



# SHRI RAM COLLEGE OF COMMERCE

University of Delhi, Maurice Nagar, Delhi - 110 007  
Website: www.srcc.edu Phone: 27667905, 27666519

SRCC/AD-43/2023

15<sup>th</sup> December, 2023

## General Guidelines for Students of UG for Semester Examinations (December 2023 - January 2024)

1. Students are advised to bring their own writing board for the examination.
2. Scientific Calculators, Smart Watches, and Mobile Phones are strictly prohibited inside the Examination Hall.
3. Time of commencement of the Examination is as follows:-  
Morning - 9.30 AM  
Evening - 2.30 PM
4. Students are required to be seated at least 15 minutes prior to the commencement of the examination.
5. Students will not be allowed to enter the Examination Room after half an hour of the commencement of the examination. No candidate shall be allowed to leave the examination hall before half an hour of the commencement of the examination.
6. Students must bring the Admit Card, failing which, they will not be allowed to appear in the examination.

University's Guidelines on use of Dishonest or Unfair means/or indulging in Disorderly Conduct in Examination by candidates are attached herewith for due compliance by students.

*Jalen*  
15/12/23

प्रशासनिक अधिकारी (प्रशासन)  
Administrative Officer (Administration)  
श्री राम कॉलेज ऑफ कॉमर्स  
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**Annexure - IX**

**USE OF DISHONEST OR UNFAIR MEANS/OR INDULGING IN DISORDERLY CONDUCT IN THE EXAMINATION BY THE CANDIDATES :**

1. In order to follow uniformity in handling a case where a candidate has been detected using dishonest or unfair means during the course of examination and/or indulging in disorderly conduct in the examination, the Superintendents are requested to ensure that :
  - a) All notes or unauthorised material found in possession of the candidate should be duly signed by the Invigilator which the candidate was having in his/her possession and further
  - b) Permit the candidate to complete the remaining part of examination on a fresh answer book to be given to him/her by the Centre Superintendent.
  - c) Take a written statement from the candidate in the presence of at least one of the Invigilator present duly certified by him/her and the Invigilator regarding the incident and his/her own remarks, if any, on the proforma (specimen Annexure-VIII ). In case a candidate refused to make a written statement about the incident or refuses to surrender the unauthorised notes etc. and/or refuses to accept the second answer-book, as mentioned in the above procedure, the facts of his/her having done, so may specifically be mentioned in the report made by the Invigilator and or the Superintendent, and
  - d) Forward the following in a special cover duly marked "U.F.M." to the Controller of Examinations:-
    - i) The proforma of U.F.M. duly filled in & signed by the Invigilator & Superintendent with seal of the Centre be sent.



- ii) (a) Candidate's Statement  
(b) Invigilator's report etc. on the proforma.
  - iii) Both the answer books of the candidate fully marked (1st {UFM} and 2nd copy).
  - iv) The unauthorised material found in possession of the candidate should have candidate's Roll Number and seal of the centre affixed on it.
  - v) A duly filled in statement certificate that the usual announcement asking the candidate to search their pockets and see that any written notes etc. are kept outside the examination room was made at the appropriate time.
2. The Superintendent of the Examination Centre may ensure, before forwarding a case of use of unfair means to the University, that the documents being sent are duly signed by the Invigilator/s of the particular room, and all the columns of the proforma have been filled up completely & the proforma has been signed by the Superintendent with his/her seal.
  3. In the case of candidate's indulging in breach of discipline, and/or disturbing the examination etc. the Superintendent of the Examination Centre may send a detailed report duly signed by the Invigilator/s on duty giving the time, date and place and the statement of the candidate, if any, made about the and any other material (books, paper etc.). It may also be stated as to whether the candidate was assisted by other examinees, and, if so, their roll numbers and examination may also be indicated.