



DG 1/2, Action Area -1, Newtown, Kolkata - 700156, West Bengal, India

Ref. No: SNU/COE/Exam/Notice/0724/001

Date: 24-07-2024

NOTIFICATION

Summer Quarter Examinations, August 2024 (for Odd Semesters) and Special Supplementary Examinations, August 2024 (for Odd Semesters)

This is hereby notified to all concerned that the **Summer Quarter Examinations, August 2024** and **Special Supplementary Examinations, August 2024 for Odd Semesters (Theory)**, will be held from **3rd August 2024** according to the published schedule.

Admit cards will be issued to all **eligible students** before **3rd August 2024** through the respective Departments.

IMPORTANT INSTRUCTIONS FOR CANDIDATES:

1. The Examination will be held according to the schedule published on this website.
2. Without the Student Identity Card and Original Admit Card, a candidate shall not be permitted to write any examination paper. **NO PHOTOCOPY OF IDENTITY CARD OR ADMIT CARD WILL BE ALLOWED. DUPLICATE ADMIT CARD WILL BE CHARGEABLE.**
3. If a candidate does not carry or lost the Original Admit Card during examinations, he/she has to apply for Duplicate Admit Card through his/her Head of the Department and pay a fee of Rs.500/- to the Accounts department (Ground Floor) by Debit card/Credit card/QR code. Duplicate Admit Card will be issued by the Examination Department (3rd Floor, Room No. 307) against the submission of the fee payment receipt within 15 minutes of commencement of examination. For lost case, Original GD copy is required to be submitted along with the fee payment receipt.
4. Candidates shall find their own allotted seats according to the list to be displayed on the Notice Board outside of the respective Examination Halls. They shall take their seats at least 10 minutes before the commencement of examination. In no case a candidate will be allowed to enter the examination hall more than 15 minutes after the examination has commenced.
5. Books and Bags to be kept at the front area, inside the examination hall.
6. No candidate will be allowed to leave the Examination Hall until an hour of the examination is over. Except as hereinafter provided, no candidate will be allowed to neither re-enter the Examination Hall during the hours of examination after once leaving it, nor leave the Examination Hall without giving up his/her answer book. A candidate may with the special permission of the Invigilator/Office-in-Charge, leave the Examination Hall temporarily for a necessary purpose, after making an entry in the In-Out sheet provided. Duration of such exit will not be more than 10 minutes.
7. A candidate, having completed his/her answer book must hand it over, even if it is blank, to the Invigilator before leaving the Examination Hall. The answer book must on no account be left on the desk. No candidate will be allowed to remain in the Examination Hall after the close of the examination, except to allow his/her answer book to be collected by the Invigilator.
8. Candidates are required to bring their own pens (black/blue), pencils etc. in the Examination Hall.
9. Each candidate shall write on the cover page of his/her answer book, in the appropriate areas, the information asked for.
10. Candidates are forbidden to carry into the Examination Hall, or have in their possession, any books, notes-paper, writings, scribbling, mobile phone, electronic gadgets, programmable calculators or other



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materials except their Student ID Card, Admit Cards, Non-Programmable Calculator and any other writing requisites or drawing implements. Any other article including Mobile phones, electronic gadgets, programmable calculators etc. carried into the Examination Hall or found in the possession of a candidate in contravention of this rule, shall be liable to be seized by the Officer-in-Charge, and will be booked under Unfair Means case and will be reported to the Examination Discipline committee for further action.

11. A candidate while under examination shall not help or try to help any other candidate not obtain or try to obtain any help from the other candidate or other person or make use of any unfair means.
12. Use of any other papers, materials, electronic gadgets, Mobile Phones and any other means of communication inside or outside the Examination Hall during examination time is strictly forbidden.
13. A candidate requiring an additional answer sheets or desiring permission to leave the room for necessary purpose, or desiring to give up his/her answer book, may call the attention of the Invigilator.
14. Candidates must not write any objectionable or improper remarks in their papers or attempt in any way to render identification of self on the answer book or graph paper or additional sheet etc., if provided during examination, to reveal identity. If found, it will be booked under Unfair Means case and will be reported to the Examination Discipline committee for further action.
15. Candidates are required to produce the Student Identity Card and Admit Card, in the examination hall.
16. Candidate are warned that any attempt to use any unfair means at the examination, or any breach or attempted breach of any of these or other examination rules, will render them liable to be expelled by the Officer-in-Charge from the examination of any part thereof and to such further penalties as University may determine.
17. Any case of unfair means, misbehaviour, misconduct or disorderly conduct of examinations will be booked under Unfair Means / disorderly conduct case as may be and will be reported to Examination Discipline committee for further action.
18. Candidates must mark attendance against his/her Enrolment No., Registration No. and Name by carefully mentioning the Answer Book Serial no., and sign in the Attendance sheet provided.
19. Candidates must not write anything on Question paper except Registration No.
20. Candidates are required to number answer according to the question number as mentioned in the question paper.
21. When the allotted time gets over, candidates should stop writing further and hand over the answer books to the Invigilator.
22. No answer book of any kind is to be removed from the Examination Hall except the question paper.
23. Do not use WHITENER / CORRECTION INK anywhere in the Answer Book.
24. Instructions mentioned on this NOTIFICATION, ADMIT CARD and ANSWER BOOK are to be strictly followed.
25. Examination related rules are to be strictly followed.

For any further information, students are advised to contact their respective Head of the Department.

Sd/-
Controller of Examinations