



UNIVERSITY OF CALCUTTA

No. CE/R & F /23/16

SENATE HOUSE
KOLKATA
Date: 22/03/2024

General Instructions to Candidates:

1. An admit card is issued provisionally subject to the sanction of registration by University and approval of candidate's enrolment by the College Authority.
2. The examination will be held according to the programme schedule notified on the College portal/University website.
3. Candidates, whose photo and signature are not printed on their Admit Card, must report to the Rolls & Forms Section (2nd floor, Darbhanga Building), Controller's Office immediately with a forwarding letter of the Principal/TIC/OIC of the College, failing which they will not be allowed into the examination hall.
4. Any kind of correction regarding enrolment of the student is required to be made before the issuance of Admit Card. Any alteration made in the entries on the admit card without the permission of the University shall render the candidate to be disqualified to sit for that examination.
5. Candidates are to produce their Admit Cards and registration certificates and to sign their names as and when directed by the officer-in-charge of the Examination Centre.
6. The doors of the examination hall will be opened in the morning of the first day of examination before one hour and in the afternoon and on other days 15 minutes before the commencement of the examination. Entry to the examination hall after 15 minutes of the commencement of examination will not be entertained.
7. Candidates are required to reach their respective examination centres at least 5 minutes before the examination time to occupy their allotted seats. Candidates cannot leave the examination hall until an hour has elapsed from the time when the papers are distributed. Except as hereinafter provided no candidate will be allowed to re-enter the examination hall during the hours of examination after once leaving it, or to leave the examination hall without his/her answer paper. A candidate may, with special permission of the officer-in-charge, leave the examination hall temporarily for a necessary purpose, but only under the surveillance of the trustworthy person to be deputed by the Officer-in-charge, on his behalf and under proper safeguards to render recourse to unfair practices impossible.
8. No candidates will be allowed to remain in examination hall after the end of the examination, except in case of his/her answer script to be collected by the invigilator against signature of the invigilator on receipt of answer script/s.

Smoking in the examination Hall is strictly forbidden.

- a. Mobile Phones or any other Communication devices are not allowed inside the premises where University Examination is being held. Any infringement of these instructions shall entail disciplinary action against the concerned candidates including ban from future Examinations .
- b. Candidates are advised in their own interest not to bring any of the banned items including mobile phones or any other communication devices to the venue of the examination.

9. Candidates must have their own pencils, pens and ink. They are to bring their own hand pencils, dividers, compasses, protractors, set squares and straight ruler showing centimeters and inches or other drawing implements when necessary for examination in such subjects like Geography Geometry, etc.
10. Candidates must write on the cover of their answer-book in the appropriate columns only their Roll Numbers and Registration Numbers. They must not write any objectionable or improper remarks in their answer papers or attempt in any way to render identification of the answer-papers impossible by giving false Roll Number or intentional omitting to correct Roll Number. They must not write anything on any question paper or blotting paper or other paper or carry away any writing scribbling from the examination hall. They must not tear any paper from the answer-book supplied by the University.
11. Any material or article besides admit card, registration certificate is strictly forbidden in the examination hall. Any article carried into the examination hall in contravention of this rule shall be liable to expulsion.
12. Any short of communication between a candidate and any person inside or outside the examination hall is strictly prohibited. A candidate requiring an additional answer-book or blotting paper or desiring permission to leave the room for necessary purpose, or intending to submit his/her answer paper may call the attention of the invigilator by rising from his/her seat without any disturbance.
13. Violation of any examination rules and adoption of any unfair means in the examination hall shall render the candidate liable to be Reported Against (R.A.) by the Officer-in-Charge and to such further penalties as the Syndicate may determine.
14. If during or after the examination it is found that a candidate does not fulfill all or any of the rules and regulations governing the examination, his/her examination is labeled to be cancelled.
15. Any candidate suffering from an infectious disease should not be allowed to take his/her examination in the examination centre but rather be advised to get himself/herself admitted to the Govt. I.D. Hospital at Beliaghata, Kolkata. The University will arrange for holding examination for that candidate in the said Hospital. Administration Section in the office of the Controller of Examinations, 2nd floor, Darbhanga Building, College Street, should be contacted along with a copy of the admit card of the candidate concerned and the I. D Hospital Admission Ticket as a documentary proof of his/her hospitalization.
16. Notwithstanding the issue of the Admit Card, the Syndicates reserves the right, for any reason which may appear to them sufficient to cancel the admission of any candidate from any examination whether before, during or after the examination. The Syndicate may also debar a candidate from appearing at any subsequent University examination(s). The decision of the Syndicate in all such cases shall be final.
17. A physically/visually challenged candidate appearing at an examination may be allowed by the University to take the help of an amanuensis of his/her choice on the basis of an application in plain paper to be submitted to the office of the Controller of Examinations (Administration Section) for the purpose and duly forwarded by the Principal/Teacher-in-Charge of the college concerned together with necessary physically/visually challenged certificate in respect of the examinee and three copies of passport size photograph and a declaration in the prescribed form of one who is willing to act as an amanuensis along with a document showing his/her academic qualification one stage below that of the examinee. Such candidates (with/or without amanuensis) are entitled to an extra time of 20 (twenty) minutes per hour on pro-rata basis depending on the full marks in the subject/ paper of the examination he/she is appearing at.

Instructions Regarding Answer Book

[Evaluated answer-scripts for all University Examinations shall be preserved beyond six months from the respective dates of publication of results (Vide Notification No. CSR/11/94, Dated 13.06.94)]

1. Do not write your name or the name of your college anywhere in your answer book. In particular, candidates are directed to mention their Rolls & Registration Numbers only in the specified boxes on the cover and not anywhere else in the answer book.
2. Answer-script with incorrect and illegible particulars furnished by any candidate shall be liable for rejection and such answer-script shall not be evaluated.
3. Answer-scripts with illegible answer shall be liable for rejection and in such cases no marks will be awarded. The concerned candidate shall also be subject to further disciplinary action.
4. Write on both sides of the answer book and not on one side only.
5. **WRITE AT LEAST 20 LINES ON EACH SIDE OF THE PAGES.**
6. Write answer to two different sections of a particular question in a compact way and not in a segmented way throughout the answer book.
7. Do all rough work in the answer-book and cross it through. No loose paper will be provided to scribble and no paper is to be brought for this purpose.
8. Any candidate found in possession of any reading / incriminating material including mobile phone inside the examination room/hall shall be subject to severe disciplinary action.
9. In no circumstances shall any candidate remove the answer book used or unused, from the examination room/hall smuggling of answer book and additional sheet is a punishable offence.
10. Use additional page/s, if required, but only after using the answer book is full. Use blue answer book in case of courses/papers having more than 50 marks full paper and red answer book for courses/papers less than 50 marks full paper.
11. Additional sheets, if used, must be tied with the answer book at its end.
12. Submission of answer-scripts to the invigilator at the end of the examination hours is the sole responsibility of the examinee.
13. It shall be the duty of the examinee to obtain the signature of the invigilator on submission of the written answer script to him /her on each day/half of the examination on the space earmarked on his/her admit card as a token of receipt.


22/12/2024
(Dr. Jayanta Sinha)

**Controller of Examinations
University of Calcutta**