructions given by the CoE or any other officials appointed by the college or behaves insolently towards the CoE/invigilator/officials of the examination Cell, he/she will not be allowed to write the examination and the matter will be reported to the Principal through CoE.
- viii. Obstruction of the smooth conduct of the examination by laying siege in front of the control room, examination venues, intimidating other candidates, tampering with the records of the examination or any such activity leading to the disruption of the examination will be seriously dealt with. Principal has the right to take legal actions against them and the students who indulge in such activities are liable to be suspended/expelled from the institution.
- ix. Students are permitted to carry the following items to the Examination Hall.
 - a. Hall ticket.
 - b. College ID card for Regular students or any valid government ID card for course completed students.
 - c. Drawing equipment and accessories for writing (only transparent pouches are permitted).
 - d. Non-programmable calculator, if permitted for the particular examination.
 - e. Other materials like IS codes/Data books/Tables/Hand Book etc. if permitted.
- x. Students presenting themselves more than 30 minutes after the commencement of examination will not be admitted to the examination Hall.
- xi. Students should read and follow the instructions given in the hall ticket and answer book carefully.
- xii. Students are prohibited from writing upon their hall tickets/ question papers. They are also prohibited from revealing identity in any form in the answer book and appealing for favorable consideration or mercy or men on statements offering money to evaluators on any part of the answer book.
- xiii. No electronic gadgets, including mobile phones, tablets, iPads, electronic watches, programmable calculator, headset, earphones etc. are allowed in the examination hall.
- xiv. Students are prohibited from bringing to the examination hall, any book or parts of the book, printed or manuscript and from communicating with any other candidates or any person outside the examination hall. The candidates should bring their own IS codes/ Data Book /Tables /Hand Book permitted, which is necessary for any

particular examination and should not have any written material or additional sheets or scribbling in them.

- xv. No student will be allowed to leave the examination hall within one hour of commencing the examination and no candidate(s) will be allowed to return once he/she leaves the examination hall.
- xvi. Students should refrain from writing on any part of the body.
- xvii. Student should return the question paper to the invigilator if he/she leaves the hall before the last half an hour of the stipulated period of examination.
- xviii. Resorting to malpractice will invite punitive measures as per rules.
- xix. Students should hand over the answer book to the invigilator on completion of the examination and should not leave the examination hall, leaving the answer book in their seats.
- xx. Students are strictly instructed not to use correction pens (whiteners), gel pens, or sketch pens in the answer booklet, as these may adversely affect the scanning process required for digital valuation.**
- xxi. Students are strictly instructed not to write anything outside the cutting line marked on the answer booklet.**
- xxii. The facing sheet of the answer booklet will appear as shown. Students are advised to fill in all the required fields carefully and accurately.

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| QUESTION PAPER CODE |  Muthoot Institute of Technology and Science <i>Kochi (Autonomous)</i> <small>[AN AUTONOMOUS COLLEGE AFFILIATED TO APJ ABDUL KALAM TECHNOLOGICAL UNIVERSITY, THIRUVANANTHAPURAM]</small> | | PASTE THE QR CODE HERE |
| To be filled | | | ALPHANUMERIC CODE |
| DATE OF EXAMINATION | | | To be filled |
| To be filled | <p style="text-align: center;">INSTRUCTIONS TO CANDIDATES</p> <ul style="list-style-type: none"> Do not write your NAME or REGISTER NUMBER anywhere in the answer booklet. The facing sheet of the answer booklet should be filled completely. Paste the QR code in the space provided on the facing sheet of the answer booklet. Affix your signature on the space provided in the attendance sheet. Do not tamper with or write anything on the QR code as it will mutilate the QR code. Any attempt to damage the QR code will result in debarment from the examination and withholding of results. Please confine the answers within the space provided in the answer booklet. No additional sheet will be provided. <p style="text-align: center;">DO NOT WRITE ON THE REVERSE SIDE OF THIS SHEET</p> | | |
| NAME OF EXAMINATION | | SEMESTER | MONTH & YEAR |
| To be filled | | To be filled | To be filled |
| COURSE CODE | | COURSE NAME | |
| To be filled | | To be filled | |
| PROGRAMME | | BRANCH | |
| To be filled | | To be filled | |
| THE INVIGILATOR SHOULD VERIFY ALL ENTRIES IN THE FACING SHEET | | | |
| PASTE THE QR CODE HERE | | SIGNATURE OF INVIGILATOR | |
| | | NAME OF INVIGILATOR | |
| | | DATE | |
| PACKET CODE (Office Use Only) | | PACKET SERIAL NO. (Office Use Only) | |
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