

INSTRUCTIONS FOR THE ENSUING U.G. CBCS SEMESTER EXAMINATIONS

1. The examinations will commence on the date specified on the examination schedule.
2. In the morning of the first day of the examination, the examination hall will be opened one hour earlier than the appointed time but on all subsequent days only 15 minutes earlier, the doors being closed each day 5 minutes before commencement.
3. A candidate coming late up to 20 minutes may be admitted to the examination hall at the discretion of Officer-in-Charge of the Centre. Under no circumstances, shall a candidate who is late by more than 20 minutes, be allowed to sit for the examination.
4. Within one hour from the commencement, no candidate will be allowed to leave the examination hall.
5. Answer papers even if blank, are to be handed over to the Invigilator and must not be left on the desk.
6. Except blank answer books and additional sheets, the University will supply no other materials for use in the examination hall. Log tables and Graph Papers will be supplied, if necessary.
7. On the answer books, the candidate is to write the name of the Examination, his/her University Registration/Enrolment Number, Examination Roll and Number only. (Under no circumstances his/her name or University / College should be mentioned).
8. The candidate will be allowed to carry with him/her to the examination hall only the Admit Card, the University Registration Certificate and drawing implements which may be required for answering questions.
9. To draw the attention of the Invigilator, a candidate should only stand up. Under no circumstances any tapping of the desk will be allowed.
10. Admit Card and Registration Certificate are to be shown and signature given when the Officer-in-Charge of the Centre directs.
11. The candidate must write on both sides of each page of the answer book.
12. The candidate must not borrow drawing instruments, pencils, erasers, blotting paper etc, from other candidates in the examination hall.
13. For any unfair means attempted or adopted or any act of indiscipline, a candidate is liable to be expelled by the Officer-in-Charge of the Centre and his/her examination will be cancelled by the University. The form for Reporting Case or Acts of Unfair Means used by the students at the Examination Centre (Proforma-A), the Statement of the Centre Superintendent and the Student about the Incident of Unfair means (Proforma -B), and the form for Receipt of R.A. Answer Scripts are available in the Members area of www.cbpbu.net.
14. Any alteration made in the entries on the card without the Authority of the University shall render the candidate liable to be disqualified to sit for this or any subsequent examination.
15. Correction of any kind on the Admit card is required to be made before the commencement of examination.

16. Mobile/Cell Phone/any kind of Electronic Gazette is strictly prohibited in the Examination Hall.

17. On the specified Date of the Examination as per the notified Examination Schedule the packet question paper is to be opened fifteen minutes before the commencement of the examination by the Officer-in-Charge of the Centre in the presence of at least two (02) Faculty Members of the College/University and they put their signatures with date & time on the envelope/packet containing question papers and the signed envelope/packet will be collected by the authorized person of the Office of the Controller of Examination, Cooch Behar Panchanan Barma University in due course.

Handwritten signature and date: 09/06/23

Controller of Examination, CBPBU