

Notice

Attention : SEM I (Regular + KT) / KT SEM II / KT SEM IV/ KT SEM VI / M. TECH SEM I (Regular and KT)

General Rules and Instructions for Open day of Exam Nov –Dec 2017 of SEM I (Regular + KT) SEM II / SEM IV/ SEM VI / M.TECH SEM I scheduled on 22nd Jan 2018.

*** Attending open day is a must to apply for re-verification / reassessment.**

1. Students are expected to come to see their answer books in person on the Open Day as per specified time table which will be displayed on the department notice board. No query regarding any paper will be entertained after allotted date and time for respective students. After 15 minutes students are not allowed to come in the class.
 2. No one other than the student is allowed to attend the Open Day; including Parents, Guardians, Friends or any other student representative. All the students are required to sign the attendance sheet at the venue (class room) where the answer books will be shown to them.
 3. Students can carry question papers and print outs of marking scheme/evaluation scheme of each course along with them in the class room.
 4. Students should not carry pen, pencil or any other writing material with them while entering the room to view / read their answer books; so as to avoid tampering of answer books.
 5. However pens will be provided to them to fill up the grievances forms & attendance sheet.
 6. No mobile phones, cameras or any such kind of electronic gadget is allowed to be carried in the hall. Taking image of any part of answer book will be treated as **Unfair Means** and in such case disciplinary action will be taken against that student.
 7. Once coming inside the classroom, students are not allowed to leave the class room for any reason, unless they give back the answer books. Also, the answer books cannot be taken outside the room.
 8. No food items and even drinking water is allowed to be carried while students are handling answer books. This is for safety of answer books.
 9. **Tampering** of answer book with pen, pencil, using any writing material or other means will be strictly reviewed. If so found, then suitable disciplinary action will be taken and it will be considered as Unfair Means.
 10. Students must keep their belongings safely. College authorities will not be responsible for any untoward incident.
 11. **Students' grievances will not be resolved on the spot** and the students will have to fill necessary forms.
 12. **Students can apply for following types of grievances**
 - **Only Re-verification of Marks (Type I):** Student can apply for any no. of theory ESE courses for Totalling mistake /Un-assessed answer .The student will have to pay Rs.250 per course. (refundable in case of changes in marks)
 - **Re-assessment of answer book (Type II):** maximum 03 theory ESE courses. This includes both re-verification and re-assessment of the entire paper. Student will have to pay Rs.500 per course.
 - For Change in CA marks/ any variation in marks displayed on Intranet and on the theory paper, student have fill up **Type 0 Form** (Pink Colour) in the Class room itself which is free of cost.
 13. **How to apply?** All application forms type 0, type I and II will be made available to the students in the class room.
 14. The Students those who are present on open day, can make the payment of Fees for Re-verification of Marks (Type I) and /or Re-assessment of answer book (Type II) **online** on or before **25/01/2018**.
 15. After Re-verification of Marks (Type I) and /or Re-assessment of answer book (Type II), change in marks if any will be displayed on Exam Cell Notice Board. No personal / telephonic enquires regarding this will be solicited.
 16. Unfair means cases during open day, if any, will be reported to Exam Cell immediately on the same day.
 17. All instructions mentioned in notice should be followed strictly.
- Note: The detailed schedule of open day will be notified by the respective HOD on or before 20/01/2018.**

Date: 16/01/2018


Principal