

**EXAMINATION CELL**  
**GOVERNMENT ENGINEERING COLLEGE, THRISSUR -9**

**INSTRUCTION TO STUDENTS**

1. All the students should enter the college only through the main gate.
2. All students are instructed to bring a valid photo ID proof (College ID card/ Passport/ Driving license/Aadhar Card/Voter's ID card etc.) for verification.
3. Students who have opted for exam center change are instructed to bring a copy of the ID proof, on each day of the examination which should be signed by the student in presence of the invigilator.
4. Thermal Screening Counters were set up at the entry point. Students should obey the instruction from the screening counters.
- 5. All staff/students/guardians should wear masks properly.**
- 6. Those who are having Fever, Cough, breathing difficulty or signs of upper respiratory infection is requested to report at the main entry.**
- 7. Students reported as COVID-19 positive and should report the college in advance and should produce RTPCR test report and the declaration form to be filled and handed over to examination cell (Format attached).**
8. Social distance must be maintained in the center.
9. Candidates should bring their pen, pencils and erasers. Don't allow to share.
10. Mobile phones, programmable calculators and electronic wristwatches are not allowed.
11. Candidates are allowed to bring their hand sanitizers and drinking water.
12. Candidates are advised to go away from the premises of the exam center immediately after the examination.
13. Students shall take their seats in the examination hall at least 10 minutes before the time fixed for the start of the examination.
14. Students presenting themselves more than 15 minutes after the commencement of examination should not be admitted for the examination of that day
15. Datasheets, data books, handbooks etc. that are specified in the question papers are to be brought by students and can't be allowed without attestation.

16. Hall tickets will be issued from the college and students should bring the hall tickets on each day of the examination.

17. The students should NOT write their Register Numbers anywhere in the answer booklet.

18. The students should NOT tear out any page or part thereof from the Answer Books.

19. The students should neither write their names nor make any identification marks on any part of the Answer Booklet.

## **20. DISCIPLINE IN THE EXAMINATION HALL**

a) Students are forbidden to ask questions of any kind during the examination.

b) Students are not allowed to write anything except the register numbers and names on the question papers supplied to them.

c) Students should not indulge in any malpractices in the University examination. If any student is found to be indulged in any type of malpractice appropriate action shall be taken by the Principal immediately. Different types of malpractices and the punishments for them are given in Appendix 2. Any malpractice case shall be reported to the University along with the answer book and all documents/pieces of evidence.

d) The answer books of students found to indulge in malpractice shall not be sent for valuation.

## **21. LEAVING THE EXAMINATION HALL**

a) No students shall be allowed to leave the examination hall till the expiry of one hour after a question paper has been given out and no student who leaves the room during the period allotted for the paper shall be allowed to return within that period.

b) Students who leave the examination hall before the end of the examination should surrender their question papers to the invigilator and may collect them back after the examination if they desire so.

c) Students shall be permitted to leave the examination hall only after his/her answer book is taken charge of by the invigilator.

d) They should not be permitted to leave the hall after keeping their answer books in their seats.

CHIEF SUPERINTENDENT

**Covid – 19, Self Declaration Form for Students**

1. Name of Student:
2. Register Number:
3. Parent Institute:
4. Residential address:
  
5. Mobile number:
6. Emergency Contact Number:
  
7. Do you have fever?: Yes / No *(strike off whichever is not applicable)*
8. Are you currently experiencing symptoms like: mild fever / flu like symptoms  
Yes / No *(strike off whichever is not applicable)*
9. Have you been in close contact with a confirmed case of corona virus:  
Yes / No *(strike off whichever is not applicable)*
10. Whether you are in quarantine: Yes / No *(strike off whichever is not applicable)*
11. Are you coming from other state / country and not completed the quarantine period?:  
Yes / No *(strike off whichever is not applicable)*
12. Whether you are residing in a Containment zone / hotspot:  
Yes / No *(strike off whichever is not applicable)*
13. Any other information:

**Declaration**

I hereby affirm that the information furnished above are true and correct to the best of my knowledge and belief. If any of the above are found to be incorrect or fake I am responsible for the consequences.

Date:

**Signature of the candidate**

## APPENDIX 2

### MALPRACTICES/OTHER OFFENCES IN THE UNIVERSITY EXAMINATIONS

Sl No	Type of Malpractice/Offence	Punishment
1.	Impersonation	Permanent debarring Reference to Police
2.	Introduction of any non-permissible material relevant to the examination, with the intention of copying and possession of them	Debarring for one to three chances
3.	Possessing any written matter on scribing pad, calculator, data book, hand kerchiefs, clothing, socks, instrument box, identity card, scales, or in any part of the body	Debarring for one to three chances
4.	Resisting to hand over non-permissible material brought to the examination hall to the invigilator	Debarring for six chances
5.	Possession of mobile phones, tab, pen camera and such other electronic gadgets	Debarring for three chances
6.	Copying from neighbor's answer scripts	Debarring for one to three semesters depending on gravity
7.	Disobeying the invigilator/ other officials or resistance to instruction from authority	Debarring for four to six chances
8.	Using filthy language in the answer books	Debarring for three to six chances
9.	Copying from any material and resisting the instruction of invigilator	Debarring for six to eight chances
10.	Destroying the evidence of malpractice like tearing, mutilating the answer scripts or running away with the answer scripts from the examination hall	Debarring for six chances to Permanent Debarring
11.	Writing on the question paper and/or passing on the same to other student(s) in the Examination Hall	Cancellation of examination of both the candidates involved
12.	Changing/replacing roll numbers and answer books	Permanent Debarring
13.	Manhandling or threatening the invigilator/officers or any authority of the University	Permanent Debarring Reference to the police
14.	Sitting at wrong seat	Debarring one chance
15.	Threatening/requesting the neighbor to show the answer script	Debarring one to two chances
16.	Helping neighbors to answer questions	Debarring for two to four chances
17.	Tampering with answer books of neighbors	Debarring for six chances to permanent debarring
18.	Tampering answer books, removing pages, tampering bar code, writing register no, name, name of college or other identifying marks within the answer book	Debarring two to three chances
19.	Disturbing the candidates from outside	Registration as student shall be cancelled

		Reference to Police Debarring for one to two chances
20.	Disturbance outside the Hall	Registration shall be cancelled Debarring for two chances to permanent debarring Reference to the police
21.	Shouting answers from outside	Registration as student shall be cancelled Debarring for two chances
22.	Stealing answer books, smuggling question papers or other examination materials	Registration as student shall be cancelled Reference to police
23.	Breaking open the closed examination halls	Registration as student shall be cancelled Reference to Police Debarring for two chances
24.	Tampering arrangements for conduct of examination	Registration as student shall be cancelled Reference to Police Debarring for two chances
25.	Threatening/bribing invigilators, officials and examiners	Registration as student shall be cancelled Reference to police Debarring for one chance to permanent debarring
26.	Refusing to hand over question paper when leaving the room during examination hour	Not to be allowed to take the examination of subsequent days