



NITMGH/AA/SENATE NOTIFICATION/2019-20/ 367

Dated- 28/01/2020

## Notice

In pursuance of the XXth Meeting of the Senate vide no R15/SENATE-XX/19, dated 16.12.2019, this is to notify to all concerned that the following Examination Guidelines will be applicable with immediate effect

1. That, no one except the examinees and those supervising the examination will be allowed in examination hall during an examination.
2. That, the examination halls shall be opened fifteen minutes before the schedule time of the examination and the examinees are expected to be seated at the assigned seats in the examination hall ten minutes before the commencement of the examination.
3. That, under unavoidable circumstances examinees may be allowed to enter the examination hall only with permission of the examination superintendent, but no later than fifteen minutes after the commencement of the examination.
4. That, an examinee will not be allowed to leave the hall until last half an hour of the examination.
5. That, examinees must bring their Institute ID-Card and place it at a conspicuous place on their desks.
6. That, examinees shall place their watch or timepiece on their desk.
7. That, examinees shall not communicate with one another in any manner whatsoever during the examination.
8. That, an examinee shall not be allowed to remain outside the examination hall for more than 5 minutes during an examination. A log book shall be maintained in which the examinee will have to enter the times of leaving and returning to the hall.
9. That, any material other than the allowed stationeries required for the examination must be left outside the hall.
10. That, possession of any study material or electronic communication or storage device including mobile phones by an examinee during the examination will be treated as an offence.
11. That, examinees shall bring their own stationeries, mathematical instruments and nonprogrammable electronic calculators (where permitted). Borrowing and sharing of stationeries are not allowed during the examination.
12. That, in case of disruption of examination due to unforeseen reason like bandhas, strikes, sudden holidays etc. the routine for the subsequent days remain unchanged. The papers for the days of disruption automatically shift to the next working days after the scheduled examination dates.
13. That, if an examinee is found talking/discussing/sharing of calculators or any other utilities, the invigilators faculty has full authority to warn the candidates and if required confiscate the answer scripts for up 15 minutes/subtract marks. In case of repetition of the act, the examinee shall be asked to leave the hall.
14. That, if an examinee is found to be in possession of any study material or mobile phone or similar devices, his/her answer script shall be confiscated along with the material/device. He/she shall then be issued a fresh answer script on submission of an



राष्ट्रीय प्रौद्योगिकी संस्थान मेघालय  
NATIONAL INSTITUTE OF TECHNOLOGY MEGHALAYA  
(An Institute of National Importance under MHRD)

12

apology letter and only the second answer script shall be evolution. Any confiscated device shall be returned only after the end of the examination.

15. That, if an examinee is found copying from a chit/other answer scripts/written material/devices, his/her answer script shall be confiscated. He/she shall be issued a fresh answer scripts shall be evaluated. The second answer script will be issued after 30 minutes.
16. That, all malpractices cases of an examination shall be forwarded to the Chairman of the disciplinary committee on examination malpractices of the Institute by the Professor in charge of the Examination for further necessary action.
17. That, the disciplinary committee on examination malpractice will suggest some appropriate disciplinary action and forward the same to the Chairman of the Senate.

This issues with the approval of Competent Authority.

Asstt. Registrar (AA)

Copy to

- 1 AR(DR) , for kind information of the Director .
2. All Deans for kind information.
3. All HoDs for information and needful.
4. All Faculties for information and needful.
5. E- Notice to the scholars..
6. Concerned File.