

Code of Conduct during Internal Examinations

Instruction to the Students

1. Check the examination schedule displayed on the Notice Board (Semester and Branch wise, Date and shift wise).
2. REACH the examination center 30 minutes before the commencement of examination.
3. BRING your admit card as well as the Institute/ College ID Card and Wearing proper college uniform
4. MUST sit as per seating plan displayed on the notice board of the examination center.
5. CHECK the number of pages or any other kind of damage in your Answer Sheet, found than change the Answer Sheet immediately before the commencement of examination.
6. CHECK the QUESTION PAPER for any kind of discrepancy e.g. Subject Code, Subject Name, and Questions of the Question Paper during first THIRTY MINUTES of the commencement of the exam, so that mistake can resolve in time.
7. DO NOT bring the materials like slips of papers/mobiles/digital diaries/ study material/revision notes in the examination hall. **THE MOBILES/DIGITAL DIARIES/ELECTRONIC WATCH AND ANY OTHER ELECTRONIC GADGET EXCEPT MEMORYLESS SCIENTIFIC CALCULATOR FOR SPECIFIC SUBJECTS SHALL BE CONSIDERED AS UFM CASE.**
8. There will NOT be any excuse if you bring any such material in the examination hall given in Point no. (7).
9. MUST write the Roll No as well as others details properly on your Answer Sheet.
10. MUST write the subject code and subject name on the Answer Sheet.
11. DO NOT write anything (except your ROLL NO at specified space) on Question paper WHICH CAN BE CONSIDERED AS UFM CASE.
12. Draw all the required drawing/ figure and graph by Pen in Answer Sheet.
13. After taking your seat, check thoroughly for any piece of paper or any other material around you and if found, report immediately to the invigilator BEFORE THE EXAM BEGINS.

Instructions to Room Invigilator

1. The Room Invigilator shall report to the Exam Cell at least 30 minutes before the commencement of the examination
2. Invigilators must carry their ID Card.
3. Invigilators should carry Red & Black pens.
4. Invigilators have to collect Room file and must count the number of question papers and the Answer Sheet and Formats (Room Invigilator Report, Attendance Sheet, and Seating Plan) before leaving Exam cell as the allotted candidates in the examination hall.
5. Invigilators are strictly instructed not to carry Mobile phone during examination
6. Invigilators ensure that students must bring their ID card, admit card, and their proper uniform in order to be granted entry to the exam.
7. Invigilators must ensure Students are seated according to seating plan.
8. Ask them for any kind of damage in the answer script.
9. Ask the students to check their belongings regarding unauthorized material, or any electronic gadget. (Except the memory less scientific calculator allowed in that paper).
10. Put his / her signature at the place marked as Invigilator's Signature only after ensuring that all entries entered by the students are correct.
11. Check the Answer Sheet after submitting it by the students for any kind of overwriting/ cutting regarding the Roll no, subject code etc.

ABES Institute of Technology

Approved by AICTE and Affiliated to
Dr.APJ Abdul Kalam Technical University,
Uttar Pradesh, Lucknow

NBA

Accredited B.Tech Programs-CSE,IT
upto 30th June 2025

**College
Code
290**

12. In case of UFM immediately inform to the Exam cell
13. If any student allowed to go out from the room for Wash room/Drinking water. He/she must be watched by Invigilator.
14. Do not allow the students to leave examination hall before the scheduled time.
15. If any candidate is absent, the word ABSENT shall be written in capital letters in the appropriate column of the Attendance Sheet and Room Invigilator Report with Red pen.
16. If an invigilator has an emergency that requires him to leave the room for a short period of time during an examination, he will inform the exam cell. Exam, cell will designate a reliever, and then invigilator may leave the room.
17. After the exam is over, ensure that the number of answer copies allotted is complete and after that allow the student to leave the room.
18. In case of leave, a proper substitute is to be arranged by the Invigilators & undersigned has to be informed at least a day before through proper channel
19. Invigilators ensure that no outsider (except the ones permitted by Controller of Examination [CoE]) can enter the Examination area during Exam duration.
20. **List of Permissible Calculators**

CASIO :-	ORPAT	HP	TEXAS
<ul style="list-style-type: none"> • fx-991MS • fx-100MS • fx-82MS • fx-82ES Plus • fx-991ES Plus • fx-991EX Classwiz 	<ul style="list-style-type: none"> • fx-100D 	<ul style="list-style-type: none"> • HP 338,9G • HP 39G • HP 48G • HP 49G 	<ul style="list-style-type: none"> • TI 73 • TI 83 • TI 84 • TI 86 • TI 89 • Voyage 200

Instructions to IFS (Internal Flying Squad)

1. The Flying Squad Team must take at least one round during entire period of Examination, preferably during first hour and the last hour of the exam.
2. They have to take rounds in the Examination halls during conduct of Examination to observe the activities of the Students.
3. If Poor invigilation is noticed in any Examination hall, the matter is to be immediately reported to the Centre Superintendent/ CoE and ensure that proper remedial action is taken forthwith. This may also be recorded in their daily report.
4. They have to check and ensure No Cell-phone or other electronic gadgets or unwanted material be taken by the students and Faculty during the period of examination in to the examination halls.
5. They have the responsibility of inspecting and ensuring that bring their ID cards, admit cards, and wear proper uniforms; if any student fails to comply with the instructions, suitable action may be done accordingly.
6. The Flying Squad Members [FSM] have to check that the students are seated as per seating plan. It is to be also checked that the students of same branch do not sit on the right or left side or immediate front or back side of any candidate.
7. The members of Flying Squad/Center Superintendent team shall ensure that the Answer Books of Unfair Means (UFM) Cases are packed separately.

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Professor, IT
CS Examination, ABESIT

CENTRE SUPERINTENDENT
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