



(Affiliated to MAKAUT, West Bengal, India)

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Ref. No: EXAM/LEAD/DEC/2023/003


Date: 04/12/2023

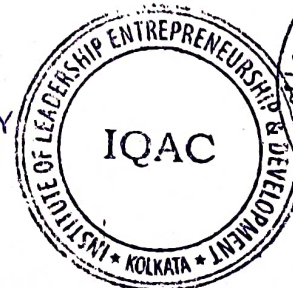
INSTRUCTIONS TO STUDENTS

END SEMESTER THEORY EXAMINATION DECEMBER 2023 FOR SEMESTER III & V

1. Candidates should carry their **Admit Card and College ID card** on each and every day of examination. No Student will be allowed to sit for the examination without the Admit Card and College ID card, and **no request** for allowing the student to appear in examination without Admit Card and College ID card **will be entertained**. Students are required to present the same Admit Card for all the examinations. In case any Student has misplaced the college ID card, then they need to apply for the duplicate College ID card in the Accounts Department and carry the original receipt of the same during the examination.
2. 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 hall after one hour of the commencement of the examination.
3. Students must sit according to the allocated seat number inside the designated examination halls.
4. Students are advised to bring the same copy of their admit card for both Practical and Theory Examination (ODD 2023) and follow the MAKAUT instructions.
5. Students should carry their own pen, pencil, ordinary 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 hall.
6. Students should carry their own water bottle, preferably transparent.
7. No student will be allowed to sit and use any electronic gadget other than analog watch and ordinary calculator inside the examination hall. If any Student is found sitting with laptop, mobile phone, ear/head-phone and smart watch during the examination (whether using or not), their Answer Script will be cancelled and the gadgets will be confiscated, and it will only be handed over to their parents. Students are instructed to switch off their mobile phones and put it inside their bag along with other electronic gadgets and keep the bag in the hall near the white board before examination commences.
8. Students should write the correct Roll No., Registration No., Paper Name, Paper Code, Name, UPID, Signature, etc. on the Front sheet of the answer script.


Principal
Institute of Leadership Entrepreneurship
& Development


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





9. As per MAKAUT norms, no answer script will be replaced and no extra answer sheet will be provided to any student.
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.
11. Student will not be allowed to leave the examination hall within one hour from the commencement of the examination and during the last 30 minutes of the end of the examination. Students must submit their answer script at the end of the examination before leaving the examination hall. If any student is found outside the examination hall 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. The students will have to sign the washroom-log before going to washroom. Student is allowed to go to washroom only once during an examination. Other than using the washroom, no student will be allowed to leave the examination hall unless they submit the answer scripts. 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.
13. If any Student is found using any unfair means, their 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 proper code of conduct inside the examination hall. No misbehavior or arguments with the Invigilators, OIC, Station Supervisors and External University Supervisor will be tolerated before, during and after the examination. If determined to be in violation, appropriate actions will be taken, potentially resulting in the cancellation of the answer script and RA.

Cc:

Principal

Vice Principal

All HoDs (to inform the respective team members)

Students Notice Board


IT-website upload

Examination Cell

IQAC




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