

# Jamia Urdu Hind

## Instructons to Students for examinations

Timings for Examinations	<b>Fore Noon Session: 10.00 AM - 12.00 PM</b>
	<b>After Noon Session: 01.00 PM - 03.00 PM</b>

1. Admit Card is compulsory for all students and it should be brought to the examination hall.
2. Do not come late for the examination. You are expected to be available in the examination hall at least half an hour before the commencement of examination. In rare situations, you will be permitted to enter into the examination hall during the first half an hour from the commencement of the examination. Students who are late to an examination will not get extra time
3. Before entering into the hall, check yourself to ensure you do not possess mobile phones, programmable calculators, electronic gadgets, any material notes pertaining to the examination etc
4. Do not TALK / GESTURE inside the examination hall
5. **MOBILE PHONES / PROGRAMMABLE CALCULATORS OR ANY OTHER ELECTRONIC GADGETS ARE STRICTLY PROHIBITED INSIDE THE EXAMINATION HALL**
6. Check whether you have collected the correct question paper, Read the instructions given in the question paper and follow the same.
7. Do not commence reading or writing until instructed to do so. Write clearly; illegible answers will not be awarded marks
8. **DO NOT WRITE ANYTHING ON THE QUESTION PAPER OTHER THAN YOUR REGISTER NUMBER. WRITING ANY HINT OR NOTE IN THE QUESTION PAPER IS ALSO A KIND OF MALPRACTICE**
9. Put your signature and write the Answer Booklet Serial Number in the attendance sheet
10. Do not tear any pages out of the answer book. Rough working may be done in the last page of the answer book. Clearly cross out rough working before handing over your answer book
11. Bring pen, pencil, scale, calculator, eraser etc that are required for the examination. **DO NOT BORROW ANY ARTICLES INSIDE THE EXAMINATION HALL**

12. Normally students will not be permitted to go outside the examination hall before handing over answer booklet. In rare situations, students will be permitted to go outside the examination hall for toilets, accompanied by a teacher / attendant
13. Do not leave the hall during the examination and you are required to sit for the whole duration
14. If you require any assistance, please raise your hand
15. Stop writing when you are instructed to do so at the end of the examination and **REMAIN SEATED UNTIL ALL PAPERS HAVE BEEN COLLECTED** and you are told that you may leave the hall
16. Severe penalties apply for misconduct, cheating, possession of unauthorized materials, improper use of materials, unauthorized removal of materials from examination rooms or ignoring the instructions given by supervisors. **STUDENTS ARE REMINDED THAT CHEATING IS REGARDED AS AN ACT OF GRAVE MISCONDUCT FOR WHICH THERE ARE HEAVY PENALTIES APPLIED, INCLUDING A FAIL IN THE SUBJECT/ CANCELLATION OF ALL SUBJECTS WRITTEN IN THE SEMESTER / DEBARRING FROM THE EXAMINATION AND POSSIBLE EXPULSION FROM THE EXAM HALL**

## **GENERAL INSTRUCTIONS**

1. Sample filled in “front page” of answer sheet has been mailed. Please follow it accordingly.
2. Please refer to the exam instructions for students and instruct them accordingly.
3. You are required to sign beside the invigilator’s sign.
4. Question Papers will be sent on the examination day through e-mail for both morning and afternoon session
5. All question papers will consist of 5 questions with (a) or (b) choice for each question. Student needs to attend any one question under each number.
6. **No additional booklets/sheets will be provided. Students will have to answer on the same Booklet only**
7. **Examination ends on 19-04-14.** Answer sheets should be dispatched back to JAMIA URDU HIND on the same day

**BY THE ORDER OF COE**