



OFFICIAL NOTICE & INSTRUCTIONS TO STUDENTS

1. Candidates are permitted to use only black ink pens for writing examinations. No other color inked pens are allowed for writing the exam).
2. **Possession of Mobile Phones, Smart Watches, Programmable Calculators, any other electronic gadget within the examination premises will lead to disciplinary action, as per university guidelines.**
3. Candidate should ensure the hall ticket must bear principals signature and college official stamp at least two days prior to the examinations.
4. They should bring their hall tickets on all days of the examination failing which they will not be admitted to the examination hall.
5. If the hall ticket is lost, they should immediately submit an application for a duplicate hall ticket to the Exam section through the Principal/HD, as the case may be.
6. The candidates should enter the examination room at least 20 minutes before the commencement of examination and shall not leave the room during the last ten minutes. In exceptional cases, the Chief Conductor can permit relaxation up to a maximum of 30 minutes for candidates to enter the examination hall. No candidate shall be allowed to leave the examination room before 30 minutes after the commencement of examinations.
7. No materials except writing materials and hall ticket should be allowed in the examination room. Mobile phones, programmable calculators and other electronic equipment are strictly prohibited in the examination room. Logarithm tables, calculators and other drawing equipment may be allowed only if they are required for answering questions.
8. Instances of malpractice such as copying using manuscripts, copying from other candidates, smuggling of answer books, indecent behavior in the examination room, use of unfair means etc., are liable to be punished as per university rules.
9. The candidate should write their roll numbers / stick the bar code, name of examination etc., in the appropriate places in the answer books. Instructions given in the answer books and question paper should be strictly followed. They are not permitted to write any identification mark anywhere inside the answer paper. Also, they are not permitted to write roll number anywhere over additional/main book.

10. They should not write anything on the question paper other than his/her name and exam Seat number. The last page of the main answer booklet can be used for rough work.
11. Strict silence should be maintained in the examination hall. Candidates are not allowed to get clarification from other students. In case of any doubt, they can seek the help of the invigilator.
12. They should return all answer books and unused additional sheets before leaving the room. Candidates are not permitted to leave the examination hall without the permission of the invigilator during the course of the examination.
13. Candidates are forbidden to ask questions of any kind during the examination. Supervisors are instructed to refuse to answer any inquiries whatsoever related to the question papers, whether as explanation of meaning or correction of typographical errors. Candidates are not allowed to write anything except the exam seat number and name on the question papers supplied to them.
14. Candidates shall take their place in the examination hall at least 20 minutes before the time fixed for distributing the question papers. Candidates presenting themselves more than half an hour after the commencement of examination should not be admitted.
15. The rule that candidates should not be allowed to leave the hall before the expiry of half an hour from the commencement of the examination should be strictly followed.
16. Leaving examination hall early/Surrender of Question Paper. No candidates shall be allowed to leave the examination hall till the expiry of half an hour after a question paper has been given. No candidate who leaves the room during the period allotted for the paper shall be allowed to return within that period.
17. Candidates who leave the examination hall more than half an hour earlier than the scheduled time for the close of the examination should surrender their question papers with their name and exam seat number written on them to the invigilator/ supervisor. They may collect them after the examination, if they desire so.
18. Candidates who leave the hall refusing to surrender the question papers, as stated above, shall not be allowed to appear for examinations on subsequent days and the matter may be reported to the chief conductor/Principal.
19. Candidates shall be permitted to leave the examination hall only after his/her answer book is taken charge of by the invigilator on duty in. They should not be permitted to leave the hall after keeping their answer books in their seats.

20. **Important Reminder Regarding Timely Attendance for Upcoming University Examination:** Considering the possibility of heavy traffic on the Ghodbunder road, Thane (W), during the examination period it is strongly advised that all students depart well in advance to prevent any delays and to ensure timely reporting to exam center/college for university examination. Punctuality is of utmost importance, as late arrival may result in missing essential portions of the examination. Arriving 30 minutes or more after the scheduled start time of examination may result in being denied entry to the examination. Our objective is to facilitate a smooth, organized, and stress-free experience for all candidates. This is a formal reminder to make appropriate arrangements to ensure timely arrival for the upcoming university examination, strictly adhering to the scheduled reporting time as per the examination time table.

21. The matter regarding the malpractice will be placed before the Disciplinary Action Committee for enquiry and the decision of the Committee shall be the final. Irrelevant writing and appeal by the candidate in the answer script will also be deemed as malpractice. Cancellation of one or more papers written by the candidate, who was found guilty of committing malpractice, will be indicated as zero (0) against the title of the respective paper in the Statement of Marks. If a candidate is reported to have committed any malpractice for a second time, the Disciplinary Action Committee will enhance the punishment suitably. Penalty will be levied from each candidate who was found guilty of committing malpractice, and given severe punishment as per the autonomous norms. The particulars of candidates awarded punishment for malpractice will be displayed in the Notice Board.

Please note that all university rules and regulations will be strictly enforced under such circumstances.

This measure is being enforced to maintain examination integrity and ensure security issue during the examination.

All students are expected to comply fully with these regulations.

By order,



Principal