



M.A./M.COM. TERM-END EXAMINATION - MAY 2025

GENERAL INSTRUCTIONS FOR STUDENTS

1.	Examination Schedule & Venue	<ul style="list-style-type: none">a. Check the examination schedule and venue details on the University website and examination notice board.b. Note your specific examination hall and seat number for each exam.c. Plan to arrive at least 30 minutes before the scheduled start time for frisking.
2.	Required Documents	<ul style="list-style-type: none">a. University Identity Card (mandatory).b. Examination Admit Card/Hall Ticket (mandatory).c. Students without proper identification will not be allowed to appear in the examination.
3.	Examination Hall Guidelines	<ul style="list-style-type: none">a. Enter the examination hall 15 minutes before the commencement of the examination.b. Occupy only your assigned seat as per the seating arrangement.c. Place your ID card and Admit Card on your desk for verification.d. Listen carefully to all announcements made by invigilators.
4.	Prohibited Items	<ul style="list-style-type: none">a. Mobile phones, smart watches, Bluetooth devices, or any electronic gadgets.b. Programmable calculators (only basic calculators permitted where specified).c. Written/printed materials unless specifically authorized.d. Bags, purses, or any storage items (these must be left outside the examination hall).e. Violation will result in disciplinary action including cancellation of the examination.
5.	Answer Booklet Instructions	<ul style="list-style-type: none">a. Fill in all required details on the cover page using blue/black pen only.b. Do not write your name or any identifying marks anywhere except where specified.c. Cross out any rough work clearly.d. Do not tear any page from the answer booklet.
6.	During the Examination	<ul style="list-style-type: none">a. Read all questions carefully before answering.b. Write legibly and organize your answers clearly.c. Use only blue or black pen for writing answers.d. Use pencil only for diagrams and graphs.e. Raise your hand if you need assistance from the invigilator.f. Do not engage in any form of communication with other candidates.

7.	Time Management	<ul style="list-style-type: none"> a. No candidate will be allowed to enter the examination hall after 15 minutes of commencement. b. No candidate will be permitted to leave during the first hour and the last 30 minutes for bio-breaks. c. No candidate shall be permitted to for bio-break more than 2 minutes. In exceptional cases, it may be extended up to 5 minutes only.
8.	Completion of Examination	<ul style="list-style-type: none"> a. Ensure all required details are properly filled in on the answer booklet. b. Submit your answer booklet to the invigilator and sign the attendance sheet. c. Leave the examination hall quietly without disturbing others.
9.	Unfair Means	<ul style="list-style-type: none"> a. Any form of cheating, copying, carrying unauthorized material, or communication with others will be considered the use of unfair means. b. Consequences include immediate expulsion from the examination, cancellation of all examinations, and possible academic suspension. c. Cases of impersonation will be reported to law enforcement authorities.
10.	Special Arrangements	<ul style="list-style-type: none"> a. Students requiring special accommodations (due to disabilities, medical conditions, etc.) must notify the Examination Branch at least 3 days before the examination. b. Supporting documentation from authorized medical practitioners must be submitted.
11.	General Conduct	<ul style="list-style-type: none"> a. Follow all instructions given by invigilators promptly. b. Maintain silence and decorum in and around examination premises. c. Cooperate with university staff for smooth conduct of examinations. d. Report any grievances to the Centre Superintendent immediately after the examination.
12.	University Bus Service & Timing:	<ul style="list-style-type: none"> a. The university bus will run as per the usual time and route. b. After the examination, it will depart from the university campus at 1:30 PM on all exam days.

NOTE: Ignorance of these instructions will not be accepted as an excuse for any violation. The University reserves the right to take appropriate action against any candidate who violates examination rules and regulations.



(Dr. Tarh Ramya)
Centre Superintendent



(Ms. Ngurang Mana)
Deputy Centre Superintendent