



(Affiliated to MAKAUT, West Bengal, India)

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

Fax: +91.33.4018 2016

INSTRUCTIONS TO STUDENTS FOR CA3 FOR ODD SEMESTER 2023-24

- Students will not be allowed to sit for CA3 if they are not wearing college ID cards.
- Reporting time for the examination is 15 minutes prior to the commencement of examination. No student will be allowed to enter the examination hall after 15 minutes of commencement of examination.
- Students must sit inside the designated examination rooms as communicated to them.
- Students will have to carry their own pen, pencil, ordinary calculator, and other necessary stationeries. The ink-colour of pen must be either blue or black, no other ink-colour is allowed. The students will not be allowed to borrow any stationary from any other person inside the exam hall. The students are recommended to carry their own water bottle.
- Use of laptops, mobile phone, ear/head-phone, smart watch and any other electronic gadgets (other than ordinary calculator) is strictly prohibited inside the exam hall. If found sitting with these gadgets during their examination (whether using or not) their paper will be cancelled and the gadgets will be confiscated, and it will only be handed over to their parents. Students are instructed to keep their mobile phone in silent/airplane mode inside their bag along with other electronic gadgets and keep the bag in the room near the white board of the examination room.
- Students are instructed to write the correct roll no, registration number, paper code, paper name and date of examination on the front sheet of their answer script.
- The Students will be allowed till 30 minutes after the end of the Examination to scan and send the soft copy of their Answer Scripts to their respective Subject Teacher. After the end of the scanning process, the students should submit the hard copy of their answer scripts to the Invigilator.
- To write their MAKAUT Roll no./registration no. the students must bring either their admit card of previous MAKAUT examination, or the information must be written in

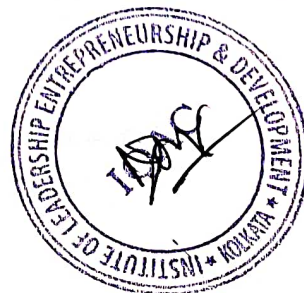


Somen Khatun

Principal

Ishita

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





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paper. Under no circumstances students will be allowed to use mobile phone to retrieve such information.

- Students should ensure that their answer script is duly signed by the invigilator and stamped by the OIC.
- After the commencement of the examination, attendance sheets will be circulated and students will have to put their full signature on the same.
- Students must submit their answer script at the end of the exam and then leave the exam hall. If the students are found outside the room with answer script, the paper will be cancelled summarily.
- Students will be allowed to use the washroom only after one hour of commencement of the examination. During the last 30 minutes of the examination, no one will be allowed to leave the exam hall unless he/she submits the answer script. Other than using the washroom, no student will be allowed to leave the exam hall unless he/she submits the answer scripts.
- If the students are found using any unfair means, their answer script will be cancelled summarily.
- The students will be under the surveillance of CCTV during the entire span of the examination. The students are advised to maintain the proper code of conduct inside the examination hall. No misbehavior or arguments with the invigilators, OIC, Station Supervisors will be tolerated before, during and after examination. If found guilty, necessary actions will be taken which may lead to cancellation of answer script.



Somen Chatterjee

Principal



Ishtita

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