

Board of Examinations and Evaluation
COEP Tech University

Code of Conduct during Examination for Students

1.	Detained/Dropped students are not allowed in the Exam Hall.
2.	Strictly, Wrist watches of any type (smart/ digital/ programmable/ analog/ any other) are not allowed. No Jackets and Caps are allowed. If found during examination, will be confiscated and will be returned after the last day of scheduled examination in the time table and subject to payment of Rs. 500/- fine.
3.	A wall clock will be provided for each classroom.
4.	Shoes of any type are not allowed. Wear open footwear like chappals/Slippers and sandals.
5.	Students must report to the examination centre well in advance, and carry out extensive and compulsory frisking before entering the Examination Hall and should be seated in the Exam Hall on the allotted seat 15 minutes before the scheduled time. (Ensure that bag, books, notes or any study material, cell phones are not with you and same should be kept outside Exam Hall).
6.	If the student fails to report in advance for carrying out extensive and compulsory frisking before entering the Examination Hall, No extra time will be allowed for completing the examination in lieu of the time taken for completing these formalities.
7.	After the entry of Invigilators, students are not allowed to leave the place.
8.	No students will be allowed to enter the Exam Hall after 15 minutes from the commencement of the examination.
9.	Students are not allowed to leave the Exam Hall during last 15 minutes of the examination even if they have completed the paper.
10.	Students are not allowed to leave the Exam Hall for wash-room without intimating the invigilator, strictly. Should submit both Question Paper and Answer book to invigilator before leaving for wash-room.
11.	Hall Ticket/RFID/Combo - Card is compulsory in Exam Hall. Any student found without the same will be fined/not allowed to attempt exam.
12.	Students of New MIS should download their Hall Ticket from the portal and carry the same during all examinations. (With your recent photograph uploaded on it). Invigilators will sign on the Hall Ticket for respective courses.
13.	The student's identity will be verified at the examination centre by invigilators and Examination and Evaluation Cell appointed representatives. If the identity of the student is in doubt, the student may not be allowed to appear for the examination. However, the COEP Tech authorities, at their discretion, may provisionally permit the student to appear for the examination after completing certain formalities. No extra time will be allowed for completing the examination in lieu of the time taken for completing these formalities. In such cases where the student is permitted to provisionally appear for the examination, the decision of the Director, Board of Examination and Evaluation on the issue, shall be final.
14.	Impersonation and/or use of unfair means in the examination are considered as serious offences and will lead to detention in said subject and no re-exam. It may also lead to disciplinary action against such students.
15.	Any other item which could be used for unfair means, or for hiding communication devices like a microchip, camera, Bluetooth device, etc., is not permitted.
16.	Exchange/Sharing of any stationery and calculators, writing on Question Paper is not allowed. Strict action will be taken in case of any sort of malpractice or usage of unfair

	means (including written marks on palm or any other part of body).
17.	Students are strongly advised to bring drinking water in a transparent white bottle only. Also, Only white transparent writing pads are allowed.
18.	Fine of Rs. 100/- per exam will be charged for not having Hall Ticket or Hall Ticket without appropriate photograph.
19.	Mobile Phones (including silent mode / vibration mode / switch-off mode) / Programmable Calculator/any other electronic gadgets are strictly not allowed inside Exam Hall. Anyone found with the same in the Exam Hall will be expelled and detained for the course/for the semester/year.
20.	Mobile Phones/Programmable Calculator/any other electronic gadgets if confiscated during examination, same will be returned after the last day of scheduled examination in the Time Table and subject to payment of Rs. 3000/- fine.
21.	Violation of above instructions leads to disciplinary actions.

Director
Board of Examination and Evaluation
COEPTech University