



ANIL NEERUKONDA INSTITUTE OF TECHNOLOGY & SCIENCES

UGC AUTONOMOUS

(Affiliated to Andhra University)

Sangivalasa-531162, Bheemunipatnam Mandal, Visakhapatnam Dt.

Phone: 08933- 225084,226395

**INSTRUCTIONS TO THE STUDENTS WHILE ATTENDING SEMESTER
END / MID EXAMINATIONS**

1. Deposit your bags in the specified room allotted in the respective departments. Do not keep valuable articles in the bag.
2. Identify the correct Hall Number from the display board before going to the examination hall. If your number is not displayed, contact the exam cell immediately.
3. If you do not bring the Hall ticket, you can approach the exam section with a letter signed by HOD for getting the duplicate after the payment of prescribed fees.
4. Identify the seat number from the seating arrangement chart displayed inside the examination hall.
5. No student will be allowed into the examination hall after 30 minutes of the commencement of **semester end examination** and not permitted to leave the hall before half of the time allotted for the examination. However the students are permitted to leave the exam hall in the last half – an – hour.
6. No student will be allowed into the examination hall after 5 minutes of the commencement of **mid examination** and is not permitted to leave the hall before 15 minutes of the completion of exam
7. Before entering into the hall, check yourself to ensure that you do not possess mobile phones, electronic gadgets, any material notes etc.
8. Students should ensure that they do not have any write-ups on their body as well as on the garments worn by them.
9. Show your HALL TICKET and IDENTITY CARD to the invigilator in the examination hall before entering into the hall during **semester end examination**.
10. Show your IDENTITY CARD to the invigilator in the examination before entering into the hall during **mid examination**.

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11. Do not talk / exchange gesture inside the examination hall.
12. Collect your answer booklet and write all the required details legibly.
13. Do not write your register number or name inside the answer book /drawing sheet/ graph sheet etc.
14. Check whether you have collected the correct question paper, also see that all pages are printed or not. If not, intimate to the Hall invigilator immediately.
15. Do not write anything on the question paper other than your register number. writing any hint or note on the question paper will be treated as malpractice.
16. Put your signature and write the Answer Booklet Serial Number in the attendance sheet during **semester end exams**.
17. Put your signature in the attendance sheet during **mid exams**.
18. If you are in the need of any data book/tables, you may ask the invigilator for the same during the examination.
19. Do not tear any sheets from the answer book, Rough work may be done in the last page of the answer book and indicate clearly rough work.
20. Bring pen, pencil, scale, calculator, eraser etc that are required for the examination and do not borrow any articles inside the examination hall from other students.
21. Students will not be permitted to go outside the examination hall before handing over answer booklet. In rare situations, students may be permitted to go outside the examination hall for toilets, accompanied by an attendant.
22. If you require any assistance in exam hall, please raise your hand.
23. Stop writing when you are instructed to do so at the end of the examination and remain seated in your place until all the answer scripts are collected by the invigilators.


DEAN & COE
(Prof.D.Prasada Rao)

Dean & Controller of Examinations
Anil Neerukonda Institute of Technology and Sciences
Sangivalasa, Visakhapatnam


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