

BHADRAK AUTONOMOUS COLLEGE, BHADRAK
OFFICE OF THE PRINCIPAL

NOTICE

No.: EX- 1039

Date: 30.09.24

Sub: Conduct of Mid-Semester Examination and Instructions Regarding Examination Discipline

It is hereby notified for information of all UG and PG students that the Mid-Semester Examination shall be conducted by the respective Departments as per the examination programme and schedule notified by the College. All examination-related arrangements at the Department level shall be made by the concerned Departments. Students are therefore advised to contact the concerned Teacher-in-Charge of Examination of their respective Departments for any clarification or information relating to the conduct of the Mid-Semester Examination.

All students appearing in the Mid-Semester Examination are required to maintain strict discipline, proper conduct and decorum throughout the examination process and strictly observe the following instructions:

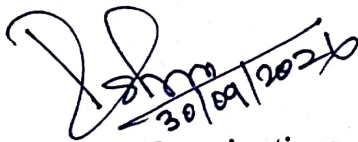
Students are required to carefully read and strictly observe the following instructions:

1. Students shall report to the examination centre sufficiently in advance and shall be present at the examination venue at least 30 minutes before the scheduled commencement of the examination.
2. Students shall enter the examination hall only after verification of their Admit Card/Identity Card and other prescribed documents and shall occupy only the seat allotted to them.
3. No student shall ordinarily be permitted to enter the examination hall after 30 minutes from the commencement of the examination. No additional time shall ordinarily be allowed for late arrival.
4. No student shall leave the examination hall during the first one hour of the examination except with the permission of the Invigilator/Centre Superintendent in cases of genuine necessity.
5. No student shall ordinarily be permitted to leave the examination hall during the last 30 minutes of the examination. Before leaving, the student must hand over the answer book(s), question paper, additional sheets, graph paper and other prescribed examination materials to the Invigilator.
6. Students requiring temporary exit from the examination hall shall obtain permission from the Invigilator. Such movement shall be subject to the prescribed examination procedure.
7. Students shall bring only such materials as are specifically permitted for the examination. Mobile phones, smart watches, Bluetooth devices, electronic communication devices, unauthorized calculators, books, notes, written materials, loose papers and other prohibited articles are strictly prohibited inside the examination hall.
8. Possession of any prohibited electronic device or unauthorized material shall attract action under the provisions relating to Unfair Means/Malpractice, irrespective of whether the device or material was actually used.

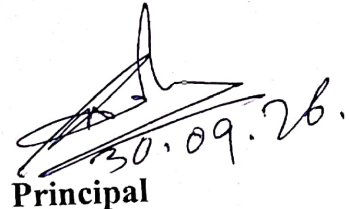
9. Students shall not open, read, write on, mark, photograph, copy, remove or otherwise handle the question paper before the commencement of the examination, except as specifically permitted by the examination authorities.
10. Immediately after commencement of the examination, students shall carefully check the question paper and report any missing page, illegible portion, printing error or other apparent discrepancy to the Invigilator.
11. Students shall not write their name, roll number, registration number or any other identifying information in any portion of the answer book where such information is prohibited. Only the particulars specifically prescribed by the examination authorities shall be entered.
12. Students shall not write answers, calculations, rough work or any examination-related matter on the question paper, desk, wall, hand, body, Admit Card or any other unauthorized surface. Rough work, wherever permitted, shall be done only in the space provided or as directed by the Invigilator.
13. Students shall not communicate, converse, exchange materials, borrow or lend stationery, copy from another candidate, show their answer book to another candidate or receive assistance from any person during the examination.
14. Students shall not communicate with any person other than authorized examination personnel during the examination except with the permission of the Invigilator for a genuine examination-related requirement.
15. Students shall not change their allotted seats or exchange answer books, question papers, seats or examination materials with another candidate without permission.
16. Students shall not tear, fold, mutilate, damage or remove any part of the answer book, additional sheet, question paper or other examination material supplied by the College.
17. No examination material supplied by the College shall be taken outside the examination hall unless specifically permitted.
18. Students shall maintain silence and proper decorum in and around the examination hall. Any behaviour causing disturbance, intimidation, obstruction or inconvenience to other candidates or examination personnel shall be treated as a violation of examination discipline.
19. Students shall strictly comply with the instructions of the Invigilators and examination authorities. Disobedience, misbehaviour, threatening behaviour or interference with the lawful duties of examination personnel shall constitute misconduct and may invite disciplinary action.
20. Students shall not possess, use or attempt to use any unauthorized communication device, electronic device or technological means for obtaining or transmitting examination-related information.
21. Photography, video recording, audio recording, scanning or electronic transmission of the question paper, answer book, examination hall or any examination material is strictly prohibited.
22. Any student who notices any suspected unfair means, unauthorized material or other examination irregularity shall immediately report the matter to the Invigilator without disturbing other candidates.
23. Any student found violating these instructions shall be liable for action under the Unfair Means/Malpractice and Examination Discipline provisions of the applicable Examination Regulations. Depending upon the nature and gravity of the violation, the examination authority may seize unauthorized material/device, record the incident, obtain the student's statement and refer the matter to the competent authority for further action.

24. No additional answer script/sheet shall be issued to any student during the Mid-Semester Examination. Students shall write their answers within the space provided in the prescribed answer book.
25. The Controller of Examinations/Centre Superintendent may issue additional instructions regarding entry, exit, seating, possession of articles, movement within the examination centre and other matters of examination discipline whenever considered necessary for the secure and orderly conduct of examinations.
26. Any matter relating to examination discipline not specifically covered under these instructions shall be dealt with by the Controller of Examinations/competent authority in accordance with the applicable Examination Regulations, University/Government instructions and the principles of natural justice.

All students are advised to read the above instructions carefully and ensure strict compliance. Ignorance of the examination rules shall not be accepted as a justification for violation of examination discipline.



Controller of Examinations
Bhadrak Autonomous College, Bhadrak



Principal
Bhadrak Autonomous College, Bhadrak

Copy to:

1. The Heads of all Departments, Bhadrak Autonomous College, Bhadrak, for information and necessary action.
2. The Teacher-in-Charge of Examination of all Departments/SFCs, for information and necessary action.
3. All Coordinators of SFCs, for information and necessary action.
4. The Notice Board/College Website, for information of all concerned students.
5. The Examination Section, for record and necessary action.