

INDIAN INSTITUTE OF TECHNOLOGY GUWAHATI  
ACADEMIC SECTION



NOTICE

Ref: IITG/Acad/369/2022/10397

Date: 21-02-2023

END-SEMESTER EXAMINATIONS (FOR 1<sup>ST</sup> YEAR DEFERRED) & MID-SEMESTER EXAMINATIONS (FOR REGULAR)

IMPORTANT INSTRUCTIONS TO STUDENTS

1. Students should occupy their seats in the examination halls **at least fifteen minutes before** the start of the examination. **Make sure that you are in the correct examination hall and at the correct seat.** Otherwise the student will be marked absent.
2. Students must carry their **identity cards** for every examination they attend.
3. **Carrying mobile phones to examination hall is strictly prohibited.** Hence, do not bring mobile phones to the examination hall. The invigilators or concerned authorities may do checking to ensure that prohibited items are not kept by students during examinations.
4. Any electronic gadget including **mobile phone, pager, laptop computer and programmable calculator**, are **not** allowed in and around the examination hall. Use of mobile phone as calculator or clock are not allowed inside the examination hall. **All such electronic gadgets found inside the examination hall will be seized by the invigilators and handed over to the Academic Section. In the process, if any damage or loss occurs to the seized electronic gadgets, the Institute will not be responsible for the same.** Use of non-programmable (scientific) calculators is generally allowed unless announced specifically not to be used.
5. Students must carry pens, pencils, erasers, rulers, and whenever appropriate, non-programmable calculators and drawing instruments to the examination hall. Only pens with blue/black/blue-black color ink should be used for writing unless the question paper gives other instructions. These materials must be carried loose or in transparent plastic bags only. No pencil cases or boxes are permitted. Any other materials, such as books, notes, bags that you bring must be placed outside the examination hall before occupying your assigned seat.
6. Students will not be allowed to enter the examination halls after 30 minutes of the commencement of the examination. Students are also not allowed to leave exam halls within 30 minutes after commencement of the examination.
7. **Students will be allowed for a bio-break at most once. Students are strongly suggested to attend the nature's call before sitting for the examination to avoid going to toilet during the examination.**
8. **For bio-break, please ensure making an entry in the respective form available with the Invigilator.**
9. During the examination, possession of unauthorized materials, exchange of materials, improper use of materials, misconduct, cheating, adoption of unfair means, impersonation and unauthorized removal of material from examination halls or ignoring instructions given by invigilators, will automatically lead to disciplinary action against the students involved. **Also, the answer script of such a student shall be immediately seized and he/she will be asked to leave the examination hall by the Invigilator(s).**
10. Please carefully read the instructions provided on the front page as well as overleaf of the answer booklet.
11. Thereafter please fill up all the required details on the cover page of the answer booklet and put your signature at the appropriate place.
12. Answers should be written on both sides of a page. Rough working may be done in any page of the answer booklet or in a supplementary sheet obtained from the invigilator. Before submission of answer script, the rough work may be crossed out neatly by drawing diagonal line across the page.
13. **All supplementary answer sheets (if any), including sheets/pages used for rough works, must be tied with the answer booklet and handed over to the invigilator at the end of the examination.**

NOTE: UNREGISTERED, DEBARRED & TERMINATED STUDENTS ARE NOT ALLOWED TO APPEAR IN EXAMS.

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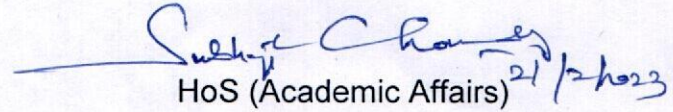
Date: 21-02-2023

**Sub: July-November End-Semester (1<sup>st</sup> year UG Deferred) & Jan-May Mid-Semester exam (26 Feb – 04 March, 2023) – Availability of an Ambulance (as arranged by the Medical Section) to take care of any medical emergency.**

In order to take care of any medical emergency, if arises, in any of the exam halls during the ensuing July-November End-Semester (1<sup>st</sup> year UG Deferred) & Jan-May Mid-Semester exam (26 Feb – 04 March, 2023), the Medical Section of the Institute has informed about making the following arrangement.

- An ambulance armed with first-aid kit will be stationed most of the times at Car Parking area of CORE-I (near Mechanical Engineering Dept.) for the required period 26 Feb – 04 March, 2023. However, it will remain on the run based on the necessity of IITG Hospital catering to the needs of IITG patient.
- In eventuality of any medical emergency arising in any of exam halls if the said ambulance is doing hospital duty, the ambulance can be contacted at these telephone numbers i.e. **2099,5555**.

This is issued with approval of the Competent Authority.

  
HoS (Academic Affairs) 21/2/2023

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