

**Candidate/Student Instructions  
For Theory Examination  
(Subjective / MCQ/ Subjective + MCQ)**

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## **General Instructions for the Candidate/Student**

- 1.0 The examination rooms will be opened half an hour before the start of exam.
- 2.0 All the candidates are strictly instructed to occupy their seats as per reporting time i.e. 30 Minutes before the start time of examination.
- 3.0 If due to some unavoidable circumstances, candidate is late for more than 30 minutes from the reporting time, he /she may be allowed to appear provisionally after getting the written approval from centre superintendent. The application for the approval shall mention:
  - Reason of late reporting.
  - Commitment to avoid late coming in future and
  - Undertaking that the entrance in the examination is provisional and subject to approval from the Dean-Examination. If the Dean – Examination disapproves his request, candidate cannot show his right on evaluation of his answer script.
- 4.0 It's not the right of the candidate to enter late in the examination hall. The Concerned authority (Dean – Examination / Centre Superintendent) if feels that candidate is late because of some genuine reason may allow the candidate at their own discretion.
- 5.0 For every candidate the seat will be allocated by mentioning his / her roll/registration number in the seating plan. Candidate is to occupy the allocated seat only.
- 6.0 Before the start of examination, candidate should properly check his pockets, allotted seat and floor surrounding his seat. In case he found 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.
- 7.0 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 torn of answer sheet.  
Before start of examination, candidate ensures that question paper received is correct (paper of his course code).
- 8.0 Candidates are not allowed to change their seats without the permission of the invigilator. If he does so, action against the candidate will be taken.

### **9.0 UNIVERSITY IDENTIFICATION CARD IS MUST:**

- I. All candidates must have a valid University identity card, otherwise will not be allowed to appear in the examination.
- II. In case a student does not carry the University ID Card due to a Unforeseen Circumstances only, they shall be required to download and print the admit card available via the following UMS path , and show the same to the invigilator.

**UMS Navigation--->Examination system--->Admit card**

- 10.0 Candidate shall not speak in the examination hall without the permission of the supervisory staff on duty. Candidates requiring assistance from an invigilator must raise their hand.
- 11.0 Headwear, considered not to be of religious or cultural relevance, is not to be worn by candidates in the examination room.

- 12.0 Candidates are not permitted to eat or smoke during an examination.
- 13.0 Candidates may take only plain drinking water into the examination room. The drinking water shall be contained in a clear, non-labelled container.
- 14.0 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.
- 15.0 Candidate's authorized examination materials (such as writing implements, calculators, if allowed) must remain in their possession at all times in the examination room. Candidates are not permitted to lend or borrow any authorized examination materials at any time during the examination session.
- 16.0 Mobile Phones, Pagers or any other electronic device capable of circumventing the objectives of examinations are not to be brought in the examination centre. If any candidate is found to be in possession or indulge in its usage, the appropriate action will be taken against him.
- 17.0 Candidates may only take basic writing materials and other authorized materials, as indicated on the question paper or the answer sheets, to their examination desk. Unauthorized materials (such as bags, books, notes and electronic devices) are not to be in the candidate's possession during the examination session. Items of this nature are to be stored, at the candidate's own risk, in an area established for this purpose by the invigilator.
- 18.0 If a candidate
- Create disturbance in the examination hall or outside the examination hall and/or
  - Disobey the staff / faculty on examination duty and/or
  - Misconduct with the staff / faculty on duty
- He will be forced to leave the examination hall and any other disciplinary action may be taken against him. He may be debarred from appearing in the future examinations.
- 19.0 Before attempting the paper, the candidate shall fill all the details asked on the answer sheet like name, roll no, date, course, subject etc. Candidate shall also sign on the provided space.
- 20.0 All the instruction mentioned on the answer sheets shall be read before start of exam and should be followed in full spirit.
- 21.0 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.
- 22.0 Candidate should not put any identification marks on the answer sheets other than the space reserved for the same on the front page.
- 23.0 Candidate should not write any request to the examiner in the answer sheets.
- 24.0 All candidates shall also mention their roll no. / Registration number on the question paper. Other than roll no. / Registration number nothing shall be written on the question paper or any other paper (e.g roll no. slip) during the examination.
- 25.0 Candidates can use only Blue ink pens. However, for certain subject like science, which requires the use of colored pencils or pen, the use of such pens is allowed.

- 26.0 Candidate should make sure that the invigilator has signed on his answer sheet.
- 27.0 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.
- 28.0 Candidate should not tear any page of answer sheet.
- 29.0 Except question paper (If allowed), no other paper is allowed to be taken out from the examination room / hall.
- 30.0 Roaming around the examination center after the end of examination is also not allowed.
- 31.0 Discrepancy in question Paper must be reported in writing to Centre Superintendent immediately after the examination is over or the same must be reported to the Examination Division within 24 hrs.
- 32.0 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.
- 33.0 Note the following:
- Type\_1: Where ETE contains MCQ's only (Duration: 2Hrs).  
Candidates are not allowed to move out for any reason during the examination.
  - Type\_2: Where ETE contains MCQ and long theory questions (Duration: 3Hrs).  
Candidates are not allowed to move out for any reason during the first 60 minutes after the commencement of examination and also after the expiry of half time. In Other timings, Candidate may be allowed only with the special permission of SOC in case of emergency.
  - Type\_3: Where ETE contains small and long theory questions (Duration: 3Hrs).  
Candidates are not allowed to move out for any reason after the expiry of half time. Before half time, Candidate may be allowed only with the special permission of SOC in case of emergency.

### 34.0 UNFAIR MEANS CASE

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

- **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.**
- Talking to another candidate/ some other person, within or outside the examination hall during the examination period.
- 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.
- Use abusive or obscene language in the answer book.
- Any kind of request or proposition for financial deal to the examiner on the answer sheet.
- Comes to the examination hall under the influence of alcohol or drugs.
- 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.
- Copying or to having copied from any paper, book or notes written on any part of his/her clothing, body or table or desk or instruments like set squares etc.
- Consulting notes or books while outside the examination hall (i.e. in washrooms etc.)
- Passing on a copy of question set in the paper or a solution thereof to any other candidate.
- 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.
- Leaves the examination hall without delivering Answer-book, tears it, disposes off.
- To be guilty of swallowing or destroying any note or paper found on him/her.
- Smuggling in an answer-book, or a continuation sheet, taking out of arranging to send out an answer book or a continuation sheet. Writing deliberately another candidate's roll number in his/her answer book or a continuation sheet, found in possession of an answer book not his/her own or impersonating another candidate in any examination.
- Creating disturbance in the examination hall or its vicinity.
- Organizing a walk out or instigating others to walk out.
- Disturbing or Disrupting the examination in any manner whatsoever
- Carrying into examination hall licensed or unlicensed fire-arms or any other weapons.
- Non-compliance with the instructions of the Superintendent / member of examination committee or any of the invigilators in the examination hall.

- Serious misconduct outside the examination hall during the period of examination.  
Writing an answer book outside the examination hall for another candidate.
- Use of force /threat against the supervisory staff/candidate.
- Getting oneself impersonated by someone in the examination or impersonating another candidate.

# FOR ATTENTION OF CANDIDATES

## 1. UNIVERSITY IDENTITY CARD IS MUST:

- All candidates must have a valid University identity card, otherwise will not be allowed to appear in the examination.
- In case a student does not carry the University ID Card due to a Unforeseen Circumstances only, they shall be required to download and print the admit card available via the following UMS path , and show the same to the invigilator.

**UMS Navigation--->Examination system--->Admit card**

## 2. NO MOBILE PHONES:

Any electronic device such as Mobile Phones, Digital watches, Electronic Devices etc is strictly prohibited in the exam room/hall. Any candidate in possession of such device (even in switched off mode), will be placed under Unfair means case (UMC).

## 3. NO WRITTEN/PRINTED MATERIAL:

The candidates must not be in possession of any written/ printed material, otherwise they will be placed under Unfair means case (UMC).

## 4. Anything written on question paper (except Roll no, Registration No), any part of the body (e.g. on hand) or clothes /dress of the candidates is strictly prohibited and shall invite Unfair means case (UMC).

## 5. ACCEPT QUESTION PAPER HAVING CORRECT COURSE CODE: It is the responsibility of the candidate to ensure that he has question paper of Correct course code. In case he attempted question paper of wrong course code, his paper will not be evaluated and no second chance will be given to him.

## 6. DISCREPANCY IN QUESTION PAPER

Discrepancy in Question Paper must be reported in writing to Centre Superintendent immediately after the examination is over or the same must be reported to the Examination Division within 24 hrs.

## 7. In case a student has a communicable infection which may have serious impact on the health of other students/staff in the examination venue, he/she will not be allowed to appear in the examination

## 8. UNFAIR MEANS CASE (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 program duration along with a penal action as per university regulations.**

## **NOTE:**

**There is no provision at the examination center for safe-keeping of electronic device/Mobile phones etc and student may carry their belongings only on their own risk.**

### Additional Instructions to Candidate/Student for OMR Examination

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.
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. Answers 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.
8. Rough work should be done only on the coloured rough sheet(s) provided with the question paper. Write the registration number on each rough sheet. One rough sheet will be provided if ETE contains MCQ and long theory questions. Two rough sheets ( one by one) will be provided if ETE contains MCQ's only. It is mandatory to write the OMR sheet no. 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 OMR sheet.