

RAJASTHAN TECHNICAL UNIVERSITY, KOTA

INSTRUCTIONS TO CANDIDATES APPEARING IN RTU EXAMINATIONS

1. The examination will commence as per schedule of Examination notified by the university. The doors will be opened half an hour before the scheduled commencement time of examination. All eligible candidates should report to the centre at the time of reporting i.e. at 10.00 am. **In no case, candidates will be admitted after the start of the examination.**
2. Bringing cell phone/programmable calculator (i.e. having memory capacity of more than six numbers)/communication devices, Bluetooth or any kind of electronic gadgets is strictly prohibited in the examination hall. However, use of scientific calculator is permitted. Exam conducting authority shall not be responsible for the custody of such articles.
3. Make all the due entries on the cover page of answer book very carefully & only at the space provided for the purpose. Candidate should ensure that the barcode containing your roll number is stucked at proper place. Please enter your roll number, subject codes carefully on the answer-book.
4. Candidates are warned against writing their Roll Nos., Names, Enrollment Nos., Mobile number, address or to make any other sign or mark inside their answer-books, which discloses their identity. Any breach of this instruction is liable to be penalized and candidate shall be booked in a unfairmeans case.
5. **Candidate will not be allowed to leave examination hall for any purpose within first hour of the commencement of examination. Under normal circumstances, candidates may be allowed to finally leave the examination centre only after two hours.**
6. No Supplementary answer-books will be issued. Candidates are required to write on each ruled line of answer books. Leave two line space after completion of answer of each question or part there of.
7. During the course of examination, the candidates shall be under the discipline and control of the Centre Superintendent and shall obey all orders issued by the Superintendent in all matters relating the Examinations.
8. Where candidate changes ink while he is answering a paper, he should bring this fact to the notice of the Room Superintendent on duty who will record this fact at the appropriate place and shall affix the facsimile stamp of Controller of Examination.
9. Candidates must write the words "The End" at the end of the last answer in their answer books.
10. Candidates should not leave the Examination Hall without handing over their answer books to the Room Superintendent.

11. A candidate found guilty of using unfair means or disorderly conduct at or in connection with the examination or violation of the preceding rules or personal approaches to the examiner concerned shall be liable to attract severe action under the provisions, contained in the university ordinance. The candidate will be supplied with a copy of the charge sheet immediately in the paper after the examination is over and shall be asked to submit his written reply on the charge sheet and to sign the material recovered from him before leaving the examination centre.
12. Smoking and other intoxicants are strictly prohibited in the Examination Hall.
13. Complaints against question-paper if any should be submitted to the Controller of Examinations of the University through Centre Superintendent concerned within **3 days from** the date of the examination for the paper concerned, after that no complaint will be admitted.

Controller of Examinations