

## **Guidelines/ Information for the Students**

### **Exam Cell Timing: 9:30 AM to 5:30 PM (7 Days Working)**

- A) At a time only 2 students (maximum) are allowed to enter into the exam cell using gate no.2 (**Entry from Gate no. 1 is strictly prohibited**). However they should not go beyond the service table.
- B) Students should interact with the deputed staff for their work (Not with the peon).
- C) Requests may also be submitted via sending email to **examcell@iiita.ac.in**
- D) The **Maximum Service Time** for Various Tasks after submitting the Application

Returning Original Documents	- <b>Application would be accepted whole day &amp; documents will be returned from 2:30 PM to 5:30 PM Next Day</b>
Issuing the grade card/Degree, etc.	- <b>Application would be accepted whole day &amp; Grade Card/Degree would be returned from 2:30 PM to 5:30 PM</b>
Issuing the transcripts	- <b>3 days</b>
Documents Verification	- <b>Within 24 Hours</b>
Issuing Certificate of affiliation, etc.	- <b>Within 24 Hours</b>

- E) Students should report to the AR (Exam), Shri Ranjeet Banerjee, if it takes more time than as mentioned herein above.

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**Faculty in-charge, Exam  
(Dr. Neetesh Purohit)**