Institute of Engineering & Management, Kolkata

Date: 23/04/2024

Examination Code of Conduct – Even Semester 2024

All students are to adhere to the following rules of conduct:

1. Examination timing is 10:00 AM to 01:00 PM (Forenoon / 1st Half) and 02:00 PM to 05:00 PM (Afternoon / 2nd Half). Examination shall be held for any batch, either in the 1st Half or 2nd Half of the day. Kindly refer to the published routine for a detailed schedule.

2. Students must report to the **assigned examination hall** and **appropriate seating assigned** within **9:30 AM** (Forenoon / 1st Half) and **01:30 PM** (Afternoon / 2nd Half), along with **valid Admit Card (Regular and Backlog)** and **Registration Card**.

3. Student reporting between 09:30 AM to 10:00 AM (Forenoon / 1st Half) and 01:30 PM to 02:00 PM (Afternoon / 2nd Half) shall be considered as **"Late for Reporting"**. Such student shall have to submit an **Application to OIC duly signed by the respective HOD or Dean or Principal**.

4. ***No student is allowed to enter after 10:00 AM (Forenoon / 1st Half) and 02:00 PM (Afternoon / 2nd Half).***

5. "**Early submission**" of answer scripts along with question paper shall be applicable from "after 2.5 hours from commencement of the examination". Student is allowed to submit answer script as "early submission" along with the question paper. *No student shall be allowed to leave with question paper if it is an early submission.*

6. Bio-breaks are allowed within 2.5 hours from commencement of the examination. *No student is allowed to leave the examination hall during last 30 minutes of the examinations for any circumstances unless they are "early submitting and leaving the examination hall".*

7. Student should only write their details on the specified portion of first page of the answer script to be provided to them. Student should write the main answer script number only, on the specified portion of all loose sheet(s), if student has requested for the same. *No other page should contain any personal information. In such case, answer script may be liable for cancellation.*

8. Usage of non-programmable calculators is allowed unless otherwise specified. Programmable calculators, electronic devices such as mobile phones, digital watch, fitness band, headphones and similar electronics devices are strictly not allowed inside the examination hall.

Debika Bhattacharyya

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