



(Affiliated to MAKAUT, West Bengal, India)

Campus: 113 J, Matheshwartola Road, Kolkata 700 046, West Bengal, India, Ph: +91.33.4018 2000/02
Fax: +91.33.4018 2016

Ref. No: EXAM/LEAD/MAY/2023/006

Date: 27/05/2023

INSTRUCTIONS TO STUDENTS FOR END SEMESTER THERORY EXAMINATION JUNE 2023

1. Candidates should carry their Registration Card and Admit Card on each and every day of examination. No Student will be allowed to sit for the examination without the Admit Card & Registration Card. In case any Student has misplaced the registration card, then he / she needs to make a GD to the nearest Police station and carry the copy of the GD during the examination.
2. Students will be under the surveillance of MAKAUT directly through live streaming by CCTV during the entire span of the examination. Students are advised to maintain proper code of conduct inside the examination room.
3. Students will not be allowed to sit for semester examination if they are not wearing college ID cards.
4. Reporting time for the morning examination session is 9:30 a.m. and for afternoon session is 1:30 p.m. No Student will be allowed to enter the examination room after the commencement of examination.
5. Students must sit according to the allocated seat number inside the designated exam rooms.
6. Students should carry their own pen, pencil, calculator, and other necessary stationaries. The ink colour of pen must be either blue or black and no other ink colour is allowed. No Student will be allowed to borrow any stationary from any other person inside the examination room.
7. Students should carry their own water bottle, which must be transparent.
8. No student will be allowed to carry laptops, mobile phones, ear/ head-phone and smart watch inside the examination room. If any Student is found sitting with these gadgets during the examination (whether using or not), his / her Answer Script will be cancelled and the gadgets will be confiscated, and it will only be handed over to his / her parents. Students are instructed to switch off their mobile phones and put inside their bag along with other electronic gadgets and keep the bag in the room near the white board.
9. Students should write the correct Roll No., Registration No., Paper Name, Paper Code, Name, UPI ID, etc. on the Front sheet of the answer script.
10. After the commencement of the examination, Attendance Sheets will be circulated and Students should put their signature against their name as well as write the answer script number on the Front Sheet of the

Answer Script.



DR. ISHITA DATTA
OFFICER IN CHARGE
LEAD (289)



Principal
Institute of Leadership Entrepreneurship
& Development



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11. Student will not be allowed to leave the examination hall within one hour from the commencement of the examination and last 30 minutes of the end of the examination. Make sure you submit your answer script at the end of the exam and then leave the exam hall. If you are found outside the room with answer script, the answer script will be cancelled summarily.
12. Student will be allowed to use the washroom only after one hour from commencement of the examination. During the last 30 minutes of the examination, no Student will be allowed to leave the examination hall unless he/she submits the answer script. Other than using the washroom, no student will be allowed to leave the examination hall unless he / shee submits the answer scripts.
13. If any Student is found using any unfair means, his / her answer script will be cancelled summarily.
14. Students will be under the surveillance of MAKAUT directly through live streaming by CCTV during the entire span of the examination. Students are advised to maintain the proper code of conduct inside the examination hall. No misbehavior or arguments with the invigilators, OIC, Station Supervisor and External University Supervisor will be tolerated before, during and after examination. If found guilty, necessary actions will be taken which may lead to cancelation of answer script.
15. Students are advised to bring the same copy of your admit card for both Practical and Theory Examination 2023 and follow the MAKAUT instructions, if any.

Cc:

Principal

Vice Principal

All HoDs (to inform the respective team members)

Students Notice Board

IT-website upload

Examination Cell

IQAC



[Signature]
Principal
Institute of Leadership Entrepreneurship
& Development

[Signature]
DR. ISHITA DATTA RAY
OFFICER IN CHARGE
ILEAD (289)