

	<h2><u>INTER OFFICE MEMO</u></h2>	<p>Review Date: 1 of 1</p>
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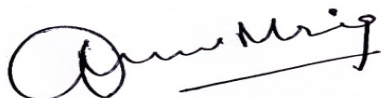
IMPORTANT INSTRUCTIONS FOR SUMMER SEM / CGPA IMP. / RE-MAJOR TEST

Summer Sem / CGPA Imp. / Re-Major Test (03 hours) for all students of all Programs who have registered for the same, would be held from **17 July to 19 July 2023** in two shifts per day as under:-

Morning Shift: 09:30 AM - 12:30 PM

Evening Shift: 01:30 PM - 04:30 PM

- **Seating Plan will be displayed one hour prior to the test on the Examination Notice Board in front of Room No.105 & at New Building Entrance.**
- **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 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)

Date of Expiry: 20 July 2023

EXAMINATION TIMINGS FOR MORNING SHIFT

- 09:00am : Entry of Students inside the University Campus
- 09:15am : Entry of Students to the Examination Hall / Room
- 09:20am : **No Student shall be allowed to enter the Examination Hall / Room after 09.20am under any circumstances**

EXAMINATION TIMINGS FOR EVENING SHIFT

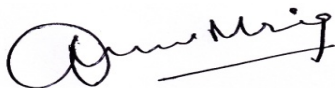
- 01:00pm : Entry of Students inside the University Campus
- 01:15pm : Entry of Students to the Examination Hall / Room
- 01:20pm : **No Student shall be allowed to enter the Examination Hall / Room after 01.20pm under any circumstances**

 <p>THE NORTHCAP UNIVERSITY</p>	<h2><u>INTER OFFICE MEMO</u></h2>	Review Date: 1 of 1
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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)

Date of Expiry: 20 July 2023