



# S-VYASA

(Swami Vivekananda Yoga Anusandhana Samsthana)

Deemed to be University u/s 3 of UGC Act, 1956

## OFFICE OF THE CONTROLLER OF EXAMINATIONS

### Instructions for Students – Semester End Examinations

#### General Guidelines:

##### 1. Reporting Time:

Students must report to the examination hall **at least 15 minutes before** the commencement of the exam.

##### 2. Identity Verification:

Carry your **University Identity Card** and **Hall Ticket** without fail. Entry to the examination hall is not permitted without these documents.

##### 3. Eligibility:

Confirm your **course-wise eligibility** as mentioned in your Hall Ticket. Students marked “Not Eligible” for any course will not be permitted to write that exam.

##### 4. Seating Arrangement:

- Follow the **seating layout** as displayed on the display unit in the examination hall.
- Be seated at your **designated seat** based on your USN.
- Occupying any seat other than the assigned one will be treated as a **breach of exam conduct**.

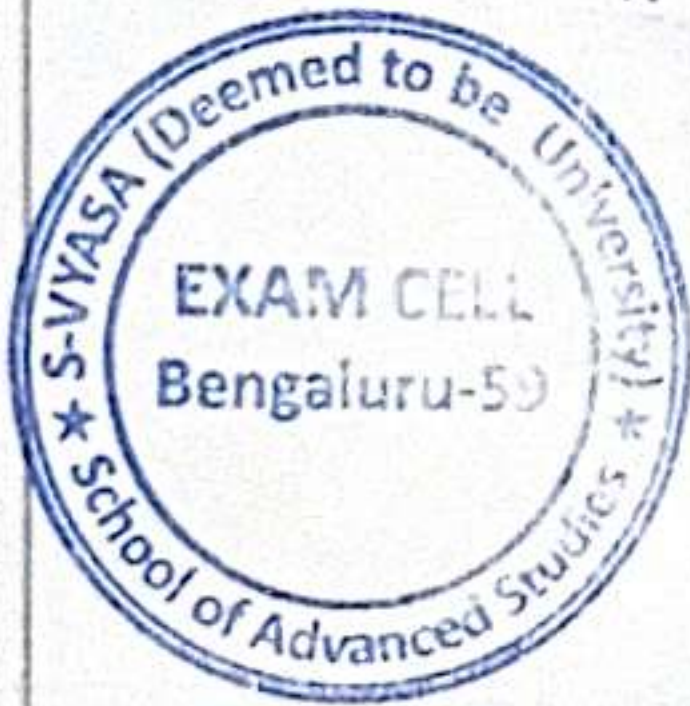
##### 5. Prohibited Items:

- Keep all **bags, books, notes, watches, mobile phones, and electronic devices outside** the examination hall.
- The **Exam Cell is not responsible** for any valuables kept outside.

#### Entry and Exit:

##### 6. Delayed Entry Protocol (First 5 Minutes Only):

Students will not be permitted to enter into exam hall until 5 minutes from the commencement of the examinations. Need to wait outside the respective exam hall for the first 5 minutes after the commencement of examinations, since invigilator will be distributing the question paper. Once done, students reported late, up to 5 minutes from the commencement of examination, will be permitted to enter the respective exam hall.



**7. Late Entry:**

Students arriving **more than 30 minutes after the commencement of the examination** will not be permitted to enter the examination hall under any circumstances.

**8. Early Exit:**

Students are not allowed to leave the exam hall within the first hour of the examination duration.

**9. Toilet and Water Breaks:**

**No toilet or water breaks** are permitted during the exam.

**Answer Book and Writing Instructions:**

**9. Answer Book Handling:**

- Fill in all required details on the **front page** of the answer booklet correctly.
- Use **blue or black ballpoint/Gel pens, avoid ink pens.**
- **Do not overwrite** or leave **identifying marks in the booklet.**
- Indicate the **total number of pages used** on the first page and **strike off all unused pages.**
- Additional booklets or loose sheets **will not be issued.**
- Use both sides of the pages efficiently.
- Barcode pasting to be ensured.
- No tampering of Barcode pasted.

**10. USN Protocol:**

- Write your **USN only in the space provided** on the front page of the answer booklet and **on the top right corner of the question paper.**
- Do not write your name or USN anywhere else. Violation will be treated as **malpractice.**

**11. Use of Calculators:**

Only **non-programmable calculators** are permitted for specific courses where allowed. (FX-5800P, fx-9860GIII, Casio fx-CG Series, FX-501P, FX-602P, Algebra FX series are not allowed)

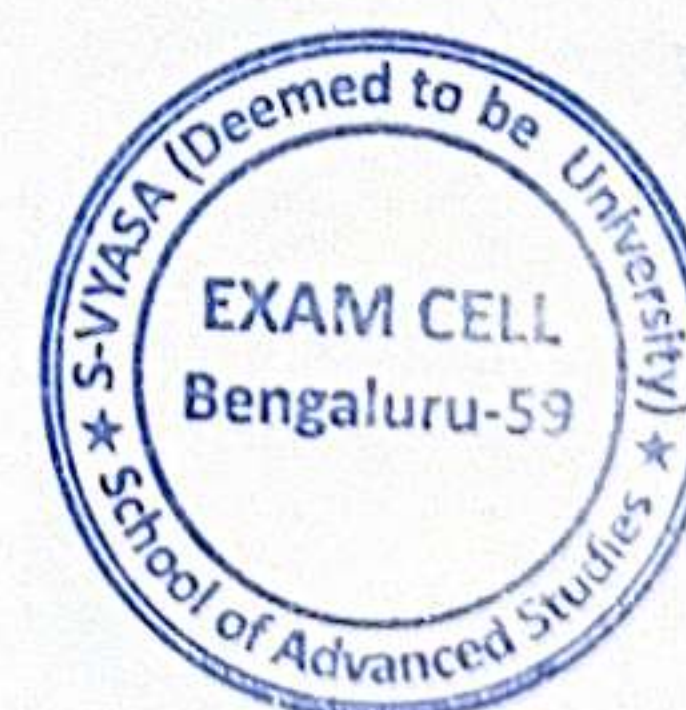
**12. Use of Charts/Tables:**

**Do not write anything on statistical tables/charts** provided by the invigilator. They must be returned intact.

**Examination Conduct:**

**13. Attendance Sheet:**

Students must:



- Sign the attendance sheet during the exam.
- Enter the serial number of the answer booklet in the space provided.

**14. During the Examination:**

- Follow all instructions given by the invigilator.
- Do not talk, exchange materials, or make signals.
- Refrain from any behaviour that could disturb other students.
- Remain seated until your answer script is collected by the invigilator.

**15. Unfair Means / Malpractice:**

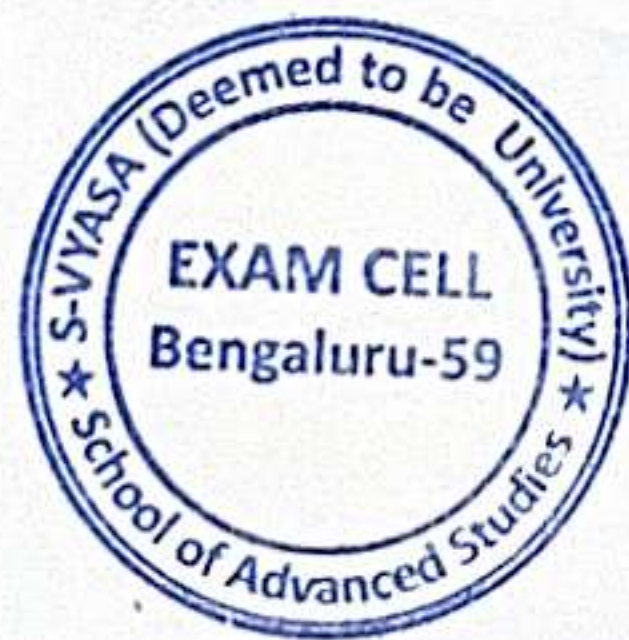
- Any student found in possession of **bit papers, mobile phones, smart watches, or unauthorized materials** inside the hall will be booked under **malpractice**.
- In case of being reported, remain calm and provide a **written explanation** as required.
- Do not argue or engage in disrespectful behaviour with exam staff.


**Self-Check Before Entering the Hall:**

- Ensure your **pockets are empty** of any paper or material.
- Check your **desk and surrounding area** for any unauthorized items and report them immediately if found.
- **Reconfirm you are not carrying any mobile phone, smartwatch, or electronic gadget.**

**Note:**

- **Non-cooperation, disobedience, or defiance** during the examination will be taken seriously and may result in **disciplinary action**.
- Students are expected to maintain **decorum, integrity, and discipline** throughout the examination process.



  
**Controller of Examination**