TECHNIQUE POLYTECHNIC INSTITUTE

PANCHROKHI, SUGANDHYA, HOOGHLY

NOTIFICATION

Guidelines for Students for Attending External Theoretical Examinations, July 2026

(Ref.: WBSCTVESD Notification Vide Memo No.SCTVSD-14016/2/2021/AO(WBSCTVESD):192, dt.25.05.2026)

2nd Semester (Regular & Casual)

Memo No: TPI/Admin-Notification (1)/ **504** /2026 Date: 08.07.2026

All concerned students are hereby informed that the following guidelines must be strictly followed during the External Theoretical Examinations (from 10/07/2026 to 15/07/2026)

1. Prohibition of Mobile Phones & Electronic Gadgets

Mobile phones and all other electronic gadgets are strictly prohibited inside the Examination Hall. Any student found carrying or using such devices will be liable for disciplinary action as per Council rules, including cancellation of the entire semester examination.

A THREE-LAYER checking system will be implemented:
(Timings: 9:15 AM to 10:00 AM)

LAYER 1: Entry Point Screening

- Security personnel will conduct checking at the Institute entrance.
- All bags and belongings will be inspected thoroughly.
- Students must deposit mobile phones and prohibited items at the designated place before entering the Examination Premises.

LAYER 2: Secondary Verification

- Admit Card and ID Card will be checked before entering the Examination Building.
- Students may again be checked for mobile phones, electronic devices, chits, etc.
- Girl students will be checked only by lady staff/teachers/invigilators.

LAYER 3: Final Verification Inside Examination Hall

- Invigilators will conduct final/random checking inside the Examination Hall.
- Detection of any prohibited item inside the hall may lead to cancellation of examination.

2. Mandatory Documents

Every student must carry:

- **Examination Admit Card**
- **Valid ID Proof (Aadhar Card / Institute Photo ID Card)**

Students without proper documents will not be allowed to appear in the examination.

3. Display of Documents

Students must keep their Admit Card and ID Card on the top-right corner of the desk throughout the examination for verification by Invigilators/Observers.

4. Permitted Items

Students are allowed to carry only:

- Admit Card
- ID Card
- Non-programmable calculator
- Pen/Pencil
- Instrument Box
- Transparent plastic water bottle

No other materials/items will be permitted inside the Examination Hall.

5. Reporting Time

Students must enter the Institute Campus within 10:00 AM.

6. Late Entry

No student will be allowed to enter the Examination Hall after commencement of the examination.

7. Examination Timings:

- **Regular Examinations:**
  - 10:30 AM – 01:00 PM

8. General Instructions

- Students must maintain discipline and decorum inside the Examination Hall.
- Any unfair means/misconduct will be dealt with strictly as per Council norms.
- Students are advised to carefully follow all instructions issued by the Invigilators and Examination Authorities.

All concerned students are advised to comply with the above instructions strictly.

8/7/2026

Dr. Avijit Karmakar
Principal
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Copy to forwarded for information to the: (1) Chairman, GB, (2) Admin Office, (3) Secretary, Academic Council, (4) All Departmental In-Charges, (5) Convenor, Examination Sub-Committee, (6) Examination Control Room, (7) Concerned Students' Whatsapp Group, (8) Centre-in-Charge (External Theoretical Examinations, July 2026), (9) Web-Admin, (10) Security Office, (11) Notice Guard File