

NANDHA ENGINEERING COLLEGE, ERODE 638052

OFFICE OF THE CONTROLLER OF EXAMINATIONS

GUIDELINES TO CANDIDATES APPEARING FOR SEMESTER EXAMINATIONS

1. All candidates must bring Hall Tickets for all examinations.
2. If a candidate fails to bring the hall ticket, he/she has to contact the Office of the Controller of Examinations and get a duplicate Hall Ticket.
3. All candidates shall bring their valid Identity card for every examination, failing which they will not be permitted to write the examination. They have to meet the respective Head of the Department and get the written permission from the Head of the Department to write the examination.
4. The candidates may view their seating arrangements in the College Notice Board. The seating may vary for each examination.
5. Time schedule to be adhered for Theory Examinations:

Activity	Forenoon	Afternoon
Entry into the Examination Hall	9.30 AM	1.15 PM
Distribution of Question paper	9.45 AM	1.30 PM
Closing Time of Examination	12.45 PM	4.30 PM

6. The time table for Practical Examination will be displayed in the respective departments. The Practical timings are FN: 9.30 AM to 12.30 PM and 1.00PM to 4.00 PM.
7. Candidates coming after 10.00 AM / 1.45 PM shall seek the permission of the Chief Superintendent and COE to enter the examination hall.
8. The candidates will be provided with data books/IS codes/Data sheets/Tables which are necessary for any particular examination. The candidates should not write anything in the books supplied to them.
9. The candidates shall write their Register Number on the first page of the Answer book at the place marked as 'Register Number'. They shall also fill-in other details required without fail. They are advised to go through the instructions on the first page of Answer book.
10. On receiving the question paper, candidates shall verify the Course code, Course title, Number of pages, etc. and discrepancy if any, shall be brought to the notice of the Hall Superintendent immediately.
11. After completing the examination, the candidates shall personally handover the answer books to the Hall Superintendent. Keeping the answer book on the table and leaving the examination hall is not allowed.
12. Candidates are not permitted to go out of the examination hall in the middle of examination whatsoever the reasons may be.
13. The candidates shall not possess Cell Phones / Programmable Calculators / Smart Watches / Calculator Covers inside the examination hall. It shall be kept in the space provided inside the examination hall. Possession of any gadgets mentioned above inside the examination hall will be treated as Malpractice.
14. Students shall not possess any hand written / printed materials inside the examination hall. Otherwise, it will be treated as Malpractice.
15. Malpractice will be viewed very seriously and the punishment may be invalidation of examinations in one or more courses.

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