



**Office of The Controller of Examinations
Heritage Institute of Technology, Kolkata
Rules for Conduct of Odd Semester Examinations, 2025**

1. **Admit Card:** No student will be allowed inside the Examination Hall without his/her valid Admit Card.
2. **Bio-breaks:**
 - a. No bio-breaks will be allowed *during the 1st one hour and last 30 minutes of the Examination.*
 - b. A student cannot have a bio-break *for more than five minutes.*
3. **Books, Copies and Notes:** Students will **not** be allowed to carry any books or copies or notes inside the Examination Hall. This, if detected, will be treated as **adopting unfair means**, which may result in the incident being formally reported through duly documented Unfair Practice Form, depending on the severity of the incident, for necessary disciplinary action to be taken by the concerned authority.
4. **Clipboards:** Students will be allowed to carry clipboards (inside the Examination Hall *only if these do not have any scribbles / writings on them.*
5. **Students are directed to bring their own stationary.** Students are not allowed to share any stationary during the Examination.
6. **Early Submission:** Students will not be permitted to submit their answer scripts **before the completion of two hours from the commencement of the examination.**
7. **Electronic Gadgets:** Students will **not** be allowed to carry any mobile phones / mobile tabs / programmable calculators / smart watches inside the Examination Hall. This, if detected, will be treated as **adopting unfair means**, which may result in the incident being formally reported through duly documented Unfair Practice Form, depending on the severity of the incident, for necessary disciplinary action to be taken by the concerned authority.
8. **Late Arrival:** No student will be allowed to sit for his/her Examination if the student arrives at the Examination Hall *more than 30 minutes after the start of the Examination* (as per the published Examination schedule).
9. **Loitering:** No student will be allowed to loiter around within and/or near the Examination Hall during the Examination.
10. **Question Papers and Answer Scripts:**
 - a. No student will be allowed to send / take any question paper (in any form) out of the Examination Hall during the Examination, *except*
 - i. *While leaving the Examination Hall after submission of the answer script.*
 - ii. *Or with explicit permission of the concerned invigilator(s) in situations like change of seat / hall.*
 - b. No student will be allowed to send / take any answer script (in any form) out of the Examination Hall, *except with explicit permission of the concerned invigilator(s) in situations like change of seat / hall.*
11. **Seats:** No student will be allowed to use any seat other than the one assigned to him/her *except with explicit permission of the concerned invigilator(s).*

THE CANDIDATE IS REMINDED THAT CHEATING IS REGARDED AS AN ACT OF GRAVE MISCONDUCT FOR WHICH THERE IS HEAVY PENALTIES APPLIED, INCLUDING A FAIL IN THE SUBJECT/ CANCELLATION OF ALL SUBJECTS WRITTEN IN THE SEMESTER / DEBARMENT FROM THE EXAMINATION.


Controller / Deputy Controller of Examinations