

Instructions to the Candidate

- Admission to the Examination is provisional.
- The Hall Ticket is issued to the candidate satisfying the Attendance percentage and other requirements as per Rules, Regulations and Instructions issued by the Principal/COE from time to time. Later, if it is found that the candidate fails to comply with the above requirements, the examinations written by the candidate will be treated as cancelled.
- A seats will be allotted to all the candidates with the register number marked. Candidate shall occupy the allotted seat at least 10 minutes before the time of commencement of the examination.
- Normally the candidate shall not be permitted to enter the hall after the commencement of the examination, the candidates will be permitted during the first thirty minutes of the commencement the examination after obtaining the written permission from the Principal / CoE under extraordinary conditions.
- Candidate shall be allowed to leave the examination hall after the 45 minutes from the commencement of examination. The candidate who leaves the examination hall during the period allotted for a paper will not be allowed to re-enter the hall within that period.
- Candidate who is suffering from infectious diseases if any kind shall not be admitted to the examination hall.
- Strict silence should be maintained in the examination hall.
- Candidate is required to bring his / her own pens, pencils and erasers. Candidate should use only blue or black ink while answering his / her papers.
- Before proceeding to answer the paper, the candidate should write his / her register number, semester, course code & Title and date of the examination at the appropriate space provided in the first page of the answer booklet and nowhere else in the answer booklet or in any additional attachment like drawing sheet, smith chart etc.

- If a candidate writes his / her register number on any part of the answer booklet other than the one provided for or puts any special mark or writes anything which may disclose, in any way, the identity of the candidate / College, he/she will render himself/herself liable for disciplinary action.
- Writing of wrong register number in the answer book will entail rejection of the answer booklet.
- Candidate is not allowed to exceed the prescribed time assigned to each paper.
- Candidate shall not talk/ask questions of any kind during the examination.
- Candidate shall not carry any written / printed matter, any other electronics gadgets and unauthorized datasheet/ table into the examination hall and if anything is found in his/her possession he/she shall be liable for disciplinary action.
- No candidate shall pass any part or whole of answer papers or question papers to any other candidate. No candidate shall allow another candidate to copy from his/her answer paper or copy from the answer paper of another candidate. If found committing such malpractice, the involved candidates shall be liable for disciplinary action.
- Candidate found guilty if using unfair means of any nature shall be liable for disciplinary action.
- Candidate will have to hand over the answer book to the Invigilator / Chief Superintendent before leaving the examination hall.
- Candidate should produce the hall ticket on demand by the Invigilator/ Chief Superintendent/ CoE Representative / Squad members/ Anna University Representative.
- Candidate shall not write anything on the hall ticket.
- Candidate shall write only the Register No. in the space provided in the Question Paper. Any other writing in the Question Paper is prohibited and punishable.



OFFICE OF THE CONTROLLER OF EXAMINATIONS

RULES OF THE EXAMINATIONS

- ❖ A candidate is permitted to use geometric tools, non-programmable calculators and approved tables and data books only during the theory and the practical examinations. No other material/gadget (including cell phone) should be brought inside the examination hall.
- ❖ A candidate should neither possess nor should seek/obtain assistance in any form from any person/source towards answering the questions during the examinations.
- ❖ He/she should not assist other candidates in any form towards answering the questions during the examinations.
- ❖ The candidate should not reveal his/her identity in any form in the answer scripts.
- ❖ The candidate should maintain discipline and decorum during the examinations.
- ❖ Violation of the above rules in any form during the examinations will attract punishment ranging from levying fine to invalidating the examinations

S.No.	Nature of Malpractice	Maximum Punishment
1.	Appeal by the candidate in the answer script to show mercy by way of awarding more than deserving marks.	I - Fine of Rs. 1000/- per subject
2.	The candidate writing his/her name in the answer script.	
3.	The candidate writing his/her registration number/college name in places other than specified in the answer script.	
4.	Any special marking in the answer script by the candidate.	
5.	The candidate communicating with neighboring candidate orally or non-verbally: the candidate causing suspicious movement of his/her body.	

6.	Irrelevant writing by the candidate in the answer script.	
7.	The candidate writing answer on his/her question paper or making use of his/her question paper for rough work.	
8.	The candidate possessing cell phones / programmable calculator(s)/any other electronic storage device(s) gadgets.	II - Invalidating the examination of the particular subject written by the candidate.
9.	The candidate facilitating the other candidate(s) to copy from his/her answers script.	
10.	The candidate possessing any incriminating material(s) (whether used or not). For example:- Written or printed materials, bits of papers containing written information, writings on scale, calculator, handkerchief, dress, part of the body, Hall Ticket etc.	
11.	The candidate possessing cell phone(s)/Programmable calculator(s) / any other electronic storage device(s) and containing incriminating materials (whether used or not).	III A - If the quantum of the incriminating material is less than that could normally be printed in two lines of A5 size paper, then punishment is restricted to the subject concerned only. III B - If the quantum is equal to or more than that could normally be printed in two lines and less than that could normally be printed in the full page of the A5 size paper, then the punishment is invalidating the examination of the subject concerned and further the candidate is not considered for any moderation and revaluation in the current semester for any subject (including arrear subject). III C - When the quantum is equal to or more than that could normally be printed in full page of A5 size paper, then the punishment would be invalidating the examinations of the subject concern and all the theory and the practical subjects of the current semester registered by the candidate. Further the candidate is not considered for revaluation of answer scripts of the arrear subjects. If the candidate has registered for the arrear subjects only, invalidating the examinations of all the arrear subjects registered by the candidate. The punishment does not include Project work and the subjects with 100% internal evaluation.
12.	The candidate possessing the question paper of another candidate with additional writing on it.	
13.	The candidate passing his/her question paper to another candidate with additional writing on it.	
14.	The candidate passing incriminating materials brought into the examination hall in any medium (hard/soft) to other candidate(s).	
15.	The candidate copying from neighboring candidate.	
16.	The candidate taking out of the examination hall answer booklet(s), used or unused.	
17.	Appeal by the candidate in the answer script coupled with a promise of any form of	

	consideration.	
18.	Vulgar/ offensive writings by the candidate in the answer script.	IV - Invalidating the examinations of all the theory and practical subjects of the current semester and all the arrears - subjects registered by the candidate.
19.	The candidate possessing the answer script of another candidate.	
20.	The candidate passing his/her answers script to another candidate.	
21.	Candidate destroying evidence relating to an alleged irregularity.	V A - Invalidating the examinations of the subject concerned and all the theory and practical subjects of the current semester registered by the candidate. Further the candidate is not considered for revaluation of answer scripts of the arrears subjects. V B - If the candidate has registered for arrears subjects only, invalidating the examinations of all the arrears - subjects registered by the candidate.
22.	Involved in any one or more of the malpractices of serial no.8 to 21 for the second or subsequent times.	
23.	The candidate substituting an answer booklet prepared outside the examination hall for the one already distributed to the candidate.	
24.	The candidate misbehaving in the examination hall.	Additional Punishment: (i) If the candidate has not completed the programme, he/she is debarred from continuing his/her studies for one year i.e., for two subsequent semesters. However, the student is permitted to appear for the examination in all the arrears subjects during the debarred period. (ii) If the candidate has completed the programme, he/she is prevented from writing the examinations of the arrears-subjects for two subsequent semesters.
25.	The candidate indulge in any disruptive conduct including, but not limited to, shouting, assault of invigilator, officials or students using abusive and/ or threatening language, destruction of property.	VI A - Invalidating the examinations of all the theory and practical subjects of the current semester and all the arrears - subjects registered by the candidate. VI B - If the candidate has registered for arrears subjects only, invalidating the examinations of all the arrears - subjects registered by the candidate.
26.	The candidate harass or engage others to harass on his/her behalf an invigilator, official, witnesses or any other person in relation to an irregularity by making telephone calls, visits mails or by any other means.	
27.	Candidate possessing any firearm/ weapon inside the examination hall.	Additional Punishment: (i) If the candidate has not completed the programme, he/she is debarred from continuing his/her studies for two years i.e., for four subsequent semesters. However, the student is permitted to appear for the examination in all the arrear subjects during the debarred period.

		<p>(ii) If the candidate has completed the programme, he/she is prevented from writing the examinations of the arrears - subjects for four subsequent semesters.</p>
28.	Cases of Impersonation	<p>VII (i) Handing over the impersonator to the police with a complaint to take appropriate action against the person involved in the impersonation by the Chief Superintendent.</p> <p>(ii) If a student of this College is found to impersonate a 'bonafide student', the impersonating student is debarred from continuing his/her studies and writing the examinations permanently. He/ She is not eligible for any further admission to any programme of the University.</p> <p>(iii) Debarring the 'bonafide student' for whom the impersonation was done from continuing his/her studies and writing the examinations permanently. He/ She is not eligible for any further admission to any programme of the College.</p>