



GALGOTIAS UNIVERSITY

Instructions to Students – Special Examination (November 2023)

1. Special Examination will be conducted offline in Room No. – A109 and A110 at Galgotias University campus on 9th & 10th November 2023.
2. Students are advised to carry University Identity Card in Original (**No colour photostat allowed**) failing which they will not be allowed to appear in examination. **No Student shall be allowed to appear in examination on Photocopy of GU-ID.**
3. **Students should enter the examination hall 15 minutes before the commencement of the examination. Late comers may be allowed subject to a maximum by 30 minutes from the commencement of examination on exceptional grounds on written permission of CS / CoE / Addl CoE / In-charge Flying Squad only.**
4. **Bags/books/Written-Notes/Smart Watches/any type of hearing device/Programable Calculators/Mobiles shall not be allowed in the campus. The University shall not be responsible for any type of losses/breakages etc.**
5. Students shall not be allowed to carry mobile phones, smart watch, electronic gadgets (Other than the scientific calculator) or any other type of incriminating material in the examination Hall.
6. **Students are instructed to fill the OMR. Answer Scripts without filled OMR bubbles will be treated as null and void. Use blue/black pen only to fill the bubbles in the OMR Grid.**
7. Students are advised to read and follow instructions printed on the answer booklet and check the answer booklet for number of pages and for its condition before writing.
8. Exchange or borrowing of water bottle, pen, pencil, eraser, scale, calculator, etc. during examination is prohibited.
9. **Students are allowed for washroom only in the second hour of the examination (NOT in first or last hour).**
10. **Students are allowed to leave the examination hall after two hours. No student is permitted to move out in last half an hour of the examination.**
11. Students must sit according to their seating plan.
12. No supplementary sheet will be provided. Rough work can be carried out on the right-hand side margin or at the end of the answer booklet.
13. **Students are instructed to leave the left and right hand side margin (atleast 2 inches) of each page in the answer booklet.**
14. Students are advised not to make any type of identification mark on the answer booklet as that would be considered as an act of use of unfair means.
15. Students are not allowed to take/sneak out the answer book out of the examination hall, the act will be treat as a malpractice and **if found guilty, student will not allowed to appear in any further examinations as well as disciplinary action be taken.**
16. Students should not talk with any other examinee and should not disturb anyone during the examination. Any such act will be treated as a malpractice / UFM.

Controller of Examinations