

**RULES FOR CONDUCTING EXAMINATION**

1. **Not before one and half hour** of the commencement of examination the Centre-in-Charge / authorised representative **along with the Observer** will collect the sealed packet of Question Papers inscribed with the specific date and Course Code from the respective Police Station.
2. **The Observer will open the packets not before 15 minutes of commencement of examinations in the presence of Centre –in-Charge and other Invigilators. All of them will sign the packets before opening.**
3. **The doors of the Examination Hall will be opened, half an hour on the first day and 15 minutes on subsequent days, before the commencement of the examination. A Warning Bell will be rung 5 minutes before the commencement of the examination as a signal for all students to take their seats.**
4. Candidates shall bring their respective Admit Cards along with photo identity every day and shall produce it for verification. Failing which candidates will not be allowed to sit for the Examination.
5. Candidates suffering from any form of contagious or infectious diseases, or from any illness or diseases considered to be prejudicial to the general body of students under examination, will not be admitted into or allowed to remain in the Examination Hall. Special arrangements may however be made for candidates who are suffering from certain categories of diseases if application is made to the Officer-in-Charge with sufficient notice.
6. **The Centre-in-Charge and the invigilators will put their facsimile or sign respectively at the specified spaces of the Answer Scripts. No Stamp or Code Number of the College will be put on Answer Scripts.**
7. **No loose sheets will be provided to the candidates.**
8. No candidate will be allowed to enter the hall after 15 minutes of the commencement of examination.
9. **No candidate will be allowed to go outside the Hall during the Examination hour for any reason. Any form of unfair means is strictly forbidden.**
10. Candidates are required to sign their names on the Attendance Record and prove their identity as and when required to do so.
11. Candidates must not write their names, names of the colleges or any other things which may disclose their identity on any page of the answer books.
12. Candidates must not write anything on any question paper or other paper, or carry away any writing or scribbings from the Examination Hall.
13. No candidate shall be allowed to finally leave the Examination Hall without submitting the answer books. No candidate shall be allowed to re-enter the Examination Hall during the hours of the examination once leaving it after submission of the answer book.
14. A warning bell will be rung 10 minutes before the end of examination and the final bell will be rung at the close of examination.
15. At the close of the examination a candidate must remain seated until his/her answer book is collected by the invigilator. **Admit Card is to be signed by the Invigilator each day on submission of the Answer Script.**
16. Candidates are warned against any attempt to adopt unfair means at the examination. Any breach or attempted breach of any of these or other examination rules will render them liable to any kind of penalty as the University may deem fit. The decision of the University in all such cases shall be final. **The Centre-in-Charge is requested to pack the Answer Scripts of RA Candidates separately with a forwarding letter along with the evidences of unfair means and the note of Centre-in-Charge and the Observer.**
17. Use of Scientific Calculators not allowed.
18. **Carrying Mobile Phone in Examination Centre premises is strictly prohibited for all students, staff and invigilators.**
19. Centimetre graph papers will be provided by the Centre.
20. No outsiders to be allowed in the examination centre premises.

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**Controller of Examinations**  
19. 11. 18

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Teachers' Training, Education  
Planning and Administration