

ATTENTION: STUDENTS!

- **Use of Cell Phones and Smart devices is Strictly Prohibited**

If a candidate is discovered in possession of a cell phone or a smart device during the examination then he/she would be fined Rs.10,000 on first offence and Rs.20,000 on second offence.

Laptops/Tablets may be kept in the examination hall at the owner's risk and should be collected after the exam is over.

- Candidates must occupy the right seat according to their assigned seat number. List of all seat numbers in a particular exam hall will be posted on the outside of the door. Candidates are required to check this number before entering the examination hall.
- Every candidate must be in possession of a valid IBA Identity Card.
- Every Candidate must write his/her **full name & ERP No.** on the question papers and the answer book (**They must not write anything else on the question papers. The answer book may be used for any rough work**)
- Every Candidate must write the **answer script number** on the attendance sheet.
- Any candidate who has procured supplementary sheets must write the number of **supplementary sheets** used by them on the title page of the answer book as well as the supplementary record sheet. They must also staple all such sheets with the answer book before submission to the invigilator.
- All answers must be written in **INK (use of lead pencils or erasable ball points to write answers is strictly disallowed)**. Drawings and sketches may be made with pencil.
- Exchange of **stationary especially calculators** is not allowed.
- Candidates may seek clarifications on exam questions within the first 15 minutes of the exam.
- No student will be allowed to enter the examination room after 10 minutes of commencement of examination, unless there is a genuine reason for being late due to some unforeseen circumstances. Such students must satisfy the Centre Superintendent / Controller of Examinations about the reason for reaching late to the Campus.
- No student is allowed to leave the examination room until half an hour / one hour has elapsed after the start of term / semester final examination, or re-enter the examination room once left after returning his / her answer book.

Thank you for your cooperation.

Controller of Examinations