

# PSG COLLEGE OF TECHNOLOGY, COIMBATORE 641 004

## OFFICE OF THE CONTROLLER OF EXAMINATIONS

### GUIDELINES TO CANDIDATES APPEARING FOR SEMESTER EXAMINATIONS

1. Hall Tickets are not issued for both regular and supplementary examinations.
2. All candidates shall bring their **valid Identity card** for every examination, failing which they will not be permitted to write the examination. They shall meet the Chief Superintendent immediately at Hall No. A209.
3. The candidates may view their **seating arrangements** in the College Website [www.psgtech.edu](http://www.psgtech.edu) well in advance. The seating may vary for each examination. It can also be viewed in the computer systems placed at **Multi Media Lab (Opposite to Quadrangle)** by scanning their **ID cards** on the date and session of examination.
4. **Time schedule to be adhered on examinations days:**

Activity	Forenoon	Afternoon
Entry into the Examination Hall	8.45 AM	1.45 PM
Distribution of Question paper	9.00 AM	2.00 PM
Closing Time of Examination	12.05 PM	5.05 PM

5. The candidates shall enter the examination hall immediately at the stroke of first bell and at any cost, they shall occupy their seats before the second bell at 8.55 AM / 1.55 PM.
6. **Candidates coming after 8.55 AM / 1.55 PM shall seek the permission of the Chief Superintendent** to enter the examination hall.
7. The candidates shall bring their own data books/IS codes/Data sheets/Tables which are necessary for any particular examination and such tables/books shall not contain any written matter inside.
8. The candidates shall write their **Roll No.** on the first page of the Answer book at the place marked as 'Roll Number'. They shall also fill-in other details required without fail. They are advised to go through the instructions on the first page of Answer book.
9. Candidates shall write their **Roll No.** on the top right corner of every additional sheet also.
10. **On receiving the question paper, candidates shall verify the Course code, Course title, Number of pages, etc.** and discrepancy if any, shall be brought to the notice of the Hall Superintendent immediately.
11. **After completing the examination, the candidates shall personally handover the answer books to the Hall Superintendent. Keeping the answer book on the table and leaving the examination hall is not allowed.**
12. Candidates are not permitted to go out of the examination hall in the middle of examination whatsoever the reasons may be.
13. **The candidates shall not possess Cell Phones / Programmable Calculators / Smart Watches / Calculator Covers inside the examination hall.** It shall be kept outside the examination hall. Possession of any gadgets mentioned above inside the examination hall will be treated as Malpractice.
14. Students shall not possess any **hand written / printed materials or any incriminating materials** inside the examination hall. Otherwise, it will be treated as Malpractice.
15. **Malpractice will be viewed very seriously and the punishment may be invalidation of examinations in one or more courses.**
16. The above guidelines are applicable to all theory as well as Laboratory courses. The guidelines 4, 5 and 6 are not applicable to Laboratory courses.
17. The above guidelines are also applicable to Continuous Assessment tests except those in para 1, 3, 4, 5, 6, 9 and 16, since they are relevant only for semester examinations.

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Date: 01.02.2023

CONTROLLER OF EXAMINATIONS