



Dwaraka Doss Goverdhan Doss Vaishnav College

(Autonomous-Affiliated to the University of Madras)
Re-accredited with "A++" Grade by NAAC
Linguistic Minority Institution

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✧ Diamond Jubilee Year 1964 - 2024 ✧ Diamond Jubilee Year 1964 - 2024 ✧ Diamond Jubilee Year 1964 - 2024 ✧ Diamond Jubilee Year 1964 - 2024 ✧ Diamond Jubilee Year 1964 - 2024 ✧

Dr. S. Santhosh Baboo, M.Sc., Ph.D.,
Principal
Member Syndicate, University of Madras

Date: 17.10.2025

INSTRUCTIONS TO EXAMINEES

1) Verification of Contents in Hall Ticket:

The **students are expected to confirm the particulars** in the hall ticket. In case of any discrepancy, the same must be brought to the notice of the Controller of Examinations through the Head of the Department for necessary action.

2) Dress Code:

Students shall report for the examination in **formals, modest and decent**

3) Hall Ticket and Identity Card:

Candidates should carry with them:

- (i) **Hall Ticket** [ensuring that nothing is written on the Hall Ticket],
Writing any content in the Hall Ticket will be considered as a Malpractice.
- (ii) **Student Identity Card duly issued by the College**,
failing which they will not be allowed to enter the Examination Hall.

The Invigilators are directed to establish the identity of candidate at the time of entry into hall and while taking candidate's signature on the attendance sheet. Accordingly, candidate must show his/her **Hall Ticket and Student Identity Card** to the Invigilator / Squad / Supervisory Staff on demand at any time during Examination.

4) Permission into Examination Hall:

Candidates are allowed to carry the following to the Examination Hall:

- **Special permission/ letter**, if any, [as accorded by the University] to candidates with Special Needs;

- **Stationary Items** – Pen, Pencil, Eraser, Ruler, Scientific calculator of prescribed specification [without storage facility], and other requisite stationery item necessary for writing Examination in a transparent pouch;
- Transparent water bottle
- Wrist watch (which should not have any feature except to **display time, day and date** - Watch of **any other specification shall not be allowed**).
- No other item shall be allowed to be carried into the Examination Hall.
- Candidates are advised not to bring valuable personal belongings and mobile phone to the Examination Hall and the College shall not be responsible for the safety of the item(s) brought to the Examination Hall or in case they are lost, damaged or stolen.
- Invigilators can check physically at any point. Any unwanted material found will be considered as a malpractice.

5) **Time of Entry and Exit:**

No candidate shall be allowed to enter the Examination Hall after the expiry of half-an-hour from the commencement of Examination.

No candidate shall be permitted to leave the Examination Hall until the expiry of half-an-hour after the commencement of Examination. [It will be followed strictly. The students are advised to start early].

6) **Seating Arrangements:**

The seating arrangements of the candidates shall be displayed on the notice board and SMS is sent from the Controller of Examinations. Candidates will find their register numbers written against the seats allotted to them at the Examination Hall/room. They should occupy the seats allotted to them only.

7) **Attendance Sheet:**

Candidate must sign the attendance sheet every day in the appropriate column against his/her register number and shall not leave the Examination Hall without signing the attendance sheet.

8) **Assurance of Question Paper:**

- On receipt of question paper, every candidate must write his/her Registration Number at the specified space provided on the front page.
- Further, every candidate is required to satisfy himself/herself that he/she has received correct and complete Question Paper and verify the question paper code as printed in the hall ticket.
- The responsibility of writing answers for the Correct Question Paper vests with the candidate only.

CAUTION REGARDING MALPRACTICE

MALPRACTICE / ADOPTION OF UNFAIR MEANS includes:

- 1) Possession / usage of any Book, Study Material, Handwritten or Printed Notes, Pieces of Paper (chits), Mobile Phone, Blue Tooth, Laptop, Palmtop, Smart Watch, Health Band or any other electronic/ communication device or gadget.
- 2) Borrowing/ lending/ exchanging of any item with other candidate(s) during the Examination in the Examination Hall.
- 3) Writing anything on the Question Paper (except their Register Number and tick mark [✓] for the questions attempted).
- 4) Copying from the answer script of another candidate or allowing the other candidate to copy/refer to his/her work, helping or asking help from any person in any manner or communicating by means of words, signs, gestures, codes, and other similar acts to exchange.

Any candidate indulging in **MALPRACTICE / ADOPTION OF UNFAIR MEANS**, during the session of End Semester Examination will not be permitted to write any subsequent paper. Misconduct of the candidate will be subject to disciplinary action. The decision of the Principal / Controller of Examinations shall be final and be binding on the candidate.

The Invigilator / Squad / Superintendent of Examination has absolute power to expel a candidate from the Examination Hall if in his/her opinion the candidate has adopted /attempted to adopt unfair means or behaved in a disorderly manner.

A candidate so expelled, must before leaving the Examination Hall, submit to the Controller of Examinations his/her explanation in writing through the Chief Superintendent of Examination.

Parents will be informed of the malpractice committed by their ward and are advised to visit the campus immediately to escort the student.

CHIEF SUPERINTENDENT
ESE – November 2025

PRINCIPAL

PRINCIPAL
Dwaraka Doss Goverdhan Doss
Vaishnav College
Arumbakkam, Chennai - 600106.