



(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



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 10 minutes of commencement of examination.
- Students must sit inside the designated examination rooms as displayed at the entrance of the examination halls.
- 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 correctly fill in the front sheet of their answer script.
- Under no circumstances students will be allowed to use mobile phone to retrieve any 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.


Principal
Institute of Leadership Entrepreneurship
& Development


DR. ISHITA DATTA RAY
OFFICER IN CHARGE
LEAD/28





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- 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.
- No student will be allowed to leave the examination hall (except medical emergency) during the entire span of examination unless they submit the answer script.
- 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.




Principal
Institute of Leadership Entrepreneurship
& Development


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

