**Late Shri Vishnu Waman Thakur Charitable Trust’s**

**VIVA Institute of Technology**

***At*. Shirgaon, Post. Virar, Tal. Vasai, Dist – Palghar – 401305.**

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**N O T I C E**

**Instructions to the candidates appearing for the Examination.**

1. It has been noticed that many candidates report for the examination without Fee Receipts / Hall Ticket and Identity Cards. It has also been noticed that many candidates exchange their drawing instruments, pencils, eraser and other materials used in the examination, without taking the permission of the Junior Supervisors.

1. All students concerned are once again reminded that as per University’s rule exchange or loan of drawing instruments, pencils, erasers and other materials is not permitted while the examination is in progress.

1. Also no students will be permitted to enter in the examination Hall without the Fee Receipt / Hall ticket and Identity Card.

1. Candidates appearing for the examination are requested to be in attendance in the Examination Hall, fifteen minutes before the commencement of the examination.

1. **Possession of “Mobile Telephone” in the Examination Hall during the Theory / Practical / Oral examination is strictly prohibited. If the candidates are found in the possession of the mobile telephone, while the examination is in progress, such act on their part will be considered as use of unfair means.**

1. Students are not permitted to enter the examination hall till the first warning bell and immediately after the first warning bell all candidates shall occupy their seat according to the seating arrangement.

1. Students are not permitted to write anything on the wall, table, drawing board or bench etc.

1. Students shall not write anything on the answer books other than information required on the front page before the distribution of question papers.

1. Violation of any of these will be construed as malpractice and will attract action.

All students are advised to take note of this with due seriousness and requested to co-operate.

All Students are requested to bring one passport size photograph to attach on their Hall Ticket.

Hall Tickets will be available in the college/university website 3-4 days before the examination.

**PRINCIPAL**