

SREE VIDYANIKETHAN ENGINEERING COLLEGE

(AUTONOMOUS)

Sree Sainath Nagar, A. Rangampet – 517 102

EXAMINATION SECTION

Instructions to the Students (Semester-end and Internal Examinations)

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I. Registration of Examinations:

1. Students appearing for the Semester-end Examinations shall follow the notifications published in the college website and register the examinations on-line in NIVA using their long in credentials.
2. Examination Fee should be paid through on-line in NIVA exercising Debit card / Credit card / Net Banking options using your login credentials. The Exam Fee shall not be refunded under any circumstances. (Fee for Grade Sheet also included).
3. Filled-in applications should be submitted through on-line in NIVA obtain acknowledgement using your login credentials.
4. Payment of Examination Fee and registration of examination does not guarantee eligibility for appearing for examinations.
5. Hall tickets will be issued only to the eligible candidates who fulfil the Attendance and Academic requirements of the College.

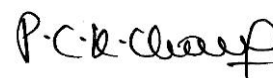
II. Reporting to Examinations:

1. Students must report to the college **30 Minutes** in advance of the commencement of both Internal and Semester-end examinations.
2. Students should be presented at the respective examination hall **15 minutes** prior to the commencement of examination.
3. Students should thoroughly check the surroundings and inside the Desks. In case any objectionable material is found, it should be handed over to the invigilators.
4. Students should bring their Identity Card and Hall Ticket to appear for the examinations. If any student forgot to bring the Identity Card and Hall Ticket, they should be obtained permission from the Chief Controller of the Examinations.
5. Students are not allowed to bring Programmable Calculators, Cell Phones/Pagers or any other electronic gadgets into the examination halls.
6. No student will be allowed to enter the exam hall after the commencement of examination.

III. Writing the Examinations:

1. Students are required to ensure the number of pages in the "**Main Answer Book**" (Total Pages are 40 for Semester-end Exam, 20 for Internal Exam) are intact and sign on the **Title Page** of the "**Main Answer Book**". Any discrepancy shall be immediately brought to the notice of the Invigilator.
2. Students must ensure before answering in case a defective answer book is issued, it must be returned to the invigilator and a new and defect free answer book must be obtained.
3. Before the candidate begins to answer, Hall Ticket number, particulars of Examination, semester, subject, Question paper code etc., shall be filled. Failure to enter all or any of these particulars may disqualify the paper from valuation.

4. Every student has to enter Serial No. of the **"Main Answer Book"** and sign in the "HALL-WISE ATTENDANCE" sheet.
5. Candidates are prohibited from
 - a) writing :
 - their hall ticket number in any part of their answer book, except in the space provided for on the title sheet of answer book.
 - their name or any other matter or any symbol, which may lead to their identification in any part of the answer book.
 - anything addressing the examiner in any manner whatsoever, in their answer book.
 - objectionable/obscene language in the answer book.
 - anything other than their Hall Ticket Number on the question paper.
 - b) either seeking or providing any assistance to the fellow candidates in the exam.
 - c) possessing a manuscript or a printed matter, in any form, in the examination hall.
 - d) bringing loose sheets or paper into the examination hall and detaching any paper from the answer book. Violation of these instructions will be viewed as a case of malpractice, which is a punishable offence.
6. Before beginning to answer any question, candidates must write the correct question number in the margin only and should not write anything else in the margin.
7. **Answers must be written legibly on both sides of the paper. There are 25 lines in each page.** It is not necessary to begin each answer on a fresh page.
8. Rough work if any, must be separated from the subject matter by a line at the bottom and noted as rough work.
9. Candidates are not allowed to leave the examination hall within half of the allotted time after commencement of examination.
10. If any student strikes off all answers in his/her main answer book, the candidate has to write, "Struck off by me" on each page.
11. Student shall strike-off the unused portion of main answer book.
12. **At the end of the examination, the answer book must be handed over to the invigilator by the candidate. This responsibility lies with the candidate only.**
13. Candidates should maintain absolute silence during the time of examination. Misbehaviour in any form by the candidate in the examination hall will attract severe punishment.
14. Candidates are permitted to leave the examination hall only after the expiry of half of the allotted time and candidates will be permitted to carry the question paper only when they are leaving the exam hall in the last half-an-hour.



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