



Bansilal Ramnath Agarwal Charitable Trust's
VISHWAKARMA INSTITUTE OF TECHNOLOGY, PUNE – 411037
(An Autonomous Institute affiliated to Savitribai Phule Pune University)
Examination Section

Instructions to Students for offline examination

Start of Examination:

- Be present in Exam Hall Half an hour before exam time.
- Check room no, bench no, bench side from seating arrangement.
- Go directly to Exam Hall and do not wait anywhere.
- **Mobile phones and other electronic gadgets are not allowed in Exam Hall during the Exam, if found, it will be confiscated. Switch off your mobile phone and keep in your bag outside Exam Hall. Also keep all other electronic gadgets in your bag outside the Exam Hall.**
- **It is compulsory to bring your I-CARD for the exam.**
- **If I-CARD is not available with you , show “any govt authorized photo id proof“ to the invigilator, else you are not allowed to give the exam.**
- In class, Bench Number 1 is always to Student's left side.
- Fill PRN no, year, class, subject code, subject name etc. (all details) in answer sheet.
- After receiving Question Paper, write PRN.No. on Question Paper and do not write any other thing on question paper. You can use one page of Answer sheet for rough work.

During Examination:

- Students are not allowed to enter in Exam. Hall after first half an hour. (30 minutes).
- Students are not allowed to leave Exam. Hall for first half an hour. (30 minutes).
- Students are not allowed to leave Exam. Hall for last 10 minutes.
- Maintain discipline in exam hall for entire duration of exam.
- Make your sign. on Student attendance sheet and Junior Supervisor report.
- Take sign. of invigilator on Answer paper, supplements, Graphs, drawing sheet etc.

End of Examination:

- **Last 10 mins** – Tie all Supplementary Sheets and fill total no. of supplements on Main Sheet properly.
- Give your answer sheet to the invigilator and do not keep on your desk and leave Exam hall.
- **To avoid Copy case action –**
- Keep mobile phone and all other electronic gadgets in your bag outside Exam hall.
- Any printed or written material is not allowed. Writing Pads, Pouches, Calculators, Watches etc. with something written on it are not allowed.
- Students are not allowed to share any writing material with other student during exam.
- Students are not allowed to talk with any other student during the exam.
- **Exam supervisors, SQAD and CCTV team will continuously observe students in all classes.**
- **Action will be taken as per rules in case of any type of copy case.**

Controller of Examinations
Vishwakarma Institute of Technology, Pune.