

# SOM LALIT INSTITUTE OF BUSINESS MANAGEMENT

## EXAMINATION RULES

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### A) RULES FOR STUDENTS

#### 1 In Person Exam Rules for Non University examinations

##### TIMINGS

- The students are required to be present outside the examination hall exactly 15 minutes before the start of the examination.
- Students will only be allowed to enter the examination hall 10 minutes prior to commencing the examination.
- No student is allowed to leave the hall before half time of Internal mid term examination .
- Students are not permitted to leave the examination hall during the last 15 minutes of internal mid term examination
- Each answer sheet for internal examinations should contain details of the student's name, section and roll number and enrollment number .

##### IDENTITY

- Som Lalit student ID card is required to write all internal mid term exam.
- If, a student forgets his/her Institute Identity Card, the driving license/ other photo identitycard MAY be accepted in place subject to verification

##### BREAKS

- Breaks for visits to bathroom may be taken only after permission from the invigilator and under the condition that the invigilator's instructions given on the particular occasion are followed.
- No student shall re-enter the examination hall after leaving it unless he/she was under approved supervision during the full period of absence.

#### 2. In Person Exam Rules for University examinations

##### TIMINGS

- The students are required to be present and seated in the examination hall exactly 30 minutes before the start of the examination.
- No student is allowed to leave the hall before half time of the examination
- Students are not permitted to leave the examination hall during the last 15 minutes

##### IDENTITY

- The students are instructed to bring their hall ticket for the examination.



### **BREAKS**

- Breaks for visits to bathroom may be taken only after permission from the invigilator and under the condition that the invigilator's instructions given on the particular occasion are followed.
- No student shall re-enter the examination hall after submitting the question paper and answer sheet .

### **3. Question papers and answer sheet for all examinations:**

- The invigilator distributes question paper & answer sheets among students. An examination written on other paper will be considered invalid.
- Students are not allowed to read the question paper until granted permission by the invigilator.
- During an ongoing examination students may not be allowed to take the examination paper outside the examination hall.
- After the examination, the student should personally submit his/her examination answer sheet to the invigilator.
- Even a blanked answer sheet shall be handed-in to the invigilator.

### **4. Other materials: Rules for all examinations:**

- Students should bring their own pencils, pens, erasers, rulers, calculators, and any othertools required for the examination.
- All student possessions must be placed at the front of the room.
- Students are responsible for the safe keeping of all personal belongings they bring to theexamination hall. The Institute takes no responsibility for the loss or damage of suchbelongings.
- Mobile phones smart watches , dictionaries, electronic dictionaries, written or electronic media, electronic devices, or any other materials are not permitted/ allowed into the examination hall, with the exception of devices used for assisting students with hearingvisual or other physical difficulties.
- Exchange of pens, pencils, calculators, study material,etc. is not permitted.
- *Calculators may be allowed* . If the invigilator reasonably believes that a student is using a calculator that does not conform to the rules, he/she has the discretion to replace the calculator
- The students are not allowed to bring any eatable item inside the examination hall
- Only writing supplies and student card are allowed on the desk.
- Sharing calculators or any other materials during the exam is not allowed
- Possession or use of information or materials not authorized by the instructor is not allowed.



#### **5 Disturbance: Rules for all examinations:**

- During the examination period, there must be no communications among students or between a student and an outsider via any mean. This rule applies to both -students in the examination hall and also to those on supervised breaks for visits to bathroom/s.
- No student shall leave his/her assigned seat without the permission of the invigilator.
- It is the invigilator's /Institute's discretion to decide whether, there is enough reason to remove a student from the examination hall owing to disorderly conduct.

#### **6. Miscellaneous: Rules for all examinations**

- It is the student's responsibility to ensure that they have signed the attendance sheet and or hall ticket before they leave the examination hall

#### **7. Unfair Means : Rules for all examinations**

Every student appearing for the Institute internal or University examination is liable to be charged with committing UFM/malpractice(s), if he/she is observed as committing any one or more of the following acts BUT NOT RESTRICTED TO:

- (a) Misbehavior with officials or any other kind of rude behavior in or near the Examination Hall and using obscene or abusing language.
- (b) Writing on the Question Paper / Admission Ticket and / or passing on to the other student(s) in the Examination Hall.
- (c) Disclosing his/her identity by writing any words or by making any peculiar marks or by writing on the pages other than the facing sheet in the answer scripts.
- (d) Possession of electronic gadgets like mobile phones, Programmable calculator, pen-drive or such other /storage devices in the Examination Hall/washroom /common areas while the examination is on.
- (e) Communicating with any other student(s) or any other person(s) inside or outside the Examination Hall with a view to take assistance or aid to write answers in the examination.
- (f) Copying from the material or matter or answer(s) of another student or from similar aid or assistance rendered by another student within the Examination Hall.
- (g) Making any request of representation or offer of any threat for inducement or bribery to Room Superintendent and/or any other official for favours in the Examination Hall or in the answer script.
- (h) Approaching directly or indirectly the teaching staff, officials or examiners or bring about undue pressure or influence upon them for favour in the examination.
- (i) Smuggling out or smuggling in the answer script pages or supplementary sheets or tearing them off and/or inserting pages written outside the examination hall into the answer scripts.
- (j) Receiving material from outside or inside the Examination Hall, for the purpose of copying.
- (k) Bringing into the Examination Hall or being found in possession of portions of an unauthorized book, manuscript, or such other material or matter in the Examination Hall.



(l) Copying or taking aid from any material or matter to answer in the examinations.

(m) Impersonating or allowing any other person to impersonate to answer in his/her place in the Examination Hall.

(n) Committing any other act or commission or omission intending to gain an advantage or favour in the examination by misleading, deceiving or inducing the examiner or official.

(o) Having in one's possession any written matter on scribbling pad, calculator, palm, hand, leg or any other part of the body, handkerchiefs, clothing, socks, instrument box, Identity Card, Hall Ticket, scales, etc.,

(p) Destroying any evidence of Malpractice, like tearing or mutilating the answer script(s) or running away along with the answer script(s) from the Examination Hall.

(q) Or any other such act used by which may lead to undermine the integrity essential to the qualifications offered by the institute

**Please note that The institute follows UFM rules as laid down by GTU .**

In any case where the result of an examination has been ascertained and published, and it is prima facie found that such result has been affected by any malpractice, fraud or any other improper conduct on the part of a student, the Institute shall appoint an ad-hoc committee to examine the matter and seek its opinion. If the opinion of the Committee confirms the malpractice on the part of the student for seeking benefits, following the process of natural justice, the institute shall amend the result as deemed necessary.

### **8. Examination timetable**

- Examinations (Regular/remedial) will be held in accordance with the published timetable at college level which will be made available at the beginning of the semester.
- Examinations should be held between Monday to Saturday excluding public holiday.
- Students should read the Examination Timetable carefully and know the time, date and location of the examinations they are required to take.
- Misreading the Examination Timetable will not be accepted as a satisfactory explanation for absence of student from an examination.
- The exam duration of these subjects are as per teaching scheme .



## **B) FOR FACULTY MEMBERS**

- Each subject faculty shall devise a process of examination in her/his respective subject considering the pattern recommended by the University for the internal end semester examination.
- The evaluation of examination papers shall be performed by the subject faculty or as assigned by the institute within a maximum of 15 days
- In the event of a subject faculty having a family relation with a candidate for the examination, he / she shall refrain from any examination work for the same.
- Each subject faculty shall adhere to the examination programme scheduled by the institute and shall be responsible for the evaluation and declaration of results as announced in the academic calendar.
- Continuous Evaluation Component (CEC)s are to be conducted by the course teacher all through the semester
- Please refer to Circular number No: GTU/Instructions S-18/2018/3058 – A mentioned in the circulars of April 2018 of GTU for other guidelines.

## **COMMITTEE MEMBERS**

**Dr Supriya Bhutiani**  
**Dr Reshmi Menon**  
**Dr Preyal Sanghvi**  
**Dr Rajeshwari Jain**  
**Shri Chetan Panchal**  
**Shri Hitesh Rajput**

