



बिरला प्रौद्योगिकी संस्थान BIRLA INSTITUTE OF TECHNOLOGY

(वि० अनु० आ० अधिनियम १९५६ की धारा ३ के तहत मानित विश्वविद्यालय || A Deemed to be University u/s 3 of UGC Act, 1956)
मेसरा, रांची ८३५२१५ (भारत) || MESRA, RANCHI 835 215 (INDIA)

EXAMINATION DEPARTMENT | परीक्षा विभाग

Ref. No: 88/ 2024-25 (EO-Section-I)

Dated: September 12, 2024

INSTRUCTIONS TO EXAMINEES

DOs	DON'Ts
<ol style="list-style-type: none">1. Report to the Examination Hall 15 minutes before the commencement of the examination.2. Carry your Identity Card and Hall ticket with you.3. Occupy the seat where your roll number is marked.4. Carry your own stationery and calculator.5. Check the answer booklet before use. Return damaged/torn answer booklets.6. Read the instructions on your answer booklet carefully.7. Write your roll number only at the designated place in the answer booklet.8. Verify whether you have received the correct and complete question paper.9. Write answers with a blue/black pen.10. The medium of examination is English. Answer booklet written in any other language is liable to be rejected.11. Use both sides of the answer booklet.12. Securely attach graph paper, drawing sheet, etc., after folding it to the size of the answer booklet.13. Submit the answer booklet immediately upon completion of examination time.14. Collect all personal belongings, identity card, and Registration cum Admit card before exiting the Examination Hall.	<ol style="list-style-type: none">1. Be late.2. Carry any electronic gadgets/chits/reading or written material inside the Examination Hall.3. Carry bag, laptop, tablets, money and valuable items to the examination hall. For Loss/theft of costly items from the bags kept outside the examination room, the institute shall not be held responsible.4. Write any notes/rough work on the question paper.5. Write/ make extraneous (irrelevant/ unrelated) notes/remarks. Write/make an appeal for marks, etc.6. Exchange stationery or calculator.7. Talk/communicate with other examinees.8. Tear/carry any page from the answer booklet, including graphs, papers/drawing sheets etc.9. Leave the seat without permission.10. Tear/damage the roll numbers marked on the desk.11. Misbehave/argue with invigilators and other staff members.12. Forget your identity card and Admit card

Before the Examination:

1. Read and follow the general instructions available on the Institute website.
2. Read the Examination schedule and seating plan available on the Institute website and Examination Department notice boards in advance.
3. Refer to the Institute website, notice boards, and emails to be aware of any change of seating/schedule/timing of examinations.
4. Appearing for an Examination without an identity card and Admit card is prohibited. First-time offenders may be allowed to appear in the examination only after written permission from the Examination Department.

Note:

1. Candidates shall not be allowed to enter the Examination Hall 20 minutes after the commencement of the Examination.
2. Use of supplementary answer booklets is not allowed.
3. Temporary absence:
 - Not allowed during Mid-Semester Examination.
 - Not allowed during first two hours and last 10 minutes of End-Semester Examination.
4. Materials/gadgets seized from the Examination Hall shall be returned only at the last day of the Examination.
5. Faculty members invigilating the exams are there to help you and to make sure that you take your exams in peaceful conducive environment. Please cooperate with them, follow their instructions, and never get involved in any sort of arguments with them. Invigilators are fully empowered to take immediate actions as the situations demand.
6. **The following acts are considered as “Unfair Means” and shall invite strict penalty:**
 - Carrying mobile phones or any other electronic gadgets (except normal scientific calculator) inside the Examination Hall.
 - Carrying chits/any other written material inside Examination Hall.
 - Use of defective answer booklets not authenticated by invigilator.
 - Talking to other examinees.
 - Referring/possessing written material on desk, wall, calculator, Instrument box or some part (s) of the human body.
 - Exchanging stationery/calculator with other examinees.
 - Writing on the question paper.
 - Writing irrelevant/ unrelated notes/remarks/making appeal for marks/appeal for sympathy.
 - Tearing / carrying sheets from the provided answer booklet.
 - Unauthorized and / or long absence from the Examination Hall.
 - Non submission of answer booklet and Graph papers, drawing sheets etc. after the examination.



Controller of Examinations