

FALL 2017



MID SEMESTER EXAMS



Mid Semester Examination Fall 2017

25 to 30 October 2017

Please note that all students are to be seated in the exam room 15 minutes before start of exam.



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Dear Students !

- Possession of Cell phone, Smart Watch, or any other electronic device is not allowed during the examination.
- Any violation or negligence will result in imposition of 'F' Grade and other penalties.
- After entering the exam room, place your bags besides front wall of the exam room.



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Dear Students !

- Date sheet & Seating Plan is being displayed on department notice boards.
- Please Check your schedule & seating plan to avoid last moment panic.



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MID SEMESTER EXAMS

USE OF UNFAIR MEANS IN EXAMINATION

- AU rigidly observes Zero Tolerance policy for use of unfair means during exams.
- Any student caught using unfair means or possessing prohibited device / Cell phone, Smart watch etc will be liable to imposition of penalty i.e. award of 'F' grade and dismissal etc.



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What Constitutes Unfair Means ?

- Attempt to know contents of Question paper prior to examination.
- Arguing with Invigilator/being rowdy.
- Possession / Use of external / written/ printed material inside the exam room.
- Possession of Mobile phone or unauthorized device.
- Use of mobile phone / device.



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What Constitutes Unfair Means ? Con..

- Exchange of Answer Book / Question Paper or any other cheating material.
- Attempt to cheat outside exam room, Seeking help from other students inside / outside the exam room, Abetment in cheating.
- Borrowing of calculator or any other device during examination.
- No ID card/Proof of being bonafide student of AU not held by student.
- Oral communication, whispering, looking around.



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What Constitutes Unfair Means ? Con..

- Impersonation: Wherein a student is represented by someone else in the examination to attempt a paper.
- Suppressing or hiding any evidence of use of unfair means.
- Mass Cheating where more than one student is involved.
- Tempering of Results.



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Penalties for Use of Unfair Means

- 'F' in Subject.
- 'F' in all Subjects to all students involved
- 'F' in Subject to all students involved (mass cheating)
- Down gradation of grades in subjects
- Fine of Rs.5000/-.
- Confiscation of mobile phone / device.
- Letter of warning



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Penalties for Use of Unfair Means. Cont..

- In a repeat case of penalty due to use of Unfair Means or act of indiscipline, student will become ineligible for need based scholarship, fee concession or grant of any type in next semesters.
- Students availing Merit Scholarship will become ineligible for the same in next semester if penalized for use of Unfair Means or any act of indiscipline.
- Dismissal, Termination / Expulsion from the university without grades.



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Do's of Examination

- Read the policies and Regulations pertaining the examination available at AU Intranet.
- Reach the examination hall at least 15 minutes before the start of examination. Entry to the exam hall for late comers will be denied after start of the exam.
- Humanly requirements like use of washroom etc must be fulfilled prior to entering the examination hall as these will be prohibited during the exam.



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Do's of Examination. Cont..

- Place your belongings (bags, books, notes, mobile phones, laptops, tablets etc) besides the front wall of exam room.
- Sit according to the seating plan.
- Confirm that you are not in possession of any cheating material, mobile phone or any other unauthorized electronic device.
- Read the instructions printed on the answer book/question paper carefully.



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Do's of Examination. Cont..

- Ensure that the answer book / continuation sheets are signed by the invigilator. An unsigned answer book / continuation sheet may jeopardize its credibility.
- Serial no of the answer book and continuation sheet must be entered on the attendance sheet.
- Write your Roll no, Subject, Class and section properly in the spaces provided on the top of the answer book.



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Do's of Examination. Cont..

- Arrange your answer books, continuation sheets and staple it properly at three places before submitting to the invigilator.
- Serial number of all continuation sheets should be entered in the spaces provided in the answer book.
- Use both sides of the answer sheets.
- If you observe anybody using Unfair Means, report immediately to the invigilator concerned.



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Do's of Examination. Cont..

- Do not remove any sheet from the answer book.
- Do not attempt to copy or take or give help during the examination. Such offences are punishable to the extent of termination from the university.
- Do not borrow anything from one another.
- Do not seek clarification or ask question from each other.



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Don'ts of Examination

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Don'ts of Examination. Cont..

- Do not use lead pencil (except for diagrams/graphs etc.) or any ink other than blue or black.
- Do not leave the examination hall before the elapse of half time.
- Do not wander in front of examination hall while examination is in progress.

