

E-NOTICE

Date - 24/06/2026

Subject : Instructions To Be Followed By Students For B.Pharm Even Sem Examination (2025-26)

As per the earlier instructions had been received from the university (MAKAUT, WB), subsequent approval by the principal, All the students of B. Pharm even semesters are instructed to follow the bellow mentioned instructions strictly. Any violation may lead to disciplinary action and/or cancellation of the examination.

1. Entry to Examination Hall

1. Eligible Students must carry their valid Admit Card and Institutional Identity Card and produce them whenever required.
2. No student shall be permitted to enter the examination building/hall without proper college uniform (tie is compulsory for boys) & with a mobile phone, smartwatch, Bluetooth device, calculator or any other electronic/communication device.
3. Candidates must enter the examination hall between:
 - I. **09:30 AM** for the First Half Examination.
 - II. **01:30 PM** for the Second Half Examination.
4. No candidate shall be allowed to enter the examination hall after:
 - I. **09:45 AM** for the First Half Examination.
 - II. **01:45 PM** for the Second Half Examination.
5. Only candidates scheduled to appear in the current examination session shall be allowed inside the campus during examination hours.
6. Students are not permitted to move to other floors, departments, or buildings during examination breaks.
7. No unauthorized person shall enter the examination hall after the examination has commenced.

2. During the Examination

1. Candidates must occupy the seat allotted to them and maintain complete silence and discipline throughout the examination.
2. Revealing identity anywhere in the answer booklet, other than in the designated space on the title page, shall be treated as malpractice.
3. Question numbers must be clearly written in the margin before answering.
4. Answers must be written neatly on both sides of the pages using **Blue or Black Ballpoint Pen only**.

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5. Candidates shall receive only one answer script. No additional answer books will be provided.
6. Candidates must verify the answer script for page count, threading, barcode, or any printing discrepancy and immediately report any issue to the Invigilator.
7. The Invigilator's signature must be obtained on the answer script before submission.

3. Short / Toilet Break

1. No candidate shall be allowed to leave the hall during the first one hour and the last one hour of the examination.
2. Only one short/toilet break shall be permitted during the permissible period.
3. The duration of the break shall not exceed **3-5 minutes**, except in exceptional cases approved by the competent authority.
4. Candidates must not carry the Question Paper, Answer Script, or any examination-related material outside the hall during the break.
5. Candidates must follow the instructions of the Invigilator while proceeding for and returning from the break.

4. Leaving the Examination Hall

1. No candidate shall be permitted to leave the examination hall before:
 - I. **12:30 PM** for the First Half Examination.
 - II. **04:30 PM** for the Second Half Examination.
2. Before leaving, candidates must personally hand over their Answer Script to the Invigilator.
3. Candidates shall not leave the hall without obtaining permission from the Invigilator.

5. Prohibited Acts / Malpractice

The following acts shall be considered malpractice and may result in disciplinary action, cancellation of examination, or other penalties as per University rules:

- a. Possession of books, notes, papers, electronic devices, mobile phones, or any unauthorized material inside the examination hall.
- b. Writing or carrying notes on any part of the body, clothing, handkerchief, socks, stationery items, identity card, or any other object.
- c. Copying from unauthorized material or from another candidate.
- d. Communicating with any person inside or outside the examination hall for assistance.

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- e. Attempting to influence, bribe, or induce any examination official.
- f. Removing answer scripts from the hall, inserting externally written pages, or tampering with examination materials.
- g. Impersonating another candidate or allowing another person to appear on one's behalf.
- h. Supplying or receiving copying material within or outside the examination hall.
- i. Bringing a mobile phone or any electronic communication device into the examination hall.
- j. Engaging in unruly, disruptive, or indisciplined behaviour within or near the examination venue.

6. General Instructions

1. Read all instructions carefully before the commencement of the examination.
2. Follow the directions of the Officer-in-Charge (OIC), Invigilators, and examination staff at all times.
3. Maintain discipline, fairness, and academic integrity throughout the examination process.
4. Ignorance of examination rules shall not be accepted as an excuse for any violation.

N.B.: College authority will not be responsible/liable for any misconduct arises by the negligence of the above points by the candidates.

By appearing in the examination, every candidate is deemed to have accepted and agreed to abide by the above instructions and all examination regulations of the University/Institution.

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