



# 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, राँची ८३५२१५ (भारत) || MESRA, RANCHI 835 215 (INDIA)

EXAMINATION DEPARTMENT | परीक्षा विभाग

## INSTRUCTIONS TO EXAMINEES

DOs	DON'Ts
1. Report to the Examination Hall 15 minutes before the commencement of the examination.	1. Be late.
2. Carry your Identity Card and Registration cum Admit card with you.	2. Carry any electronic gadgets/chits/reading or written material inside the Examination Hall.
3. Occupy the seat where your roll number is marked.	3. Make/Write any noting/rough work on the question paper.
4. Carry your own stationery and calculator.	4. Make/write religious symbols/prayers on the answer booklet/graph papers/drawing sheets.
5. Check the answer booklet before use. Return damaged/torn answer booklets.	5. Write / make extraneous (irrelevant/unrelated) notes/remarks. Write / make appeal for marks etc.
6. Read the instructions on your answer booklet carefully.	6. Exchange stationery or calculator.
7. Write your roll number only at the designated place in the answer booklet.	7. Talk/communicate with other examinees.
8. Verify whether you have received the correct and complete question paper.	8. Tear / carry any page from the answer booklet including graphs papers/drawing sheets etc.
9. Write answers with a blue/black pen.	9. Leave seat without permission.
10. Medium of examination is English. Answer booklet written in any other language is liable to be rejected.	10. Tear/damage the roll numbers marked on the desk.
11. Use both sides of answer booklet.	11. Misbehave/argue with invigilators and other staff members.
12. Securely attach graph paper, drawing sheet etc. after folding it to the size of the answer booklet.	12. Forget your identity card and Registration cum Admit card
13. Submit 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.	

### **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. Remain in touch with the Institute website, notice boards, emails to be aware in case of any change of seating/schedule/timing of examinations.
4. Appearing for Examination without identity card and Registration cum Admit card is not allowed. 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 after 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 calculator) inside the Examination Hall.  
*(Bringing cell phones in the examination rooms is absolutely prohibited. In the past several students' papers were cancelled for violating this policy. Therefore, never carry your cell phone in exams)*
  - Carrying chits/any other written material inside Examination Hall.
  - Use of defective answer booklets not authenticated by invigilator.
  - Talking to other examinees.
  - Exchanging stationery/calculator with other examinees.
  - Writing on the question paper.
  - Writing irrelevant/ unrelated notes/remarks/making appeal for marks/appeal for sympathy.
  - Writing/making religious symbols or words of any kind on the answer booklets and /or graphs papers, drawing sheets etc.
  - 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**