



# RV Institute of Management®

Autonomous Institution  
Affiliated to Bengaluru City University

Approved by AICTE.  
NAAC 'A+' Accredited

CA 17, 26th Main, 36th Cross, 4th T Block, Jayanagar Bengaluru-560041

## CENTRE FOR EXAMINATION




**Dr.Santhosh M**  
**Controller of Examination**

**Tel: 080-42540300 EXTN-362**  
**E-mail: coe.rvim@rvei.edu.in**

### DUTIES AND RESPONSIBILITIES OF THE STUDENTS DURING EXAMINATIONS

- 1. The students are required to wear decent dresses (Formals) on all the tests and examinations. No T-shirts, Jeans pant, Slippers will be allowed.**
- 2. Students should not carry valets, purses, mobile phones and other gadgets in the examination room.**
- 3. Candidates should have with them on all the days of the examination, their Admission Cards, Identity Cards for verification by the room superintendent.**
4. The candidate should take their place in the Examination Hall at least fifteen minutes before the time fixed for the commencement of the examination.
5. A candidate coming more than half an hour after the appointed time will not be admitted.
6. Candidates who are genuinely suffering from the serious infections / diseases of any kind will not be admitted to the examination hall.
7. Candidate shall not be allowed to leave the Examination Room till the expiry of at least half an hour after the question paper is given out. And a candidate who leaves the room once for all during the period allotted for paper, shall not be allowed to return till the completion of the exams.
- 8. Candidates are prohibited from writing their names and registration numbers on any part of their answer book.**
9. Register numbers of candidates should be written very distinctly on the cover page of each book. Failure to write Register numbers will involve the rejection of the answer books.
10. Candidates are required to provide themselves pens, pencil, eraser, scale, calculators, sharpener etc.

11. Candidate should use only Blue or Black ink while writing their answers. Using the Multiple colors in the answer booklet is not allowed. If there is a change in the pen, get the signature of the invigilator.
12. Write the answers on both the sides of the page.
13. The answers must be legibly written.
14. Do not leave any pages unused
15. **Please cross out all the blank pages not used in the answer books with cross mark (X).**
16. Before commencing to answer a question, the question number / sub-question number should be clearly mentioned as indicated in the question paper.
17. If you have used graph sheets, it should be attached to the main book and should be mentioned on the cover sheet of the main answer book.
18. Handover your answer book personally to the room invigilators before leaving the examination hall.
19. **Do not write intentionally any symbol or any irrelevant figures and matter. It will be considered as Malpractice.**
20. Paper must not be detached from the answer books. The candidate should answer only in the main answer book provided. **No Additional answer booklet will be provided for answering.**
21. No student should stand in the corridor unnecessarily and disturb the students writing the examinations.
22. Students should maintain discipline at all times in the examination room.
23. Write the register number on the front sheet of the question paper.
24. Correction fluid is not allowed into the examination hall.



**Coordinator - Examination Committee**



**Director**

