

MIT Academy of Engineering (An Autonomous Institute)	INSTRUCTIONS TO CANDIDATES
Alandi (D), Pune – 412105	
EXAMINATION SECTION	

1. The candidate is not allowed to take any books/notes, log tables, notepads or any other kind of reference material into the examination hall.
2. Mobile phones and any other electronic devices are strictly not allowed in the examination hall.
3. The candidate must carry his/her identity card and admit card for every examination.
4. The candidate should not write anything on the identity card, admit card and question paper.
5. The candidate should check that the invigilator has appended his/her signature at the specified space on the answer sheet as well as the admit card.
6. No candidate shall be admitted into the examination hall **after 15 minutes** of the commencement of the examination and shall not be allowed to leave the examination hall before 30 minutes after the commencement of the examination. No candidate should leave the examination hall during the last 10 minutes of the examination.
7. Any candidate appearing for the examination is liable to be charged for committing malpractice in the following cases
 - a) Bringing into the examination hall or being found in possession of portions of book manuscript, programmable calculator or any other matter that is not permissible to be brought into the examination hall.
 - b) Having any written matter on scribbling pad, question paper, any part of the body, items of clothing, instrument box etc.

In such cases (a and b above), the paper for which the student is appearing will be canceled and he/she will not be permitted to appear for the further examinations (including re-examination) of the same course for that semester. Any other

punishment may also be decided by the unfair means investigation committee depending on the severity of the case.

c) Copying from the material or matter or answer sheet of another candidate or taking assistance from another candidate in the examination hall.

d) Communication with any candidate or any person within or outside the examination hall for the purpose of taking aid or assistance in writing the examination.

In such cases (c and d above), the paper for which the student is appearing will be canceled.

e) Making requests or threats to the invigilator and or any other official of the institute for favors in the examination hall or to the examiner in the answer script.

In such a case, the paper for which the student is appearing will be canceled and the student will not be permitted to appear for the further examinations (including re-examination) of the same course for that semester. Any other punishment may also be decided by the unfair means investigation committee and/or Director, MITAOE depending on the severity of the case.

f) Smuggling out or smuggling in or tearing of answer scripts or supplementary sheets. Inserting papers within or outside the examination hall into the answer script. Running away along with the answer book from the examination hall or premises.

g) Impersonating or allowing any other person to impersonate in his/her place in the examination hall.

In such cases (f and g), the paper for which the student is appearing will be canceled and he/she will not be permitted to appear for the further examinations (including re-examination) of the same course for that semester. Additionally an FIR will be lodged in the nearest police station against the offender.

h) Bringing mobile phones to the examination hall.

In such a case, mobile will be confiscated and will be retained with the authorities till the end of the semester

i) Unruly behavior in or near the examination hall.

In such a case, suitable disciplinary action will be decided by the committee.