Each student is required to bring his/her *IITB id* card, and place it on his/her exam desk for the duration of the exam.

Mobile phones*, tablets, laptops, and other such devices are *strictly not allowed* in the examination hall, even if powered off. Violations will be strictly dealt with.

*Violating the instructions will face a disciplinary action.*

Note also that seating arrangements have been made to ensure a significant gap between students taking the same exam. You must follow the rules in this regard, which have been put up on the board of each room, with corresponding markings on the desk. Please arrive a few minutes early so there is no last minute confusion due to the new rules.

*These rules will also be applicable for End sem exams in future.*

**Policies for Mid-sem exams:**

- Violations of any rules will result in disqualification from the exam.
- Exams will not be rescheduled.
- No makeup exams will be conducted.

**Instructions for Invigilators:**

- You will have to support the faculty members for distributing the q-papers, collecting answer sheets, etc. whatever s/he needs for smooth conduct of exam. In case the exam time gets extended, you will have to wait till the end of the exam.

- Be present at least 20 minutes before the slated time.

- If more than one exams are being held in a classroom, invigilators and assisting staff will have to wait till all the exams are over.

- Examination is a very important academic activity which takes priority over all other activities. Hence, Invigilators are expected to strictly follow the instructions. Those violating the instructions will have a disciplinary action.

**Instructions for Students:**

- Present on at least 20 minutes before the scheduled time.

- You will have to support the faculty members for distributing the q-papers, collecting answer sheets, etc. whatever the needs for smooth conduct of exam. In case the exam time gets extended, you will have to wait till the end of the exam.

- If more than one exams are being held in a classroom, invigilators and assisting staff will have to wait till all the exams are over.