

General Instructions to the Students appearing for the IA Examination

1. **The IA1 & IA2 examinations are conducted by the college on behalf of the University.**
2. **The Time Table for the Internal Assessment (IA) Examinations** is available on the department notice board and the DBIT website. Check the time table and ensure that you are ready for the test well in advance.
3. **Wearing a college Identity card, at all times, is compulsory.**
4. Check the seating arrangement displayed on the department notice board.
5. You are not allowed to carry your mobile phones, smart watch, wallet, programmable calculator, calculator cover, pencil pouch, any kind of papers, bus or train tickets etc. All such items are strictly prohibited.
6. Do not carry any written or photocopied materials related to your subject. Strict action will be taken if found with a mobile phone or any related writing material.
7. **Writing pads are not allowed.**
8. You are required to be seated in the exam hall 10 minutes prior to the start of the examination.
9. **Follow instructions given by the supervisor.**
10. **Do not leave the seat** unless the block supervisor asks you to do so. You are required to be seated till the end of the examination.
11. **Check for the desk and benches.** If you find some material or things lying around then report to the supervisor to avoid problems later. Also check whether anything is written on the desk and benches. Report if found.
12. **Use of only black ink (pen) is allowed.**
13. You are required to sign the attendance sheet provided by the supervisor (very important).
14. Carefully **follow the instructions** given in the question paper. Check for the duration of the paper. The instructions may vary from subject to subject.
15. **Do not write on the question paper.** Also, avoid putting any marking on the question paper. For rough work you can use the last page of your answer sheet.
16. Please write the answers legibly. Draw neat and labeled diagrams.
17. You are allowed to convey your requirement to the supervisor by **raising your hand**, without disturbing the other students.

Don Bosco Institute of Technology (DBIT), Kurla, Mumbai 400070

18. Any kind of communication with other students is strictly prohibited.
19. The vigilance squad of the college can enter the examination hall at any given point of time. They may ask you a few questions. Cooperate with them.
20. Enter complete details on the answer sheet and the supplements used to write the subjective answers. Ensure that the supplements are signed by the supervisor.
21. Supplements will not be provided in the last five minutes. Enter on the main answer sheet the total number of supplements taken. Write $1+0=1$ or $1+1=2$ or $1+2=3$ and so on....
22. A few minutes before the final bell, Cancel Off all blank pages (very important).
23. Tie the supplements five minutes prior to the final bell.
24. Do not continue writing after the ringing of the final bell. Keep the paper ready for handing it over to the supervisor. (You are advised to keep it ready a few minutes before the end time and not wait till the last minute.)
25. For any queries regarding the examination, you can approach your department exam coordinator or the class teacher or the subject teacher well in advance.



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