



LOVELY  
PROFESSIONAL  
UNIVERSITY

Transforming Education Transforming India

NAAC GRADE **A++**

# BEST OF LUCK FOR EXAMS

**TO BE FOREWARNED IS TO BE FOREARMED !!!**

## Prohibited Items



Smart Watches



Mobile Phones



Ear Phones



Bluetooth Devices



Key Holder



Cameras



Recorders



Spy Reading Glasses



Eatables



Smart Lenses



Wallet



Smart Buttons



Usb, CD, Hard Disk



Chits/ Slips

The use of above mentioned items is strictly prohibited in the examination and shall not be even allowed inside the examination venue. In case a student is found with any of these item it shall lead to :

- 1. UMC against the student.**
- 2. Cancellation of Further Scholarship of the student.**

# **IMPORTANT GUIDELINES FOR STUDENTS**

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## **1. University ID card is mandatory**

- All students must have a valid legible University ID card, otherwise they will not be allowed to appear in an examination. The photograph and student credential should be clearly visible on the ID card.
- In case a student does not carry the University ID card due to unforeseen circumstances only, they shall be required to download and print the admit card available on the UMS path (**UMS navigation → Examination system → Admit card**) and show the same to the invigilator.

## **2. Student should not carry any electronic gadget such as mobile phone, wired or wireless earphones/headphones, or smart-watches. Anyone carrying the same will be asked to leave the examination center, and a UMC case will be registered for the same.**

**Note:** - No additional time or any other form of relaxation or benefit shall be given to such students to manage their device's safe-keeping. **Students must not indulge in any form of argument with the staff on duty.** Violating the code of conduct of examination shall invite disciplinary action.

## **3. Check your pockets thoroughly to remove any paper- related materials to avoid UMC (Unfair means cases). Only university ID card and examination admit cards are allowed inside examination venue.**

## **4. DO NOT write anything on the question paper except the registration number. Writing on any surface, such as skin or clothes, is prohibited and shall invite disciplinary action and an Unfair means case (UMC).**

## **5. Check the course code and paper code thoroughly**

Please ensure the question paper given to you is of the correct course code. For OMR-based paper, make sure that the paper code on the question paper matches with the OMR sheet. If you attempt the wrong question paper code or incorrect course code, the paper will not be evaluated, and no second chance will be given.

## **6. Student should submit the question paper along with the answer sheet to the invigilator before leaving the examination room or at the completion of the exam.**

## **7. Reporting of question paper discrepancy**

Student can report a discrepancy in the question paper through the following two methods:

- **Reporting during the examination:** - If a student observes a discrepancy during the exam, student shall demand the discrepancy form from the invigilator. The student shall fill out the form and submit it to the invigilator.
- **Reporting after the examination:**
  - a) The student can also report the discrepancy in the question paper immediately after completing the examination by visiting the examination control room/examination center.
  - b) The discrepancy in the question paper can also be reported within 24 hours after the exam by visiting at the examination Window No-3 and Room No 32-101A. No Discrepancy in question paper will be considered after 24 hours from the completion of exam.

## **8. If you have a contagious infection that can impact the health of students and staff, please inform the examination staff. In this case, you are not allowed to appear for the examination. You will be given another chance to appear for the same on submission of a valid medical certificate in 32-101A (Examination Window No-3) with no additional fee.**

## **9. All students must reach in the examination room as per reporting time mentioned in the seating plan tab of the students UMS login.**

### **IMPORTANT NOTE:**

Further, all students are hereby informed that if anyone is found involved in any act that account to an "Unfair Means Case", then his/her university scholarship shall stand cancelled for the rest of the programme duration along with a penal action as per the university regulations.

## **Annexure 6.0**

### **Candidate/Student Instructions for CA-Improvement Test Examination**

**(Subjective / MCQ/ Subjective + MCQ)**

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## **GENERAL INSTRUCTIONS FOR CANDIDATE/STUDENT**

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1. The examination rooms will be opened half an hour before the start of exam.
2. All the candidates are strictly instructed to occupy their seats as per reporting time i.e. 30 Minutes before the start time of examination. Candidate should be seated as per seating plan displayed outside examination room.
3. It's not the right of the candidate to enter late in the examination hall. The Concerned authority (controller of Examination / Centre Superintendent) if feels that candidate is late because of some genuine reason then he/she may allow the candidate at their own discretion.
4. For every candidate the seat will be allocated by mentioning his / her roll/registration number in the seating plan. Candidate should occupy the allocated seat only.
5. Before the start of examination, candidate should properly check his pockets, allotted seat and floor area surrounding his seat. In case he finds any unauthorized material, he shall surrender the same to the invigilating staff. Such unauthorized material shall not be with the candidate or on his seat or near his seat.
6. Before start of examination, candidate should count the number of pages of answer sheet as indicated on answer sheet and ensure that no page is misprinted/torn of answer sheet.
7. Before start of examination, candidate should ensure that question paper received is correct (paper of his course code).
8. Candidates are not allowed to change their seats without the permission of the invigilator. If he does so, strict action against the candidate will be taken.
9. Candidate shall not talk in the examination hall without the permission of the supervisory staff on duty. Candidates requiring assistance from an invigilator must raise their hand.
10. Candidates are not permitted to communicate by any means with another candidate during an examination. There must be no breach of examination security by talking, looking around or passing notes during an examination. Taking help from the official on duty is also prohibited.
11. If a candidate creates disturbance in the examination hall or outside the examination hall and/or disobey the staff / faculty on examination duty and/or Misbehaves with the staff / faculty on duty. Then he/she will be forced to leave the examination hall and appropriate action may be taken against him. He may be debarred from appearing in the future examinations.
12. Before attempting the paper, the candidate shall fill all the details on the answer sheet like name, roll no, date, course, subject etc. Candidate shall also sign on the provided space.
13. All the instructions mentioned on the answer sheets shall be read before start of exam and should be followed in full spirit.
14. In case graph / continuation sheets are used in the exam, the roll number must be written only on the space provided. In case no space is provided, it shall be written on top right corner.
15. Candidate should not put any identification marks on the answer sheets.
16. Candidate should not write any request to the examiner in the answer sheets.
17. All candidates shall also mention their roll no. / Registration number on the question

- paper. Other than roll no. / Registration number nothing should be written on the question paper or any other paper (e.g roll no. slip) during the examination.
18. Candidates can use only blue ink pens. However, for certain subject like science and mechanical exam which require the use of colored pencils or pen, the use of such pens is allowed.
19. Candidate should make sure that the invigilator has signed on his answer sheet.
20. Writing on the back side of the first page (front page with space for writing roll number etc.) of answer sheet is prohibited. For all other pages, candidate should write on both sides.
21. Candidate should not tear any page of answer sheet.
22. Except question paper (If allowed), no other paper is allowed to be taken out from the examination room / hall.
23. Roaming around the examination center after the end of examination is also not allowed.
24. Candidate can submit the answer/OMR sheet after the expiry of half time along with the question paper or rough sheets (if any issued). Also immediately leave the examination center otherwise strict action may be taken.
25. All student must adhere to the following
- Type\_1: Where CA/Improvement contains **(Duration 1 hrs.):** - Students are not allowed for bio-break till the expiry of the exam.
26. Candidates are not permitted
- To eat or smoke during an examination.
  - To borrow/share any stationery item such as pen, pencil, calculator (if allowed) etc. during the examination.
  - To carry any electronic gadget in the examination center. If any candidate is found to be in possession or indulge in usage of any electronic device, the UMC (Unfair Means Case) will be taken against him/her.
27. Candidates are allowed
- To carry only drinking water into the examination room in a clear, non-labeled bottle/container.

## **Question Paper Pattern for CA-Improvement Test:**

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There are two CA-Improvement test CA-1 and CA-2 of each course code with separate date and time for both tests.

### **Type\_1: Where CA-Improvement contains MCQs only.**

- Pattern of Exam:**

1. All Questions are compulsory
2. Total Duration of the examination shall be 01 hour for each CA test.
3. Time available with student per MCQ question: 3 minutes (approx.).
4. Syllabus for CA test 1 contains MCQ is mentioned below.

### **Maximum Marks 20**

Syllabus	No. of Questions	Marks	Type of Question
UNIT 1, 2 & 3	20	1 Marks Each	Multiple Choice Questions with negative marking of 0.25 marks for each wrong answer given by student

**Syllabus for CA test 2 contains MCQ is mentioned below.**

### **Maximum Marks 20**

Syllabus	No. of Questions	Marks	Type of Question
UNIT 4,5 & 6	20	1 Marks Each	Multiple Choice Questions with negative marking of 0.25 marks for each wrong answer given by student

Candidates are not allowed to move out for any reason during the examination before the expiry of full time. It is mandatory to submit the OMR sheet along with question paper and rough sheets to the invigilator at the completion of the exam time.

### **Type\_2: Where CA-Improvement contains long theory questions (subjective).**

- Pattern of Exam:**

1. All Questions are compulsory
2. Total Duration of the examination shall be 01 hour.
3. It consists of 3 questions.
4. Time available with student per Subjective Question: 20 minutes (approx.).
5. Syllabus for CA test 1 contains Subjective is mentioned below.

**Maximum Marks 30**

Syllabus	No. of Questions	Marks	Type of Question
UNIT 1, 2 & 3	3	10 Marks Each	Long Answer type questions

**Syllabus for CA test 2 contains Subjective is mentioned below.**

**Maximum Marks 30**

Syllabus	No. of Questions	Marks	Type of Question
UNIT 4, 5 & 6	3	10 Marks Each	Long Answer type questions

Candidates are not allowed to move out for any reason during the examination. It is mandatory to submit the Answer sheets along with question paper to the invigilator at the completion of the exam time.

## **UNFAIR MEANS CASE**

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If a candidate is found to be party of any of the following, his answer book will be cancelled and UMC case will be framed as per the prescribed examination rules:

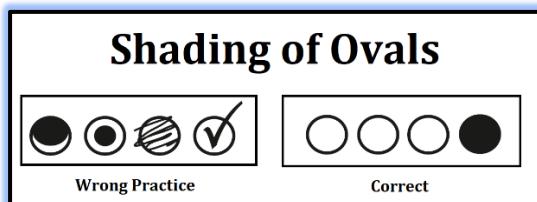
1. Talking to another candidate/ some other person, within or outside the examination hall during the examination period.
2. Writing either the questions set in the paper or solution thereof on any piece of paper other than answer sheet during the examination or changing seat in the examination hall without permission.
3. Use abusive or obscene language in the answer book.
4. Any kind of request or proposition for financial deal to the examiner on the answer sheet.
5. Comes to the examination hall under the influence of alcohol or drugs.
6. In possession of relevant written or cyclostyled note or any printed material or notes written on any part of his/her body or clothing or instruments such as electronic diary, mobile phone (even in switched off condition), set-squares, calculator, scale etc. or having notes / hints written on chair, table, desk or drawing board during the examination.
7. Consulting notes or books while outside the examination hall (i.e. in washrooms etc.)
8. Passing on a copy of question set in the paper or a solution thereof to any other candidate.
9. Received help from or given help to another candidate through some written material pertaining to the questions set in the paper concerned or from his answer book.
10. Leaves the examination hall without delivering Answer-book, tears it, disposes off.
11. To be guilty of swallowing or destroying any note or paper found on him/her.
12. Found in possession of an answer book not his/her own or impersonating another candidate in any examination will be treating under UMC.
13. Creating disturbance in the examination hall or its vicinity.
14. Organizing a walk out or instigating others to walk out.
15. Disturbing or disrupting the examination in any manner whatsoever.
16. Carrying into examination hall licensed or unlicensed fire-arms or any other weapons.
17. Non-compliance with the instructions of the Superintendent/member of examination committee or any of the invigilators in the examination hall.
18. Serious misconduct outside the examination hall during the period of examination.
19. Use of force /threat against the supervisory staff/candidate.
20. Getting oneself impersonated by someone in the examination or impersonating another candidate.
21. Student should not carry any electronic gadget such as mobile phone, wired or wireless earphones/headphones, or smart-watches, even in switch off mode. The use of any AI tool during the examination, carrying of the above mentioned will be treated under the UMC.

**Further, all students are hereby informed that if anyone is found involved in any act that amounts to “Unfair Means Case”, then his/her university scholarship shall stand cancelled for rest of the programme duration along with a penal action as per university regulations.**

## **ADDITIONAL INSTRUCTIONS TO CANDIDATE/STUDENT FOR OMR EXAMINATION**

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1. OMR sheet is prefilled i.e. all the details of candidate are prefilled in the OMR sheet. So additional time will not be given for filling student credentials.
2. Accept the OMR sheet after verifying your Regd. No., Photograph and Course Code. It is the responsibility of the student to accept the correct OMR sheet and then put his/her signature in the designated space. In case there is any mismatch report immediately to the invigilator.
3. Use only Black/Blue pen for marking answers. OMR sheets marked with pencils will not be evaluated.
4. Do not make any modification or changes on the OMR sheet.
5. Do not write anything or anywhere on OMR sheet.
6. Cutting and erasing is not allowed on the OMR sheet.
7. The bubbles should be darkened completely and only one bubble should be shaded for one question. In case more than one bubble is shaded the answer will be considered as wrong.  
For e.g.



8. Rough work should be done only on the rough sheet which is provided by the invigilator. Student should write the registration number on each rough sheet.
9. Before leaving the examination hall, the student should hand over the OMR sheet, question paper with rough sheet(s) to the invigilator.
10. No student is allowed to leave the examination hall before the stipulated time.
11. The student should accept the question paper only after matching the paper code shaded on the OMR sheet with the paper code mentioned on the question paper and ensuring that both are the same.
12. Do not write anything on the question paper except your registration no. on the designated space.
13. Strictly follow the instructions mentioned on question paper and the OMR sheet.
14. Do not fold and tear the OMR sheet.