

**VIVEKANAND EDUCATION SOCIETY'S COLLEGE OF ARTS, SCIENCE AND COMMERCE
(AUTONOMOUS - UNIVERSITY OF MUMBAI)
SINDHI SOCIETY, CHEMBUR, MUMBAI 400 071**

Instructions for Students during Examinations:

1. Students are required to have either their ID card (Regular exams) or hall tickets (ATKT exams) with them during the examination. Please ensure you collect these documents prior to the exams.
2. Mobile phones must be switched off and stored in your bags. Writing pads, Wristwatches, Airpods & Ear plugs are not allowed inside the examination hall. Possessing a mobile phone, even in a switched-off state, during the examination will be considered a violation, and it will be reported as an attempt to cheat.
3. In the examination room, you are allowed to bring pens, pencils, erasers, rulers, pencil, sharpeners, and permitted technical drawing equipment (such as protractors and compasses). Exchange of examination material during the exam is not permitted.
4. Students must not possess any unauthorized materials, including books, manuscripts, mobile phones, or any electronic data storage devices. All rough work must be done in the provided exam booklets; no blank paper is allowed.
5. You must enter the examination hall at least 20 minutes before the scheduled start of the Examination.
6. No student will be permitted to enter the exam block **after 30 minutes** from the start of the Examination.
7. Latecomers will not receive extra time.
8. Students can only leave the examination **hall after 1 hour** from the start of the exam.
9. Please write your Seat No/Roll No on the question paper. For OE/AEC/SEC subjects, students must specify the subject they have opted for in brackets along with their roll number. For example, for languages: (Hindi)/ (Marathi)/(Sindhi), etc.
10. It is your responsibility to ensure that you are answering the correct paper.
11. Read the instructions carefully before starting your answers.
12. Verify the title of the paper and complete the candidate details on the front of the answer sheet.
13. If you have any questions or concerns, please notify the invigilator immediately.

14. Do not write or mark any answers on the question paper. If such markings are discovered by the junior supervisor, it will be considered as a form of cheating and reported as unfair means during the examination.

15. Mobile phones cannot be used as calculators.

16. CCTV cameras are installed throughout the college premises to deter any damage to college property or writing on walls, furniture, or benches. Disciplinary action will be taken, and a fine of Rs.1000/- will be imposed on students responsible for such actions.

17. Any form of copying, cheating, or talking with another student during the examination will be reported as a violation.

18. Unauthorized material checks may be conducted during the examinations, and students may be asked to empty their pockets.

19. Any disruptive behavior within the Examination Hall will be reported, and such candidates may be required to leave the Examination Hall.

20. No Student will be allowed to leave the Examination hall in the last ten minutes of the Examination period.

21. At the end of the examination period, remain seated until all answer books have been collected. Hand over your answer book immediately upon the invigilator's request.

Note: All students are expected to adhere to these rules.

Principal