

Department of Business Administration
Holy Cross College, Agartala
Jubatara, Lembucherra, West Tripura, PIN: 799210
(Affiliated to Tripura University)
Accredited by NAAC with A+ Grade (2nd Cycle) and
Approved by AICTE

Ref. No. AN/EXAM/DOBA/HCC/2024/05

Date: 05-12-2024

Dos and Don'ts of Semester Exams May, 2024

Dos:

1. Be present in the exam hall, 15 minutes prior to the exam.
2. Carry your Relevant Admit Card.
3. Carry sufficient Pens (Black and Blue), Pencils, eraser, scale & calculator (if required).
4. Find your seat number from the list circulated a day prior to the exam.
5. Verify, if roll no./seat no./admit card issued, at least a day prior to the exam.
6. Remaining present in the exam hall for the first one hour is mandatory (i.e., No washroom or submission of answer scripts before one hour).
7. Must sign on the attendance sheet before leaving the exam hall.
8. Before starting to answer any question, it is appropriate and rewarding to read all the questions and instructions carefully.
9. While filling up the first page of the Answer Scripts you must listen to the instructions of the teachers carefully (In case of any doubt ask your teachers instead of your friends).
10. Must follow the instructions of the teachers in the exam hall all the time.

Don'ts:

1. Don't bring or carry any clip board in the exam hall.
2. Don't bring or carry any previous year or days question paper in the exam hall.
3. Don't bring or carry any pouch or folder in the exam hall.
4. Don't bring or carry any mobile phone or electronic gadget in the exam hall.
5. Don't bring or carry any study material in the exam hall.
6. Don't bring or carry any scientific calculator in the exam hall.
7. Don't bring or carry any smart gadgets such as Smart Watch or Smart Bands, and so on in the exam hall.
8. Once exam starts, communication between students is strictly prohibited in the exam hall.
9. After submitting the answer scripts, students are not allowed to sit in the exam hall or outside the hall to avoid any disturbance to others.
10. **DON'T DO ANY MALPRATICE IN THE EXAM. IF CAUGHT DOING SO, THE STUDENT WILL BE SUSPENDED FROM THE EXAM (and will invite sanctions as per the university norms).**

Sd/-

Head

Department of Business Administration
Holy Cross College, Agartala