



(Affiliated to MAKAUT, West Bengal, India)

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


Fax: +91.33.4018 2016

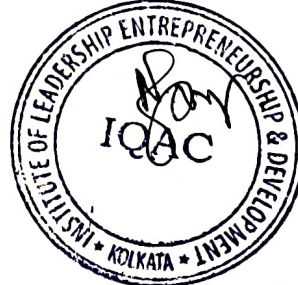
Ref. No: EXAM/ILEAD/NOV/2023/004

Date: 03/11/2023

**INSTRUCTIONS TO STUDENTS FOR CONTINUOUS ASSESSMENT 4 FOR SEMESTER III & V**

1. The examination will be held online under MAKAUT portal but to be appeared from college campus.
2. The assessment will be based 25 MCQs of 1 mark and duration of 40 minutes.
3. Students will not be allowed to sit for CA-4 examination if they are not wearing college ID cards.
4. 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 10 minutes of commencement of examination.
5. Students must sit inside the designated examination rooms as communicated to them through Official WhatsApp Groups.
6. Students will have to carry their own pen and ordinary calculator. The ink-colour of pen must be either blue or black, no other ink-colour is allowed to sign attendance sheet. 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.
7. Use of any electronic gadgets other than laptop/desktop and ordinary calculator is strictly prohibited inside the examination 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.
8. Students should NOT Switch On the Webcam of their Laptops during the examination.
9. To write their MAKAUT Roll no./registration no. the students must bring either their admit card of previous MAKAUT examination, or they should know their Roll No. / Registration No.. Under no circumstances students will be allowed to use mobile phone to retrieve such information.
10. After the commencement of the examination attendance sheets will be circulated and students will have to put their full signature on the same.
11. Students must follow all the instructions diligently as displayed in their MAKAUT examination portal.

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



  
Principal  
Institute of Leadership Entrepreneurship  
& Development



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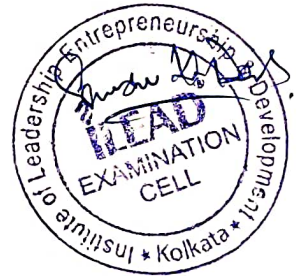
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12. Students will not be allowed to leave the examination hall before the completion of the duration of their respective examination slot.
13. If the students are found using any unfair means, students will not be allowed to continue with their examination and the attendance will be cancelled.
14. 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 attendance.

**Cc:**

Principal  
Vice Principal  
All HoDs (to inform the respective team members)  
Students Notice Board  
IT-website upload  
Librarian  
Administration & Accounts  
Examination Cell  
IQAC



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