



Ref. No.: MITE/CoE/2025-26/1517

Date: 20/06/2026

## **Instructions to Students Appearing for the Semester End Examination**

1. Students are allowed to enter the examination hall **30 minutes prior** to the commencement of the examination.
2. All students shall compulsorily occupy their allotted seats at least **20 minutes before the commencement of the examination.**
3. Entry to the examination hall is permitted **only with the College Identity Card and Admission Ticket.**
4. Students who fail to bring their College ID card or Admission Ticket may obtain **duplicate copies** from the Administrative Office upon payment of a **penalty of ₹200/- per item.**
5. All students must **undergo frisking** before entering the examination hall.
6. Carrying the following items into the examination hall is strictly prohibited:
  - Books, notes, scribbling pads, whitener
  - Mobile phones, smartwatches
  - Programmable calculators
  - Any form of reference material

Ensure that **no unauthorized materials are in your possession** or placed **on or around your desk** during the examination.

7. Only **one answer booklet** will be issued per student. **No additional sheets** or supplementary books will be provided.
8. Students must check the answer booklet for:
  - Proper threading
  - Correct number of pages
  - Presence of QR code

**Report any discrepancies** immediately to the Room Superintendent.

9. On the **title page** of the answer booklet, students must **correctly fill in all the required details** and affix their **signature** in the designated spaces provided.



# MANGALORE INSTITUTE OF TECHNOLOGY & ENGINEERING

(A Unit of Rajalaxmi Education Trust®, Mangalore)

Autonomous Institute affiliated to VTU, Belagavi, Approved by AICTE, New Delhi

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10. **Do not write your name or USN** inside the answer booklet or make any identification marks. Doing so will be treated as **malpractice**.
11. Clearly indicate the question number in the **margin provided**. Answers **without clear numbering** may **not be evaluated**.
12. Write answers on **both sides** of each page. Do all **rough work** in the **space provided at the end** of the answer booklet.
13. Use **only BLACK ballpoint pens**. If you change the pen, the Room Superintendent must **attest the change on Form-B**.
14. The **use of whitener or correction pens** for making any corrections inside the answer booklet is **strictly prohibited**. Any such use shall be treated as a **malpractice case**.
15. Do **not write anything** on the Admission Ticket, Identity Card, Calculator, or Question Paper.
16. Students may **leave the hall only after 45 minutes** from the start of the examination.
17. Students are **not allowed to go to the toilet** during the examination period.
18. Students must **personally handover** their **answer booklets** to the Room Superintendent before leaving the examination hall.

## **Important Note:**

If a student is booked under a **malpractice case**, the Semester End Examination (SEE) results for all courses registered in that examination term will be **withheld until the punishment awarded** for the malpractice is completely served or fulfilled. Such students shall **not be eligible** to apply for **Answer Book Seeing, Revaluation, or Makeup Examination** for any course of that examination term.

Further, every student booked under a malpractice case must compulsorily **attend the meeting of the Malpractice Cases Consideration Committee along with his/her parent**. The meeting will be conducted after the **completion of all Regular and Makeup Examinations of the concerned term** on the date notified by the Controller of Examinations (CoE). Students are advised to refer to the **[“Regulations Governing Malpractices by Students during Semester End Examinations \(SEE\)”](#)** for detailed information regarding malpractice offenses, disciplinary actions, and related procedures.

Sd/  
Controller of Examinations