

 <p>THE NORTHCAP UNIVERSITY</p>	<h2><u>INTER OFFICE MEMO</u></h2>	<p>Review Date:</p> <p>1 of 1</p>
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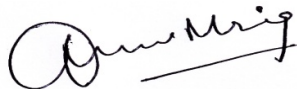
IMPORTANT INSTRUCTIONS FOR MAJOR TEST

Major Test (03 hours) for all students of all Programs would be held in two shifts per day as under:-

Morning Shift: 09:00 AM - 12:00 PM

Evening Shift 01:30 PM - 04:30 PM

- **No Student will be allowed / permitted without ID Card (Plastic Card) in the Campus.**
- **Students have to enter 10 minutes prior to start of exam in the Examination Hall. No late arrival will be permitted.**
- Students are to carry their Original Identity Card (Plastic Card) and Copy of Admit Card (for Major Exams) while appearing for the Test.
- No Mobile phone or Smart Watch or any electronic device including ear-pods, Bluetooth device or any other electronic gadgets is permitted in Examination Hall.
- Gathering of students / standing in Groups in front of Examination Hall / Corridor / COE Office / Dean Office is strictly prohibited during examinations.
- Discussion in Washroom / Corridor during examinations must be avoided else it will be treated as UMC.



(Controller of Examinations)

EXAMINATION TIMINGS FOR MORNING SHIFT

- 08:30am : Entry of Students inside the University Campus
- 08:45am : Entry of Students to the Examination Hall / Room
- 08:50am : **No Student shall be allowed to enter the Examination Hall / Room after 08.50am under any circumstances**

EXAMINATION TIMINGS FOR EVENING SHIFT

- 01:00pm : Entry of Students inside the University Campus
- 01:15pm : Entry of Students to the Examination Hall / Room
- 01:20pm : **No Student shall be allowed to enter the Examination Hall / Room after 01.20pm under any circumstances**




INTER OFFICE MEMO

Re-Test due to Medical / Other Reasons

Refer to Examination Conduct Rules (ECR) on website for all conditions under which Re-Test is permissible. In case of medical reasons, the following conditions apply:-

1. Suffering from ailments such as Covid-19, Malaria, Jaundice, Chickenguniya, Dengue, Typhoid, Chicken pox or self-accident/surgery involving **at least one day hospitalization and confirmed in a prescription, medical reports, medical certificate etc. issued by minimum MBBS Doctor.**
2. The certificate must be accompanied by comprehensive medical test reports showing ailment/proof of payment made. The Medical Certificate and report must be attached with an application concurred by HOD and approved by Medical Officer.
3. Serious Viral Fever cases of involving at least one day hospitalization/day time care in hospital would be considered.
4. Information through email should be sent immediately informing about any medical issue during examinations.
5. **All documents (hard-copies) should be submitted within 2 days of their illness by authorizing anyone on their behalf, no application will be considered after close of the examinations.** All medical applications would be put up before the Re-Test Committee and cases recommended and approved by VC only would be allowed to take Re-Test in OFFLINE mode only.
6. Mere certificate or a prescription from a Doctor stating illness or medicines without supporting medical reports would **not be accepted.**

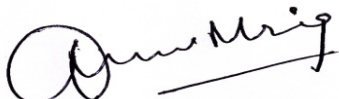
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IMPORTANT

Students are advised not to indulge in use of unfair means in any manner, as mentioned below, will invite **UMC leading to cancellation of paper / all papers appeared or even rustication from University:-**

- i) **Candidates shall maintain absolute discipline in the examination hall. If a candidate disobeys the instructions of the invigilator(s) or misbehaves in any manner, he/ she can be expelled from the examination by the Examination Superintendent.**
- ii) Possessions of chit(s), mobile phone, smart watch, I-Pod(s), Bluetooth ear-pod(s) etc. or any other electronic devices even if in switch off mode or not in use.
- iii) Do not write anything on question paper, calculator, pencil box, examination board, body part, desk, seat etc.
- iv) Any written chit(s) / slips etc. in surrounding area, written matter nearby wall or ceiling should be immediately informed to the Invigilator.
- v) Peeping into other students answer sheet & discussion in the washroom / corridor.
- vi) Gathering of students / standing in Groups in front of Examination Hall / Corridor / COE Office / Dean Office is strictly prohibited during examinations.



(Controller of Examinations)