

Indian Institute of Information Technology, Allahabad

(A University Established under Sec. 3 of UGC Act, 1956 vide Notification No. F.9-4/99-U.3 Dated 4/8/2000 of the Govt. of India)

(A Centre of Excellence in Information Technology Established by Govt. of India)

Deoghat Jhalwa, Allahabad - 211012

F. No. IIIT-A/EC/Circ.549/2015

Dated: 9.3.2015

Examination: Code of Conduct for Students

- 1) All the students are instructed to be seated in their Examination Room at least 10 (Ten) minutes before the commencement of the Examination in accordance with their seating plan. In no case a student will be allowed to enter into the Examination Room after 15 (fifteen) minutes of the commencement of the examination. Students are not allowed to change their allotted seats unless permitted by the Invigilator.
- 2) Every Student is instructed to ensure on their own that their pockets and wallets/purses contains only the I-card, and they should not carry any copying material/ slips etc., to the examination hall. Any type of books, papers and bags must be left at the entrance of the examination room else this will be booked as a case of adopting Unfair Means (UFM).
- 3) Students are not permitted to carry along any mobile phone/electronic gadgets/high-end scientific calculator in the examination hall. **During the examination, if invigilator/flying squad found any such gadget/ instrument with any student then UFM case will be registered against him/ her.**
- 4) Each student will have to produce his/her original identity card (valid and verifiable) in each examination on demand by the Invigilator/Observer as authorized. If the identity card is expired/lost, then the student will be required to produce a valid authorization as Admit Card issued by Faculty-In-Charge (Exam.)/Assistant Registrar (Exam.) to allow his/her identity to be verified for the sake of examination on that date.
- 5) If use of any unfair means by the students would be found, during the examination, by the Invigilators/Observers/Instructors, then it will be reported, along with all the supporting documents, to the Head of the Flying Squad for necessary action. Later on, the case may be referred to the academic council (Senate) sub-committee.
- 6) Any kind of misbehaving/ threatening/ non-cooperation with the Invigilators/ Observers/ Instructors will come under the category of gross misconduct. The case will be judged by the Chief Proctor for further disciplinary proceedings.
- 7) Students are advised to check their desk that nothing is written on top or elsewhere. If

noticed later on, this will be deemed as use of unfair means and shall be dealt with as per UFM rules.

- 8) Students should maintain total silence during examinations, and are not permitted to talk/consult among each other by way of voice/gestures etc., while in the examination hall.
- 9) Providing/receiving help in any form/manner will be an offence to be dealt right over there by concerned invigilator(s) to report to the head of the flying squad for necessary actions.
- 10) It is the responsibility of students to put their signature at all the required places. As and when the Attendance sheet is produced before them, a student will properly fill up and sign the attendance sheet in presence of the Invigilator(s) and reply to the questions, if any, put to them by the Invigilator.
- 11) No student should leave the examination hall without handing over the answer scripts to the Invigilator. Once the answer book is handed over to the Invigilator, the same cannot be taken back by the student.
- 12) Students should not take with them any answer book or supplement while leaving the examination hall else their examination will be cancelled.
- 13) Usual actions taken by UFM committee against a student on valid cases range from imposing a monetary fine, cancellation of concerned paper, award of F grade, withdrawal of scholarship, expulsion from Institute, etc. The parents of the concerned student will also be informed through telephone and letter.

sd/-
Asst. Registrar (Exam.)

Copy to:

- **PA to Director - *for kind information of the Hon'ble Director please.***
- **e-circular**