INDIAN ASSOCIATION FOR THE CULTIVATION OF SCIENCE
(A Deemed to be University under the de novo category)
2A & 2B, Raja S.C. Mullick Road, Jadavpur, Kolkata 700 032. India

No. Acad / 613,

Date: 17-11-2026

Examination guidelines

The competent authority has been pleased to introduce the following guidelines to ensure a fair, disciplined, and orderly examination environment. All students are required to adhere strictly to the following guidelines and instructions during examinations.

1. **Mandatory identification**: Students must carry their original Institute Identity Card and present it upon request. Entry into the examination hall may not be permitted without a valid Institute Identity Card.

2. **Reporting time**: Students must report to their designated examination halls at least 20 minutes before the scheduled commencement of the examination. Examination halls may be closed shortly before the scheduled start time, and late entry may not be permitted.

3. **Prohibited items**: Possession or use of unauthorized plain paper, books, notes, written materials of any kind, electronic devices like mobile phones, smartwatches, etc., or any other unauthorized aids is strictly prohibited inside the examination hall.

4. **Permissible items**: The following items may be permitted inside the examination hall. No items other than the following will be permitted without prior authorization by the course instructor/examination coordinator.

- A calculator, subject to the approval of the respective course instructor.
- A transparent writing board.
- A small transparent pencil box or pouch to carry pen, pencil etc.
- A water bottle.
- A handkerchief.

5. **Possession of unauthorized materials and unfair means**: Any student found in possession of unauthorized materials or engaging in any form of unfair means or examination misconduct shall be dealt with strictly in accordance with the Institute's examination rules and disciplinary regulations. Appropriate disciplinary action may be initiated against the student concerned.

6. **Reported Against**: Any student found to be violating any of the stipulated guidelines will be marked as '***Reported Against***' by the officials on exam-duty and the faculty invigilator. The matter will then duly be examined by the authority concerned.

7. **Early submission of answer scripts:** Students who submit their answer scripts within the last five minutes of the scheduled examination duration must remain seated in the examination hall until the examination concludes, all answer scripts have been collected by the invigilator, and they are formally instructed to leave. Students submitting their answer scripts before this five-minute period may leave the examination hall, subject to the invigilator's permission.

8. **Bags and personal belongings:** Students are strictly prohibited from bringing bags or other personal belongings into the examination hall. Such belongings must be kept outside the examination hall at the students' own risk. The Institute shall not be responsible for any loss, theft, or damage to personal belongings.

9. Any other instruction given by the on-duty Invigilator/s and Examination Coordinator/s.

These guidelines will be strictly enforced with immediate effect.

Registrar