



## GENERAL GUIDELINES

### POST GRADUATE DIPLOMA (ONE YEAR PROGRAMME) - FIRST SEMESTER END SEMESTER THEORY EXAMINATION FEBRUARY 2025 [EXAM CODE: PGDFEB25]

1. Students should bring the **Identity Card** and **Hall Ticket** during the examinations without fail. Students are not allowed to write examination if they do not bring both **ID card and hall ticket**.
2. Students should be present in the Examination Hall 15 minutes before the commencement of the examination.
3. The facing sheet information has to be filled up legibly as given below:  
Month & Year of Examination: FEBRUARY 2025  
Exam Code: PGDFEB25  
**Programme:** PGDM **Sem/Trimester:** Second Semester  
Course Title: <Fill Appropriate subject title as given in the question Paper and hall ticket>  
Course Code: <Fill Appropriate course code as given in the question paper and hall ticket>  
Paste the Register Number bar code sticker in appropriate location on the facing sheet
  - Space provided on the top right with labeling "AFFIX BAR CODE HERE"Write the Register Number in the space provided at the bottom of the facing sheet.  
Student has to sign in the space provided at the end of the facing sheet.
4. In case the student has not brought the Hall Ticket they should write a request letter addressed to the Controller of Examinations. This letter duly signed by the COE has to be submitted in the Examination Office and the student has to avail a provisional hall ticket (valid only for that particular day) after paying a fine amount of Rs. 50. Such students can enter the exam hall only after availing the provisional hall ticket from the Examination Office.
5. **Once students are seated in the Examination hall for examination they are not expected to have any sort of communication among themselves. These cases shall be considered as malpractice.**
6. Invigilators should verify whether the students have signed in the hall ticket in the space provided.
7. **Control Room for the End Semester Examination is EXAMINATION OFFICE (Admin Block, First Floor)**
8. Students should verify whether the answer booklet they received does not have any damage before writing anything on it. If any damage is there report to the invigilator immediately before writing anything in it.
9. **Malpractice of any sort will be seriously dealt with.**
10. **Students are not allowed to scribble on the Question Papers. Scribbling on the Question Paper is considered as an act of malpractice. Students are supposed to write only their Register No. on top of the question paper.**

11. **Students are not allowed to have additional sheet for the End Semester Theory Examinations. All the answers are to be written in the main answer booklet itself.**
12. **Students are not supposed to carry mobile phones, smart watches or any other electronic gadgets to the campus on examination days.**
13. Borrowing of writing materials, calculators, scales etc. is not allowed.
14. Students can keep their bags and books inside the examination hall near the black board. Students should not keep anything on the window pane.
15. Students who leave the exam hall before the stipulated hours of the examination should submit their question paper along with answer scripts to the Invigilator.
16. No candidates are allowed to enter the examination hall half an hour after the commencement of the exam.
17. Students are not allowed to leave the examination hall for reasons like (Toilet, drinking water & so on).
18. If the student changes his/her writing pen during the course of examination he/she has to get the initial from the respective invigilator stating "Change of Pen" in the answer script.
19. Students who leave the exam hall before the stipulated time should not make noise on the verandah and leave the floor immediately.
20. Students are not allowed to keep their personal Tables (Statistical, Mathematical or financial) during examinations. The same will be provided by the Invigilator on request.
21. **Students should check the seating arrangement given in the hall ticket every day as the Examination Hall allotted is different for each session of the examination.**
22. Students should make sure that the number of pages and graph sheet used are properly written on the first page of the main sheet before handing over answer scripts to the Invigilator.
23. Students should write the serial number of the main answer booklet along with signature on the invigilator diary provided.
24. Students are not supposed to tear any page from the answer booklet. They may use the last page in the answer booklet bundle for rough work and strike the contents in the rough work page afterwards.
25. Students are requested to cross out the blank pages with cross mark ( X ).
26. Students are expected to come in gentle dress during the examinations.
27. Eligible students can download the hall ticket from the college website. Intimation regarding this will be shared to you through the college mail.
28. **Students are requested to read and follow instructions given in the reverse side of the facing sheet of the answer script.**