

**INSTRUCTIONS FOR THE GUIDANCE OF THE STUDENTS**  
**(TO BE SENT TO THE STUDENTS WITH THE ADMISSION CARD)**

1. No Supplementary answer-books shall be issued. Please do not waste pages unnecessarily.
2. Make all due entries on the cover page very carefully & only at the space provided for the purpose. PLEASE ENTER YOUR ROLL NUMBER CAREFULLY ON THE ANSWER-BOOK.
3. Leave two line-space after completion of answer of each question or part there of.
4. Bringing cell phone/ programmable calculator (i.e. having memory capacity of more than six steps)/ communication devices in the examination hall is strictly prohibited. Exam conducting authority shall not be responsible for the custody of such articles. However, use of scientific calculator is permitted.
5. The examination shall commence as per programme of Examination to be notified earlier. The doors shall be opened, on the first day half an hour before and on successive days 15 minutes before the scheduled time. No student shall be admitted after half an hour of the commencement of the examination on any day.
6. Seat with your roll number shall be marked for each student and a numbered answer-book to write your answer shall be issued in the examination hall. Student is required to find and occupy the seat allotted to him/her.
7. During the course of examination, the students shall be under the discipline and control of the Centre Superintendent and shall obey all orders issued by the Superintendent in all matters relating to the Examinations.
8. Urinals for use of examinees shall be provided by the centers and every examinee shall be required to use one of those urinals only.
9. Students should note carefully that it shall be deemed an offence amounting to cheating if they write answer to the same question more than once and such cases will be dealt under UFM rule.
10. Students must write the words "The End" at the end of the last answer in their answer book(s).
11. No student should leave any blank page in between answers of two questions in the answer book. If a page or two is/are inadvertently left blank, the letters "P.T.O." must invariably be written on that page or pages for the guidance of the examiner. It is advised to write page numbers.
12. Students should not leave the Examination Hall without handing over his/her answer book(s) to the Room Invigilator.
13. Students are warned against writing their Roll Nos., Names, Enrollment Nos. or make any other sign or mark inside their answer-books. Any breach of this instruction is liable to be penalized under UFM rules of the University.
14. All students are required to bring their own pens and use blue or black ink only for answering question papers. They should not bring any text books or notes with them inside the Examination Hall.
15. Students are forbidden from writing answers (or anything else) on the question paper except Roll No. or on the admission card.
16. STUDENTS SHOULD READ THE QUESTION PAPER AND THE INSTRUCTIONS CAREFULLY BEFORE THEY BEGIN TO WRITE THEIR ANSWERS.
17. A student found guilty of use of 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 sever action under the provisions, contained in Ordinance. The student shall be supplied with a copy of the charge sheet immediately during the examination and asked to submit his/her written reply on the charge sheet and also to sign the material recovered from him/her before leaving the examination centre. The superintendent, if needed shall also give him personal hearing. If the student refuses to give his/her statement on the spot and/or refuses to sign the material recovered or leaves the centre without giving his/her statement or if he/she is found guilty of showing disorderly conduct, a notice shall be sent to him/her under registered cover calling upon him/her to show cause why action should not be taken against him/her for using unfair means and/or showing misconduct. Such cases shall be decided by the University in absentia on the basis of the report of the room invigilator / centre superintendent and the reply, if any, received from the student and no representation or protest from him/her shall be entertained afterwards.

18. No enquiries by fax, post, telephone concerning results shall be answered by the University. Students must wait for the announcement of their results on the website ***www.aktu.ac.in***.
29. No guarantee is given to the students regarding the order of the question papers.
22. In case the original Admission Card is lost, its duplicate copy may be issued on receipt of an application through proper channel along with a fee announced separately for the same. However, during the period of examination, the center superintendent shall issue the duplicate admission card only on verification of the same by the university for such cases against a fee of Rs. 25/-. Such admission cards shall be valid only for the day on which issued, provided, the student's name is not in the detained list.
21. No student should be allowed to leave examination hall for any purpose within first hour and last hour of the commencement of examination.
22. Students are required to answer his/her question paper in English only.
23. If student/students boy-cott any paper/examination, it shall be at his/ her own risk.
24. Smoking and other intoxicants are strictly prohibited in the Examination Hall.
25. The students must necessarily number the questions, which he/she solves in the Examination Hall.
26. Complaints against question-paper, if any, should be submitted to the University through the Centre Superintendent concerned within 3 days from the date of the examination for the paper concerned, after which no complaint shall be admitted.
27. All Court cases shall be subject to the Jurisdiction of the Dr. APJ Adbul Kalam Technical University i.e. Lucknow and not at any other place.
28. **Write question number clearly in the left margin of answer-book.**
39. No paper is to be brought in the examination hall for scribbling on. A student found talking, copying or using any type of Unfair-means in or outside the examination rooms shall be dealt with in accordance with provisions of Unfair-means.
30. Students are advised to count the number of pages in the answer book. In case of less/more pages, inform immediately to Centre Superintendent or replace the answer book.