



# KERALA UNIVERSITY OF HEALTH SCIENCES

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No : 4507/2023/EXAM GENERAL/KUHS

Date : 23-02-2024

## Instructions to the students attending University Examinations

### • To be followed inside the Examination Hall

SL No.	Instructions
1.	All Candidates shall enter the examination hall within 45 to 30 minutes before the scheduled commencement of the examination. for example, if the examination is due to start at 9.30 am all the candidates shall enter the examination hall before 9 am. (No late entry will be permitted)
2.	Candidates are not permitted to leave the examination hall before the end of the scheduled time prescribed for that examination.
3.	The use of washrooms during the examination is not ordinarily permitted. The Students are advised to use washrooms before entering the examination hall
4.	The candidates shall carry the University ID card and the admit card issued by the University for the examination, which is duly attested by the Principal/HOI, while entering the examination hall.
5.	The candidates should ensure that there are no scribbles or any other writings on their admit card/ID card.
6.	Only permissible stationery for writing the examination is allowed inside the examination hall.
7.	Candidates should not bring or possess any paper bits, electronic gadgets, (i.e. Mobile phone, Bluetooth device, Calculator etc.) wristwatch, wallet, water bottle, pencil box, tissue paper or any other doubtful objects (meant for copying) inside the examination hall.
8.	Candidates shall not write anything related to the subjects of examination on any of the parts of their body, table, chair or on stationery brought inside the hall or concealed under the clothes worn by them.
9.	Candidates are not permitted to wear overcoats including doctors' coats within the examination





	hall
10.	Candidates shall not engage in any form of discussion within the examination hall.
11.	Copying from the answer book of other candidates, Showing the written answers to other candidates, receiving help from other candidates and giving any form of help to other candidates etc. during the examination shall be treated as malpractice and penalised accordingly.

**Note**

- *The examination halls approved by KUHS are under camera surveillance, hence if any of the student is found violating the above-mentioned instructions, (either reported from the institution concerned or identified while verifying the CCTV visuals), the candidate's examination result will be withheld at once and the matter placed before Malpractices & Lapses enquiry Committee (M&LEC) for further directions. The Decision on the status of the examination and further actions if any, will be based on the recommendation of the enquiry report of the M&LEC .*
- **Mere possession of the items mentioned in SL. No.7 inside the examination hall is punishable as per Chapter XII 1(A) of the Examination Manual, i.e. the student shall be debarred from appearing in the University examination at the next chance besides cancellation of appearance in the whole examination (all subjects) in which malpractice was detected.**

- **Care to be taken by the candidate while writing in the answer book**

SL No.	Instructions
1.	The candidate shall ensure that the answer book/s received for the examination is/are not damaged and contains the number of pages as prescribed for the day's examination.
2.	Make sure that the Register number and the QP code (of that particular scheme of the examination) are written correctly in the answer books in the spaces provided for the same.
3.	Do not make any stray marks or tamper with the Barcodes printed in the answer book. Such actions shall be treated as malpractice.
4.	Affix your valid signature within the box provided in part I of the answer book only. Do not put your signature (countersign) in any other part of the answer book under any circumstance.
5.	Candidates shall ensure that the question paper received by them is, correct as per their scheme of examination, before starting to write the answers.
6.	In case of examinations with combined papers where more than one QP code is involved, the candidates shall ensure that the correct QP code is written on each of the answer books used for the same.
7.	The answer books have printed margins and hence, no additional margins are to be put in the answer book.
8.	The answers shall be legibly written using only blue or black ball pen. The colour (blue/black) once selected, shall be used throughout the examination, i.e. do not inter-mix the colours. Pencil



	or colour pen should not be used for writing answers. Usage of whitener in the answer booklets is not permitted.
9.	colour pen/pencil can be used only for drawing the figures/diagrams.
10.	Only Blue, black or red colour pens/pencils shall be used for underlining. Underling of main points only permitted. (Use the same colour selected for underlining throughout the examination.)
11.	Question numbers shall be put within the margin provided in the answer book.
12.	Do not leave any page/space unused in between answers. Put 'X' mark with pen, across all the unused/blank page(s) in the answer book compulsorily.
13.	Scribbling in the last page or other parts of the answer book is prohibited.
14.	There shall be no other identification mark in the answer book (like writing the name of the Institution, Register number, prayer words, unnecessary symbols/scribbings, unwanted contents other than answers etc.). Any sort of identification mark (caused to be left in the answer book) will be considered as malpractice.
15.	Indicate the page number in which the answer to each question is written in the appropriate box provided for the same at the top of the front page of the answer book. (Do not write these particulars in any other portion of the answer book)

Note

- *If any student is found violating the above-mentioned instructions, the candidate's examination result will be withheld at once and the matter shall be reported to the Malpractices & Lapses enquiry Committee (M&LEC) of the University for further actions.*
- *The Decision on the status of the examination and further actions if any, will be based on the recommendation of the enquiry report of the Malpractices & Lapses enquiry Committee.*

**Details regarding the nature of malpractices and punishments imposed on each one of them are mentioned under chapter XII of the Examination Manual published on the University website ([www.kuhs.ac.in](http://www.kuhs.ac.in)).**

