



Ref No: PCIU/REG/ 26 05/16 02 (290)

Date: May 16, 2026

## NOTICE FOR STUDENTS

Students are hereby strictly instructed to maintain proper discipline and abide by all examination rules and regulations during the examination period. Any student found adopting unfair means and misconduct in the examination hall shall be liable to disciplinary action as per the University Policy.

The following acts shall be treated as **adopting unfair means and misconduct during an examination**:

1. Communicating with fellow students in the examination hall;
2. Having a seat different from the seat plan;
3. Copying from other student's script/report;
4. Copying from desk, scale, palm or from other incriminating documents;
5. Possession of any incriminating document whether used or not;
6. Change of script or question paper with fellow students;
7. Change of the cover page or any inside page of the script;
8. Writing on the question paper, admit card and desk;
9. Unruly behavior, which disrupt the examination environment;
10. Any sort of unruly attitude or behavior with the invigilators/teachers;
11. False personification in the examination hall;
12. Any approach in direct or indirect form to influence the teacher for grade.

If any student is found adopting any sort of unfair means in the examination hall, his/her offence would be punishable and executed either by the Invigilator/Examiner in examination hall or through Disciplinary Committee on the basis of report given by the Invigilator/Examiner.

**The "in hall punishments" could be of any of the following types:**

1. Warning by the Invigilator/Examiner;
2. Holding of the examination scripts for certain time;
3. Expulsion from the examination hall;
4. Cancellation of certain answer in the script.

**The disciplinary punishment could be any of the following types:**

1. Cancellation of the whole examination;
2. Temporary suspension from the program;
3. Dismissal from the program;
4. Expulsion from the Program/University.

All students are advised to conduct themselves responsibly and maintain the dignity and integrity of the examination process.

With the approval of Vice Chancellor.

Registrar



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**For kind Information and necessary action (Not in order of Seniority):**

1. Hon'ble Chairman, Board of Trustees, Port City International University Trust
2. Hon'ble Founding Chairman and Member, BoT, Port City International University Trust
3. PS to Hon'ble Vice Chancellor (For information and action)
4. Office of the Treasurer
5. Office of the all Deans (3)
6. Office of the Controller of Examinations
7. Proctor
8. All Chairmen (10)
9. All Faculty Members (148)
10. Advisor, Student Welfare
11. Notice Board/Website (07)
12. Office copy [ Box No: 19; File No-001]

