



ADHIYAMAAN COLLEGE OF ENGINEERING

(Autonomous)

Affiliated to Anna University – Chennai & Approved by AICTE – New Delhi.

Accredited by NAAC & NBA - UGC, New Delhi

OFFICE OF THE CONTROLLER OF EXAMINATIONS

INSTRUCTIONS TO THE STUDENTS APPEARING FOR THE END SEMESTER EXAMINATIONS

1. Timings for Examination:

FORENOON SESSION : 9.30 AM – 12.30 AM

AFTERNOON SESSION : 1.30 AM TO 04.30 PM

2. Deposit of bags and other belongings outside the Exam Hall, **DON'T KEEP VALUABLE THINGS** in the bag.
3. Identify the correct Hall Number from the display board before going to the examination hall, if your Regd. No. is not displayed, contact the chief superintendent immediately.
4. If you have not brought the hall ticket, you can approach the chief superintendent for getting the duplicate hall ticket after the payment of prescribed fee.
5. If the hall ticket is lost, students shall approach the office of COE immediately, for obtaining duplicate hall ticket.
6. Not allowed to enter the hall after 30 minutes from the commencement of the examination; Allowed to leave the hall only after the end of 60 minutes from the commencement of Examination.
7. Show their **HALL TICKET** and **IDENTITY CARD** to the hall invigilator before entering the hall.
8. Do not **TALK /GESTURE** inside the examination hall.



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9. Check the answer booklet, if damaged / do not have 48 pages, inform to hall superintendent and request for replacement. No additional sheets will be issued.
10. Check whether the Register Number, Name, and subject code/ name are correctly written or not in the allotted spaces of the answer booklet.
- 11. DONOT WRITE YOUR REGISTER NO. OR NAME INSIDE THE ANSWER BOOK / DRAWING SHEET/GRAPH SHEET**
- 12. MOBILE PHONE / PROGRAMMABLE CALCULATORS OR ANY OTHER ELECTRONIC GADGETS ARE STRICTLY PROHIBITED INSIDE THE EXAMINATION HALL**
13. On receipt of question paper, verify the subject code / Name and ensure that the correct question paper is received.
14. Students must ensure whether they signed in the attendance sheet before leaving the exam hall.
15. Don't write anything in the question paper other than your **REGISTER NUMBER**, writing any hint or note in the question paper is also a kind of **malpractice**.
16. Students must return any data books/ charts/ manuals issued to them before leaving the hall.
17. Can report any missing data/figure or discrepancy in the question paper to the Invigilator inside the Hall.
18. Bring pen, pencil, scale, calculator, eraser etc. that are required for the examination. Borrowing any articles inside the examination hall from others is prohibited.



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19. Can leave the exam hall for any emergency like natural calls/illness with the prior permission from the respective invigilator and with the assistance of supporting staff.

CONTROLLER OF EXAMINATIONS