



GALGOTIAS UNIVERSITY

Saturday, October 17, 2026

Mid Term Examination of Regular Batches & Debarred Students for Odd Semester – October -November 2026

Instructions to Students –

All students appearing in the Mid-Term Examination (MTE) for Regular Batches and Debarred Students for the Odd Semester, October–November 2026, are instructed to strictly comply with the following rules and guidelines:

1. Mode and Venue of Examination: -The MTE for Regular Batches and Debarred Students shall be conducted in offline mode at the Galgotias University campus.

2. Mandatory Documents: -Students must carry their original examination hall ticket and original University Identity Card (GU-ID). Photocopies, including colour photocopies of the GU-ID, shall not be accepted. Students failing to produce both original documents shall not be permitted to appear in the examination.

3. Reporting Time and Entry Restrictions: -Students must report to the examination hall at least 15 minutes before the commencement of the examination. The entry gates/doors shall be closed strictly at the following times:

Shift 1: 9:30 AM, Shift 2: 11:40 AM, Shift 3: 1:50 PM and Shift 4: 4:00 PM

Latecomers may be permitted to enter only within 10 minutes of the commencement of the examination. No entry shall be permitted thereafter.

4. Prohibition of Mobile Phones and Electronic Devices: -Students are strictly prohibited from carrying mobile phones or any unauthorized electronic devices into the examination room under any circumstances. Students are advised not to bring mobile phones to the University campus on examination days.

5. Prohibited Items: -Bags, books, written notes, smartwatches, electronic devices, and programmable calculators shall not be permitted on the University campus during the examination. The University shall not be responsible for any loss of or damage to students' personal belongings.

6. Mandatory Filling of OMR and Answer Booklet Details: -Students must correctly fill in all mandatory details, including the course code and enrolment number, as specified on the admit card. The OMR bubbles must be filled using only a blue or black ballpoint pen. Answer scripts submitted without duly filled OMR bubbles shall be treated as null and void.

7. Checking of Answer Booklets: -Students must carefully read and follow all instructions printed on the answer booklet. Before beginning to write, they must check the booklet for its physical condition and ensure that all pages are available.

8. Prohibition on Exchange of Stationery and Other Items: -Borrowing or exchanging water bottles, pens, pencils, erasers, scales, calculators, or any other items between students during the examination is strictly prohibited.

9. Use of Washrooms: - Students are advised to use the washrooms before or after the examination. Permission to use washrooms during the examination shall not ordinarily be granted, except in a genuine emergency and subject to the instructions of the examination authorities.

10. Leaving the Examination Hall After One Hour: -Students may leave the examination hall only after completing at least one hour of the examination and after handing over both the answer booklet and question paper to the invigilator on duty. Students must leave the examination area immediately after being permitted to exit.

11. No Re-entry After Exit: -Once a student leaves the examination hall, re-entry shall not be permitted under any circumstances.

12. Early Exit in Case of Emergency: -Students shall ordinarily not be permitted to leave the examination hall before the conclusion of the examination for the respective shift. In a genuine emergency, permission to leave may be granted by the competent examination authority, subject to submission of the answer booklet and question paper to the invigilator. Such students shall not be permitted to re-enter the examination hall and must leave the examination area.

13. Restriction on Leaving During the Last 30 Minutes: -Students shall not be permitted to leave the examination hall during the last 30 minutes of the examination.

14. Seating Arrangement: -Students must occupy only the seats allotted to them as per the prescribed seating plan.

15. Rough Work and Supplementary Sheets: -No supplementary sheets shall be provided. Students may perform rough work only in the designated space on the right-hand margin or at the end of the answer booklet.

16. Mandatory Margins: -Students must leave a margin of two inches on both the left-hand and right-hand sides of each page of the answer booklet.





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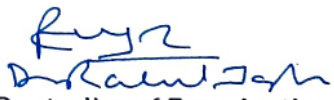
17. Prohibition of Identification Marks: -Students must not make any identification marks, signs, symbols, or other distinguishing marks on the answer booklet. Any such act may be treated as the use of unfair means and referred to the Unfair Means Committee for appropriate action.

18. Removal or Concealment of Answer Booklets: -Students are strictly prohibited from removing part of answer book, concealing, or attempting to take an answer booklet out of the examination hall. Such acts shall be treated as examination malpractice. If found guilty, the student may be debarred from appearing in further examinations and may also face disciplinary action in accordance with university rules.

19. Maintenance of Examination Discipline: -Students must maintain silence and discipline throughout the examination. Communication with other examinees, disturbing fellow students, or engaging in any other prohibited activity shall be treated as examination malpractice and/or the use of unfair means, as applicable.

IMPORTANT

All students are advised to read these instructions carefully and comply with them strictly. Any violation shall invite appropriate action in accordance with the rules and regulations of Galgotias University.


Controller of Examinations,
Galgotias University
17 Oct 2016
