

Examination Code of Conduct

This Examination is University Examination conducted by R.T.M. Nagpur University, Nagpur at Home Centre for B.Sc. and BCA Semester I/ III / V students, it is mandatory for all the students to appear in the Examination.

Students arriving more than 30 minutes late for an examination will not be allowed to sit the examination. Students arriving within the first 30 minutes of an examination starting will not receive any lost time.

Students may not leave the examination room within the first 1 hour of the examination. No student will be allowed to return after having left the room unless they have been accompanied by an Invigilator.

What students should bring to the examination

Students must bring their University Hall ticket and College ID card during every examination and should be in proper uniform.

Students may only bring a small clear bottle of water to the examination.

Students must ensure they have the appropriate stationery for each examination. The College is not responsible for the provision of pens, pencils, rulers etc. Stationery must be in a clear pencil case or bag.

The College does not supply calculators for examinations. Students must bring their own calculator to the examination, where its use is permitted. Calculators that incorporate an alphabetic input are not permitted. You may not use your mobile phone as a calculator. Calculators must not be pre-programmed and the memory must be clear. Sharing of calculators is not permitted.

What students should NOT bring to the examination hall

Food is not permitted, unless students have a specific medical condition which has been outlined on an Action Plan issued by Student Support.

Students are strongly advised not to bring bags, books and other personal belongings into the examination. If they are brought to the examination they must be left in the area designated by the Invigilator.

Student may wear Chappals /Sandals (no shoes are allowed inside the Examination Hall)

Student may carry transparent water bottles.

As the answer book provided will be thick, so no cardboard is required

During the examination

Students should read all instructions at the start of the examination question paper thoroughly before commencing work.

The students must ensure that they have signed the attendance sheet before they leave the examination hall.

Students should write the serial number of the main answer book along with signature on the invigilator diary provided/ Attendance Sheet.

Students are not allowed to write, highlight, underline or make notes during this period unless otherwise stated.

All rough work must be completed in the answer book and crossed out. Pages must not be torn from answer books to use for rough notes.

Students that have a question must attract the attention of the Invigilator by raising a hand.

If you wish to leave the examination before the specified finish time, you must raise your hand and wait until the Invigilator has collected your completed answerbook.

Temporary absence from examination hall will not be allowed. In case of emergency conditions, students can leave examination hall after submission of answer book.

Students are requested to cross out the blank pages with cross mark (X).

Students are not allowed to have additional sheet for the Examinations. All the answers are to be written in the main answer booklet itself (contains 32 Pages).

Examination Misconduct and Irregularities

Academic misconduct in examinations includes but is not limited to the following:

Communicating with another student by oral, electronic or written means;

Copying from another student;

Introducing any written or printed materials into the examination unless expressly permitted by the Examination Board or programme regulations;

Introducing any electronically stored information unless expressly permitted by the Examination Board or programme regulations.

Once students are seated in the Examination hall for examination they are not expected to have any sort of communication among themselves. These cases shall be considered as malpractice.

Students are not allowed to scribble on the Question Papers. Scribbling on the Question Paper is considered as an act of malpractice. Students are supposed to write only their Roll No. on top of their question paper.

Students are not supposed to tear any page from the answer book. They may use the last page in the answer book for rough work and strike the contents in the rough work page afterwards.

Any action by a student contrary to the letter or spirit of these regulations, whether discovered during the examination or afterwards, may result in disqualification.

If any Candidate caught with any unauthorized material, he/she should be immediately sent to Examination Control Room. The unauthorized material will be tagged to the Answer Book, and the invigilator will mark the first page of answer book across in red as 'Malpractice Case'.

Disciplinary action will be taken against the student using unfair means and the matter will be informed to their parents and further action will be taken by higher authority.

Student's misbehavior with faculty members / supervisors will be reported to Exam In-Charge.

The University guidelines shall be strictly followed when cases of malpractice are identified.

The Principal/ Examination In-charge is responsible for investigating suspected malpractice, informing the same to the University and helping with the investigation.

Staff committing malpractice shall be dealt with in accordance with the University guidelines and / or as prescribed by the management of the College.

At the end of the examination

Students must ensure that any loose sheets are securely fixed to the answer book using the tags provided. Drawings may be folded as neatly as possible to secure within the answer book. It is the responsibility of the student to ensure the front cover of the answer book is fully completed and the right-hand corner is stuck down.

All students must remain in their seats until their scripts have been collected and they are formally dismissed by the Invigilator.

In case of any grievances regarding question paper, students can discuss with concerned faculty member.