



Ref: PESCE/AUT/COE/2025-26/32

Date: 30-12-2025

CIRCULAR

Sub.: Instructions to Students Appearing for Semester End Examination – Reg.

All the students appearing for the **Semester End Examination (SEE)** are hereby informed to **strictly follow the instructions given below** during the examination. These instructions are issued in accordance with the **VTU Examination Manual** and the **Autonomous Examination Regulations** of the institution. Non-compliance with any of the instructions will be viewed seriously.

1. Students shall enter the examination hall **at least 10 minutes before** the commencement of the examination. **No student shall be permitted to leave the examination hall for washroom purposes during the examination under any circumstances.**
2. Students shall **appear for the examination with a College ID card and Hall Ticket**. Students who fail to produce the above will not be permitted to write the examination.
3. Students shall **enter the USN, Course Code, Course Name, and other relevant details** clearly and correctly in the space provided on the **front page of the answer booklet**.
4. Students are hereby instructed to carefully read the "**Instructions to Candidates**" mentioned on Page-2 of the answer booklet prior to the commencement of the examination.
5. Students shall **not write their name, USN, or affix any identifying mark** anywhere inside the answer booklet, except in the space provided on the cover page.
6. Answers shall be written **only in blue ink** (Ball Pen or Ink Pen). In case of any change in ink, the same must be **attested by the Room Superintendent** on the facing sheet at the top of the answer script. **Use of pencil is not permitted**, except for drawing diagrams, graphs, or figures.
7. Students must write answers **neatly and legibly**.
8. Each answer shall be **started on a fresh page** and the corresponding **question number must be clearly indicated within the margin of the page**.
9. All diagrams, sketches, and figures shall be **drawn neatly and properly labelled**. Pencil may be used only for diagrams.
10. **Tearing, removing, inserting, or replacing any page** of the answer booklet is **strictly prohibited** and will be treated as a case of **malpractice**.
11. Rough work, if any, shall be done **only in the space provided** in the answer booklet and must be **clearly struck off** before submission.
12. Use of **eraser, correcting fluid, blade, or overwriting** is **not permitted**. Any correction shall be neatly struck off and rewritten.
13. **Mobile phones, smart watches, programmable calculators (unless permitted), or any electronic gadgets** are **strictly prohibited** inside the examination hall.
14. Students are **not allowed to leave the examination hall during the first 30 minutes and the last 10 minutes** of the examination.
15. Students shall **hand over the answer booklet to the invigilator** before leaving the examination hall and ensure that it is properly received.
16. Any form of **malpractice, misconduct, or indiscipline** during the examination will be dealt with **as per VTU Examination Manual and Autonomous Examination Regulations**.

All the students are instructed to **read the above instructions carefully and adhere to the same** for the smooth and fair conduct of the Semester End Examination.

Re. 30/12/2025

Vinay S. 30/12

Vinod Chilkoor

Dr. UMESH.D.R.
Controller of Examinations
P.E.S. College of Engineering

Copy to:
(An Autonomous Institution under VTU, Belagavi)
All HODs to bring it into the notice of all UG & PG Program students.

Dr. VINAY. S.
Vice Principal
P.E.S College of Engineering
Mandy.

Principal
P.E.S. College of Engineering
MANDYA