



RCC INSTITUTE OF INFORMATION TECHNOLOGY

CANAL SOUTH ROAD, BELIAGHATA, KOLKATA – 700015

Mobile: 6290821300 (Accounts), Mobile: 6290821297 (Exam/Admission)

E-mail: principal@rcciit.org.in Website: www.rcciit.org.in

NAAC B++ | NBA Accredited B. Tech CSE, IT, ECE & EE | B. Tech CSE (AI&ML), MCA, BCA, B.Sc. (CS)

Approved by AICTE & Affiliated to MAKAUT, WB

EXAMINATION SECTION

INSTRUCTIONS TO CANDIDATES - End Semester Examinations

Pre-Examination | During Examination | Post-Examination

READ THIS CAREFULLY

These instructions are issued for your benefit and to ensure a fair examination for everyone.

Violating any rule below may amount to malpractice and can lead to disciplinary action under the under regulations of Maulana Abul Kalam Azad University of Technology and RCC Institute of Information Technology (Autonomous).

If anything is unclear, ask your Invigilator.

Note: Student will only carry Pen or required Stationary, Admit Card and Transparent Water Bottle (without label) into the Examination Hall.

Part A - Before the Examination (Pre-Examination)

Documents and arrival

1. Carry your valid Admit Card and Registration Certificate to every examination. You will not be allowed to enter without the Admit Card.
2. Reach the examination centre well before time Preferably by 10:00 AM/ 1:30 PM.
3. Plan to be at your hall during the entry window: 10:30-10:40 AM for the morning shift, or 2:00-2:10 PM for the afternoon shift.
4. Find your seat number and hall allotment from the seating chart posted outside the examination halls before the exam. Wait outside until the Invigilator opens and prepares the hall. Do NOT enter the hall before the Invigilator arrives.

What you may NOT bring

5. No mobile phones. You may not enter the examination building or premises with a smart phone or any electronic or communication device.
6. No books, notes, chits, or any unauthorized printed/written material.
7. No programmable calculators or other prohibited devices.
8. Do not carry any written matter on your body, handkerchief, clothes, socks, instrument box, scales, or any other items which is treated as malpractice.

ENTRY CUT-OFF:

Admission to the examination hall closes strictly at 11:00 A.M. (Morning Session) and 2:30 P.M. (Afternoon Session). In exceptional emergencies, a maximum grace period of 15 minutes may be granted at the discretion of the authorities. To ensure a seamless check-in and avoid forfeiture of your seat, candidates are advised to arrive at the examination hall by 10:30 A.M. or 2:00 P.M.



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Settling in

- Verify your identity to the Invigilator against your Admit Card and Registration Certificate when you enter.
- Only one answer book will be issued to you no additional answer books are permitted. Use both sides of the pages.
- Check your answer script immediately for any defect in threading, page count, or barcode, and report it to the Invigilator at once.
- Listen carefully as the Invigilator reads out the Instructions to Candidates printed on the answer script before the exam begins.

Part B - During the Examination

Filling your answer book correctly

9. Write all required details only on the title page of the answer book.
10. Do NOT reveal your identity (name, roll, signature, special marks, appeals) anywhere else in the booklet. Doing so is malpractice.
11. Write the question number clearly in the margin against each answer.
12. Write only in black or blue ballpoint pen.
13. Question Papers are opened by the Invigilator at the start time (11:00 AM / 2:30 PM). Begin only when told to.

Conduct inside the hall

- Maintain complete silence. Do not communicate with any other candidate or any person inside or outside the hall.
- Do not copy from any material or from another candidate.
- Do not attempt impersonation, or allow anyone to impersonate you.
- Behave calmly and respectfully.
- Unruly behaviour inside or near the hall is an offence.
- If you have a genuine doubt about a question, raise your hand and ask the Invigilator. Do not act on your own assumption.

Short/toilet break rules

Time	What you must do
One break only	You may take a maximum of ONE short/toilet break, of about 3-4 minutes. One Male and one Female student may be allowed per room.
When	No break is allowed during the first one hour and the last half an hour of the examination. (Break Time 12:00 PM to 01:00 PM and 3:30 PM to 4:30 PM)
Take nothing	You must NOT carry the Question Paper, Answer Script, or any item out of the hall during the break.
Monitored	You may be escorted/monitored during the break. You may not move to other floors or buildings.



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DO NOT LEAVE EARLY

You may not leave the hall before 01.00 PM (morning shift) or 4:00 PM (afternoon shift).

A candidate leaving the hall must hand over the answer script personally to the Invigilator before leaving.

Examination day timeline (for your reference)

Time	What you must do
10:30-10:40 AM	Morning-shift candidates enter the hall (afternoon: 2:00-2:10 PM).
11:00 AM	Morning exam begins; QP opened in hall (afternoon: 2:30 PM).
First 1 hour	No break permitted.
01:00 PM	Earliest you may leave the hall, morning shift (afternoon: 4:30 PM).
1:30 PM	Morning exam ends, 2.5-hour paper (afternoon ends 5:00 PM).

Part C - After the Examination (Post-Examination)

14. Stop writing immediately when the Invigilator announces the end of the examination.
15. Hand over your answer book personally to the Invigilator. Do not pass it to anyone else and do not leave it on the desk.
16. Ensure the Invigilator's signature is appended on your answer book before you hand it over.
17. Do not tear out, smuggle, or insert any sheet into the answer book, and never take the answer script out of the hall - this is a serious offence.
18. Remain seated until your script has been collected and counted if the Invigilator asks you to.
19. Leave the hall and the premises quietly. Candidates of other shifts are not permitted on campus during examination hours.

If something goes wrong

- Report any discrepancy in your answer script (threading, pages, barcode) to the Invigilator before handover.
- If you fall ill or face an emergency, inform the Invigilator or OIC immediately.
- Any genuine grievance about the question paper or conduct should be raised through the Invigilator, not on your own.



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What Counts as Malpractice

You may be charged with malpractice and face action under regulations of Maulana Abul Kalam Azad University of Technology and RCC Institute of Information Technology (Autonomous) - for any of the following:

- Possessing any prohibited material, or written matter on your body, clothes, instrument box, scales, etc.
- Copying from any material or from another candidate.
- Communicating with anyone inside or outside the hall to seek or give help.
- Offering any inducement or bribe to an official.
- Smuggling sheets in or out, inserting outside-written papers, or running away with the answer script.
- Impersonation, or allowing someone to impersonate you.
- Bringing a mobile phone into the hall.
- Unruly behaviour inside or near the examination hall.

REMEMBER

All examination halls are under CCTV surveillance, recorded and preserved for the entire examination period.

Follow the rules, stay honest, and focus on your paper. Best wishes for your examination.

*Issued by the Examination Section (Under Autonomy), RCC Institute of Information Technology, Kolkata
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