

Important instructions to students related to Examination

1. Check the examination date sheet / schedule carefully. Make sure you know the correct date, time and location of your exam.
2. Arrive at least 30 minutes before the start of examination. Show your ID & RC/ Admit card at the entry.
3. Bring both Admit Card and Registration card during the End Semester Examination & Registration card during Mid Semester Examination otherwise you will not be allowed to enter the examination hall.
4. Place your Student ID card on your desk next to your admit card/ registration card.
5. You are not allowed to bring your mobile phones, smart watches, Programmable calculator or any such electronic device.
6. Do not bring any unauthorized material e.g. written notes, any paper and sticky tape eraser etc. carry transparent pouches for your stationery.
7. Ensure before sitting that no unauthorized paper lies around your seat/ desk. If present report the same immediately to the invigilator.
8. You are not allowed to borrow any material especially calculator or log books etc from each other during examination period.
9. Normally, you are required to answer questions using blue or black ink. Make sure you bring some spare pens with you.
10. Listen carefully to instructions from invigilators. Students are required to comply with the instructions of the invigilators at all times.
11. No candidate will be allowed to enter the examination centre 30 mins after the start of examination.
12. Ensure that you use the washroom before arriving for your exam as you will not be permitted to leave during the first half time.
13. Ensure that you do not have anything written on your hand/ palm/ clothes or anywhere else which can be treated as the use of Unfair Means (UFM).
14. During examination duration you are not allowed to talk while walking in corridor & in washroom with other students.
15. Answer sheets may be given to you 10 minutes prior to the start of Examination, so that you can check any discrepancy in the answer sheet. Read the instructions written on the answer sheet and fill the data carefully.
16. Do not write name, roll no., etc on the other pages of answer sheet except the front page.
17. You will be allowed to leave the examination room **only after completion of Exam duration & submission of Answer book.**
18. Stop writing immediately when the bell rings for end of examination.
19. **NO SUPPLEMENTARY ANSWER BOOK/ CONTINUATION SHEET WILL BE PROVIDED.**
20. You are strictly advised to **read the Unfair Means Rules available on University website (www.hbtu.ac.in)**
21. No sheet should be left blank. Students are instructed to cross the blank sheets before handing over the answer sheet to the invigilators. Any written material after a blank sheet will not be evaluated/ checked.
22. Leave the examination hall quickly and quietly. Remember to take all you belongings with you.
23. You must remain silent till you exit the exam arena.



(Prof. Pradeep Kumar)
Controller of Examinations