END-SEMESTER EXAMINATIONS – NOVEMBER 2026
INSTRUCTIONS TO CANDIDATES

Dear Student,

Please read the following instructions carefully before appearing for the End-Semester Examinations, November 2026. Non-compliance with these instructions will be treated seriously and may result in disciplinary action.

- Candidates must report to the Examination Hall at least **15 minutes before the commencement of the examination**, as mentioned on the hall ticket. You may download your hall ticket from your Student Portal KP prior to the first day of the examination.
- No late entries are allowed during the End-semester examination.
- Candidates must carry both the **University student identity card and the hall ticket bearing the hologram to all examinations.** The University hologram will be affixed to the hall ticket on the first day of the examination.
- If a candidate fails to produce the student identity card or hall ticket, a temporary identity card or duplicate hall ticket with hologram may be obtained from the Office of Examinations **(Block A, Ground Floor, Room No. A015)** upon payment of the prescribed fee.
- Question papers will be distributed **10 minutes before** the commencement of the examination for reading and preparation. Candidates must verify the **programme name, course name, course code, and syllabus year**. Any queries regarding the question paper must be brought to the invigilator's attention **within 30 minutes of receiving it.**
- **Students must strictly follow the instructions provided for completing the Online Valuation Answer Script during their examinations.**
- Candidates must write their **programme name, Class Section and course details** in the space provided on the facing sheet of the End Semester Examination answer booklet.
- For courses where the date and time are not mentioned on the hall ticket, the examination will be conducted at the department level. Candidates should contact the concerned department or faculty in charge for details.
- Candidates are permitted to leave the Examination Hall only after submitting the answer booklet to the invigilator, **except during the first 45 minutes and the last 15 minutes of the examination.**

- **Writing on the question paper, hall ticket, desk, or any part of the body is strictly prohibited and will be treated as malpractice.**
- **Possession of smartphones, AI Smart glasses, smartwatches, programmable calculators, non-transparent pouches, or any other electronic gadgets, even in switched-off mode, is strictly prohibited. Confiscated items will be returned only after graduation**
- Candidates must not possess any material related to the examination unless explicitly permitted by the Office of Examinations.
- **Communication with other candidates by word, sign, or gesture is strictly prohibited.**
- Candidates must not allow their answer scripts to be seen by others.
- Any candidate found indulging in malpractice, as determined by the Invigilator or Squad member, may be declared failed in that examination or all examinations or may face any other disciplinary action deemed appropriate by the Coordinator of Examinations.
- Restroom breaks are not permitted during the examination. Special rooms are available for students with medical conditions or other difficulties, subject to approval by the Coordinator of Examinations.
- Candidates must not sleep or rest their heads on the desk during the examination.
- Jackets or hoodies may not be worn inside the Examination Hall.
- The University dress code remains applicable during examination days.



Dr Ashish Sharma,
Coordinator of Examinations