



Ref: VJIT/A/46/2024-25

Date: 30.01.2025

OFFICE OF THE CONTROLLER OF EXAMINATIONS
CIRCULAR

EXAMINATION INSTRUCTIONS & CAUTION AGAINST MALPRACTICE

General Instructions:

- 1. Report on Time** : Arrive at the examination hall at least 15 minutes before the scheduled time. Late entry beyond the permitted time will not be allowed.
- 2. Carry Valid ID** : Students must carry their Hall-ticket and student ID for verification.
- 3. Use of Stationery** : Only blue or black ink pens are allowed. Pencils may be used for diagrams.
- 4. Maintain Silence** : Any communication with fellow students inside the examination hall is strictly prohibited.
- 5. Follow Invigilator's** : Obey all instructions given by the invigilator without argument.

Caution Against Malpractice:

- 1. Strict Prohibition of Unfair Means**
 - Any form of cheating, copying, or use of unauthorized materials (chits, notes, electronic devices, etc.) is strictly prohibited.
 - If found with any unauthorized material, the student's exam may be canceled immediately.
- 2. Electronic Gadgets Prohibited**
 - Mobile phones, smart watches and any electronic devices are strictly banned in the examination hall.
 - Any student found in possession of such devices will face disciplinary action.
- 3. Copying**
 - Copying from another student's answer sheet or allowing others to copy is a serious offense.
 - If caught, both students involved will face consequences, including possible disqualification from the exam.
- 4. No Impersonation**
 - Any student attempting to have someone else take the exam on their behalf will face strict disciplinary action, including possible expulsion.
- 5. Zero Tolerance for Misconduct**
 - Any form of misbehavior, including talking, gesturing, or attempting to seek help, will be considered malpractice.
 - Arguing with the invigilator or disrupting the examination environment may lead to removal from the hall.
- 6. Random Checking**
 - The exam authorities reserve the right to conduct random checks on students and their belongings to ensure compliance with the rules.

Consequences of Malpractice:

- Immediate confiscation of unauthorized materials.
- Cancellation of the student's exam and possible disqualification.
- Reporting to higher authorities, which may result in suspension or other disciplinary action.

NOTE:

Students are advised to check their desk and surroundings for unauthorized material and inform to invigilators about it immediately. Writing on Hall tickets, Calculators and Question papers is strictly prohibited, it comes under malpractice. Students are urged to uphold honesty and integrity during examinations. Any violation of these rules will have serious consequences.


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