



NATIONAL ENGINEERING COLLEGE, K.R.NAGAR, KOVILPATTI – 628 503
(An Autonomous Institution – Affiliated to Anna University, Chennai)

OFFICE OF THE CONTROLLER OF EXAMINATIONS

Email: coe@nec.edu.in

Website: www.nec.edu.in

Instructions to the students appearing for the End Semester Examinations

Examination Timings	Forenoon Session: 10.00 AM to 01.00 PM
	Afternoon Session: 2.00 PM to 05.00 PM

- The duration of examination will be 3 Hours.
- Students should keep the relevant stationery ready before the commencement of exam.
- Candidates shall write the examination using blue or black pen only.
- Identify the correct Hall Number from the notice board / your email before going to the examination hall. If your number is not displayed, contact the Chief Superintendent (CS) immediately.
- If you have lost/not brought the Hall ticket, you can approach the CoE Office for getting the duplicate hall ticket after the payment of prescribed fees.
- Deposit your belongings in the designated area. **DO NOT KEEP VALUABLE THINGS** in the bag.
- Do not come late for the examination. You are expected to be available in the examination hall at least 20 minutes before the commencement of examination.
- Before entering into the hall, check yourself to ensure you **do not possess programmable calculators, mobile phone, other electronic gadgets, and any materials pertaining to the examination.**
- Show your **HALL TICKET** and **IDENTITY CARD** to the hall invigilator before entering into the hall.
- Collect your answer booklet and **VERIFY** the photo, name, registration number, course code, course name, month & year of examination and date of the examination along with session and **put your signature in the specified space** in the answer booklet properly.
- We are using **NEW ANSWER BOOKLET** which contains **BARCODE**. **DON'T** write anything on that space or **TAMPER** it which will affect further processing.

- Do not **TALK / GESTURE** inside the examination hall.
- **DO NOT WRITE YOUR REGISTER NUMBER OR NAME INSIDE THE ANSWER BOOKLET.**
- Check whether you have received the correct question paper. If not, intimate to the Hall invigilator immediately.
- Write clearly; illegible answers will not be awarded marks.
- If you are in need of any data book which is permitted, bring the same for the examination. Data books/IS codes/Tables brought by the students should be properly attested by the concerned HOD with seal and should not contain any written material or additional sheets in them.
- Do not tear any pages out of the answer booklet. Rough working may be done in the first page of the answer booklet. Clearly cross out rough working before handing over your answer booklet.
- Bring pen, pencil, scale, calculator, eraser etc that are required for the examination. **DO NOT BORROW ANY ARTICLES INSIDE THE EXAMINATION HALL.**
- Normally students will not be permitted to go outside the examination hall before handing over answer booklet. In case of emergency, students will be permitted to go outside the examination hall for toilets, accompanied by a teacher / attendant.
- Do not leave the hall during the examination and sit for the whole duration.
- If you require any assistance, please raise your hand.
- Stop writing when you are instructed to do so at the end of the examination and **REMAIN SEATED UNTIL ALL PAPERS HAVE BEEN COLLECTED** and you are told that you may leave the hall.
- Severe penalties apply for misconduct, cheating, possession of unauthorized materials, improper use of materials, and unauthorised removal of materials from examination rooms or ignoring the instructions given by supervisors. **STUDENTS ARE REMINDED THAT CHEATING IS REGARDED AS AN ACT OF GRAVE MISCONDUCT FOR WHICH THERE ARE HEAVY PENALTIES APPLIED, INCLUDING A FAIL IN THE SUBJECT/ CANCELLATION OF ALL SUBJECTS WRITTEN IN THE SEMESTER / DEBARRING FROM THE EXAMINATION AND POSSIBLE EXPULSION FROM THE Institution.**

D.M
10.3/12/22
CONTROLLER OF EXAMINATIONS

P.T
3.12.22



[Signature]
2/12
PRINCIPAL