



# INDIAN INSTITUTE OF TECHNOLOGY KANPUR

PO: IIT Kanpur, 208 016, Uttar Pradesh, India

## OFFICE OF THE DEAN OF ACADEMIC AFFAIRS

No. A(P)/2025-405

Date: Sept 08, 2025

### OFFICE ORDER

#### **Subject: Code of conduct during Examinations.**

It has been observed that students are carrying forbidden items such as cell phones and electronic gadgets during Examination. Unfair practises during exams are a violation of code of conduct and will result in initiation of disciplinary proceedings.

Following rules will be followed throughout the examination period :

- a. Students are not allowed inside LHC during examinations unless their exams(s) are scheduled for that day and time.
- b. During examination days, entry to the Student Lounge (SL) will be permitted only after verification by the LHC staff. Students must provide their roll number along with a valid Institute ID (physical, digital via IITK App, or Pingala). Staff will cross-check examination timings from the exam scheduler website, and students with an ongoing examination will not be allowed entry.
- c. Carrying of Institute ID card is mandatory during the duration of the exam.
- d. No student shall possess analogue phones, smartphones, mobile or connected devices, Bluetooth-enabled gadgets, smartwatches, or any form of communication equipment inside the examination venue during examination hours.
- e. Possessing course-related materials during the examination hours in the exam venue is prohibited, unless the exam is explicitly open book.
- f. While the use of calculators in the examination hall will be monitored as per the course regulation, however sharing calculators during the test is not permitted.
- g. If a student is found in possession of Cell phone / electronic gadget(s), his exam will be cancelled, and disciplinary proceedings will be initiated against him/her.
- h. CCTV in the corridor and rooms of LHC will be switched on and monitored during the duration of examination(s).
- i. This office order will supersede any previous instructions issued in this regard and will come into effect immediately.

*Ashoke De*

Ashoke De  
Dean, Academic Affairs

Copy to:

- 1) Deputy Registrar (AA)
- 2) In charge, LHC
- 3) Webpage of DoAA
- 4) File



# INDIAN INSTITUTE OF TECHNOLOGY KANPUR

PO: IIT Kanpur, 208 016, Uttar Pradesh, India

## OFFICE OF THE DEAN OF ACADEMIC AFFAIRS

No. A(P)/2025-167

Date: July 22, 2025

### OFFICE ORDER

Sub: Guidelines on the usage of Mobile Phones in Academic Area of IIT Kanpur.

Reference: (a) Letter No. DOAA/2010-11/Moblie dated Oct 04,2010

(b) Office Order No. A(P)/2025-147 dated July 17,2025

The following are the guidelines regarding the usage of Mobile Phones in the Academic Area:

- a) **Classrooms:** Mobile phones are to be kept on silent mode at all times in the classrooms/ in the Academic Area / Student Lounge.
- b) **Laboratory/Library/Auditorium:** Mobile phones are to be kept in silent mode at all times in Laboratories/Library /Auditorium. In case the individual would like to receive/make a call, they must do it outside the class/laboratory.

The implementation of the above will be overseen by the following:

- a. **Classrooms:** Instructors/Tutors/ TAs
  - b. **Laboratory:** Instructors/Tutors/Officer-in-charge /TA of the Laboratory
  - c. **Library:** Librarian
  - d. **Auditorium:** Facility-in-charge.
- c) This office order will supersede any previous instructions issued in this regard and will come into effect immediately.

*Ashoke De*  
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Dean, Academic Affairs

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- 2) In charge, LHC
- 3) Deputy Librarian
- 4) In Charge Auditorium
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- 6) File