



GALGOTIAS UNIVERSITY

Instructions to Students – Special Examination, November 2025

1. Special Examination will be conducted in **GALGOTIAS COLLEGE OF ENGINEERING AND TECHNOLOGY, Knowledge Park II, Greater Noida, Uttar Pradesh 201310** at E Block on 29th & 30th November 2025.
2. Students must carry their Hall ticket and University Identity in Original (**No colour photostat allowed**) failing which they will not be allowed to appear in examination. **No Student shall be allowed to appear in examination on Photocopy of GU-ID.**
3. Students are advised to **clear all dues** to download the Hall Ticket. Hall tickets will be available for download **only after dues are fully cleared** from iCloud login.
4. Students must enter the examination hall 15 minutes before the commencement of the examination. **All doors will be closed sharp at 10:00 am in shift 1 and 2:00 pm in shift 2 during the examination.** Late comers may be allowed subject to a **maximum by 30 minutes from the commencement of examination on exceptional grounds on written permission of CS / CoE / In-charge Flying Squad only.**
5. **STUDENTS WILL NOT BE ALLOWED TO CARRY MOBILE PHONE/ELECTRONIC DEVICE INSIDE EXAMINATION ROOM UNDER ANY CONDITION WHAT SO EVER. THEREFORE, STUDENTS ARE ADVISED NOT TO CARRY MOBILE PHONES INSIDE THE CAMPUS DURING THE EXAMINATION.**
6. **Bags/books/Written-Notes/Smart Watches/Electronic devices or any type of Programmable Calculators shall not be allowed in the campus. The University shall not be responsible for any type of losses/breakages etc.**
7. **Students are instructed to fill the OMR. Answer Scripts without filled OMR bubbles will be treated as null and void. Use blue/black pen only to fill the bubbles in the OMR Grid.**
8. Students are advised to read and follow instructions printed on the answer booklet and check the answer booklet for number of pages and for its condition before writing.
9. Exchanging or borrowing of water bottle, pen, pencil, eraser, scale, calculator, etc. during examination is prohibited.
10. **Students are allowed for washroom only in the second hour of the examination (NOT in first or last hour).**
11. **Students are allowed to leave the examination hall after two hours. No student is permitted to move out in last half an hour of the examination.**
12. Students must sit according to their seating plan.
13. No supplementary sheet will be provided. Rough work can be carried out on the right-hand side margin or at the end of the answer booklet.
14. **Students are instructed to leave 2 inch margin on the left and right hand side of each page in the answer booklet.**
15. Students are advised not to make any type of identification mark on the answer booklet as that would be considered as an act of use of unfair means.
16. Students are not allowed to take away the answer book/sneak out of the examination hall (with the answer booklet), such acts will be treated as a malpractice and **if found guilty, student will not allowed to appear in any further examinations as well as disciplinary action will be taken.**
17. Students should not talk with any other examinee and should not disturb anyone during the examination. Any such act will be treated as a malpractice / UFM.