



Guru Gobind Singh Indraprastha University

EXAMINATION DIVISION

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Ref No.: GGSIPU/Exam/Conduct /2020/

Dated: 15.09.2020

Instructions for Students/Candidates appearing for TEE

1. The First session entry in Examination Hall/Centre will start from **7:30 AM** and **no entry will be allowed after 8:45 AM.** The exam will commence from 8: 30 AM.
2. The Second session entry in Examination Hall/Centre will start from **11:00 AM** and **no entry will be allowed after 12:15 PM.** The exam will commence from 12: 00 Noon.
3. The Third session entry in Examination Hall/Centre will start from **2:30 PM** and **no entry will be allowed after 3:45 PM.** The exam will commence from 3: 30 PM.
4. Use of face mask to be made mandatory.
5. **Recording of Relevant details in answer sheets:** After distribution of answer sheet, the candidates are required to write on OMR page of answer sheet his / her correct Name , Enrollment No. Paper Name and Paper ID correctly. The candidates are also required to enter his/her enroll. No. on question paper as soon as it is received by him/her.
6. After the end of examination, the candidates are required to handover the answer sheet to the invigilator in their respective room. The invigilator is required to count and match the answer sheet with total no. of candidates appearing in the examination, before allowing the students to leave the examination hall/ room.
7. No candidates without prior permission of invigilator shall leave his/her seat or the examination hall except in medical emergency with prior information to the Centre Supdt.

8. The indulging in any of the following activities of the examination centre/hall/ room staff shall be deemed to be the unfair means.
- a. Writing name, roll number or putting signature or any other mark in the answer book which may disclose, in any way, the identity of the candidate. Name and / or roll no. is to be written only in the space provided for it and nowhere else.
 - b. Appearing in the examination centre other than the designated examination centre allotted to the candidate, without the permission of the university.
 - c. Having in possession of book(s) notes, papers or any other materials, connected with the examination, electronics equipments like calculators, tape recorders, cellular phones, pagers etc.
 - d. Receiving or giving assistance in copying or in any other form during the course of the examination.
 - e. Smuggling in or out of the examination hall of question papers, answer book etc. and tearing leaf/ leaves from the question papers answer book or tempering with the answer book in any way.
 - f. Using abusive/derogatory language orally or in the answer book against the centre superintendent/ UR/ Examiner/ Invigilator or threatening/ using violence towards invigilator or centre supdt.
 - g. Impersonation i.e. sending some other person to take the examination.
 - h. Communicating with the examiner or any other person connected with the examination, with the object of unduly influencing him in any way.
 - i. Any other type of misconduct or a deliberate previous arrangement to cheat in the examination.
 - j. Writing question or answer on any paper other than the answer book.
 - k. A candidate can be physically searched by the centre supdt./ invigilator/ UR/ Observer/ Flying squad.