

Instructions to Students

It is **mandatory** that students should register for the Semester End Examinations **before the due date in mcka.in portal**. If the registration process is incomplete you won't be promoted to next semester.

Those who fail to do the registration shall complete the notional registration within 15 days from the date of commencement of the next semester.

All registered candidates who have adequate attendance and minimum pass percentage in continuous assessment, can download their hall tickets on the previous day of the commencement of the examinations from mcka.in portal.

Be in uniform, if not, get HOD's letter of permission for valid reasons.

Be Punctual. Late entry permitted only till the first 30 minutes by the Chief Superintendent of the examinations (CS).

Students are expected to be seated in the examination hall by 9.45 am

Students may leave the hall after the first 60 minutes of the exam.

Wear your identity card. If not in possession, get a letter of permission from the CS of the examinations.

Please switch off your mobile phones and keep it in your bags/hand it over to the invigilator as soon as you enter the examination hall. If any electronic gadget is found to be possessed by the student, the same shall be confiscated and submitted to the CS along with the hall ticket/Admit Card.

Please occupy your seat at the allotted place in the examination hall at the strike of the first bell, but not before.

Answer booklets will be issued by the invigilators. Remember to get your answer sheet duly signed by the invigilator.

Fill in all the required columns of the facing sheet of the answer booklet.

Affix one of the **barcode sticker** in the provided box of the answer booklet and **the pair of the same sticker** in the attendance sheet.

Read through the exam guidelines provided to you with the hall ticket /admit card. Violating any instruction may lead to cancellation of your candidature.

You should carry all necessary materials for examination such as pens, pencils, erasers, calculator, scale, logarithm table etc. Exchanging of such things in the examination hall is not permitted.

The question papers will be distributed at the strike of the third bell.

Invigilator will call up the question paper course code and Course name.

Receive the question paper and make sure that you are given the right question paper.

Please do not write anything on the question paper except your Reg. number and Name.

You are permitted to use only blue or black ink for writing examinations.

You can use non programmable calculator with specification below 100 FX.

Students are generally not permitted to enter the examination hall after 10 am. Genuine late comers will be allowed to enter the hall with a permission note from the Controller of Examinations, but only before 10.30 am.

Student who leaves the room during the examination shall not be allowed to return.

Hand over the answer booklet to the invigilator before you leave the examination hall.

Students are strictly warned to not to indulge in any form of malpractice. Instances of malpractices are liable to be punished as per the rules issued by the MG University/ College.

Malpractice: The following will be considered as malpractice.

1. Writings on the table relevant to the examinations.
2. Verbal or oral communication to neighboring student.
3. Objectionable writings in the answer book/question paper/hall ticket/ logarithm table etc.

4. Possession of any manuscript/incriminating materials/electronic gadgets inside the examination hall (whether used or not).
5. Writings on scale, calculator, handkerchief, dress or any part of the body etc
6. Handing over the question paper, answer booklet to other candidates and copying from neighbor.
7. Misbehavior in the examination hall (Disobedience, unruly conduct in the examination hall, threatening the invigilators/ other examination officials).
8. Forgery in any part of records submitted to the invigilator.
9. Cases of impersonation.
10. Any other instances identified by the invigilator/squad which comes under malpractice.

NB: The use of medicines/ water/ refreshments in the examination hall is only permitted to diabetic patients with the permission of the Principal.