



HAJEE KARUTHA ROWTHER HOWDIA COLLEGE (AUTONOMOUS)

(An Autonomous Institution affiliated to Madurai Kamaraj University)

Uthamapalayam - 625533

Office of the Controller of Examinations

Term End Examination

CODE OF CONDUCT

FOR STUDENTS

- Students are expected to be in their respective seats 10 minutes before the commencement of the examination. No one will be allowed to enter the Examination Hall 30 minutes after the commencement of the examination.
- Students will not be permitted to enter the examination hall without Identity Cards and Hall Tickets.
- Students will be allowed to leave the examination hall only after 2 hours from the commencement of Examination.
- Students writing the examinations shall write their answers on both the sides of the answer sheets.
- Every student should bring his / her own Pen, Pencil, Eraser , Mathematical Instruments and Calculators (if necessary)
- The students, before leaving the Examination halls should handover their answer scripts to the invigilators.
- Register number, class, course code and course name should be clearly filled in the relevant columns in the answer sheet.
- Helping co examinees in any form during examinations is strictly prohibited.
- The Chief Superintendent of Examination and invigilators shall strictly enforce the code of conduct. Charges of malpractice shall be duly recorded and action will be taken.
- Cell phones are strictly prohibited inside the examination hall.
- If any student found with materials like stroing devices, manuscripts , pages of book etc will be charged as copying and indulging in malpractice.

FOR INVIGILATORS

- The Invigilators should receive the Question papers from the Chief Controller's office by 9.30 a.m. for forenoon session and 1.30 p.m. for afternoon session.
- They must be present in the examination halls by 9.45 a.m. / 1.45 p.m. for forenoon / afternoon session.
- While the students are entering the hall , invigilators should verify their Identity Cards and Hall Tickets.
- They should allow the students to sit in the Examination Halls according to the register number mentioned in the hall ticket.
- They should distribute the main sheets according to the serial number.
- At the stroke of the second bell, they shall distribute the question paper.
- They should verify the register number , Course Code, Course Name and Date in the Front page of the main Answer Sheet.
- They should note down the absentees number half an hour after the commencement of the examination and handover them to the office attender who is incharge of collecting them.
- As soon as the examinations are over, they should collect the answer sheets according to the serial number and handover them properly to the Chief Controller of the Examinations.