



J.B. INSTITUTE OF ENGINEERING & TECHNOLOGY

UGC AUTONOMOUS

Examination Code of Conduct

1. Examination Notifications and Timetables are published in the college website (<http://www.jbiet.edu.in>). Students must regularly check college website for Notifications and Timetables and Student Examination Portal (<http://exams.jbiet.edu.in>) for other up-to-date information about examinations.
2. Students must be in the exam room at least 10 minutes before the designated start time of the Examination. Students arriving more than 30 minutes late will not be permitted to sit for the examination. Students arriving within the first 30 minutes of an examination will not receive any additional time to complete the exam. Students are not allowed to leave the venue within the first and last 30 minutes of the examination. Once any examinee has left the room, no further latecomers will be admitted to the exam. Students will not be permitted to return once they leave the room unless they have been accompanied by an Invigilator.
3. No book, bag/handbag, notes, mobile phones or other unauthorised material may be brought into the Examination Hall.
4. Hall Ticket / ID Card is compulsory to enter into examination hall
5. Student should Strictly follow the seating plan / arrangement.
6. Communication with another candidate is not permitted. If an examination candidate requires assistance, he/she should attract the attention of the Invigilator, taking care not to disturb the other candidates.
7. Students misbehaviour with faculty members, students found cheating in the examination hall, will be reported to Malpractice committee.
8. Exchange of pens / pencils / drawing instruments / calculators, data books, tables, etc. are not allowed.
9. Any type of piece of paper near to student seat must be removed by the student immediately before start of the examination.
10. No candidate shall take out of the Examination Hall any answer book(s) or part of an answer book, whether used or unused, or other supplied material.
11. Any complaint concerning the examinations should be brought to the attention of the Invigilator immediately. The Invigilator will inform the Examination Cell.
12. All the answers should be written in the booklet supplied only. No additional sheets are provided.

Copy to: All the HODs for Circulation among Staff & Students
Deans, CE, AO.
Hon. Secretary, CEO, CA for information.

PRINCIPAL
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