

DEGREE/POST GRADUATE COLLEGE EXAMINATION
REGULAR/REPEATER/ATKT EXAMINATIONS (OFFLINE) FOR ALL CLASSES (SEPT/OCT 2022)

INSTRUCTION TO CANDIDATES

1. Each candidate appearing for the examination must have **hall ticket/Photo Identity** with him/her duly signed by college authorities and/or Principal. Each regular candidate must have **valid Identity Card/Photo Identity** with him/her.
2. Candidates should occupy the proper exam seats and write correct Seat Nos. in the space provided for the purpose on the answer books. If they occupy wrong seats and write wrong seat numbers the marks assigned to such answer books will not be transferred to their correct seat numbers.
3. Candidates must be present in the examination hall at least Ten Minutes before the session starts.
4. Candidates, who are not in their seats by the time notified, as a rule, will not be permitted to appear for the examination. The Senior Supervisor may, however, at his/her discretion admit those, who give satisfactory reason.
5. Candidates should enter on the cover pages of each of the answer-book/supplement their Examination seat number, the subject/paper, the name of the examination and the date of the exam and the language of answer in space provided for the purpose.
6. Before entering the seat number and other particulars on the cover page, candidates must make sure that all answer-books/supplements given to them bear the signature of the Junior Supervisor, in the space provided for the purpose. If the answer-book does not bear the signature of the Junior Supervisor, his/her attention should be drawn to that fact and his signature must be taken from the respective supervisor. Answer-books, which do not bear the signature of the Junior Supervisor with date, will not be examined.
7. Candidates should read the instructions given on the question paper. Each section should be answered in separate answer-books, if so instructed; Examiners do not undertake to examine answer written in wrong section. They should tie together all answer-books relating to the same paper or section and enter on the first page of the answer-book the total number of answer-books tied together as per the stated instructions.
8. Candidate should begin writing answer to each question on a new page. For each answer, they should write the corresponding question number/sub-question no. in the margin.
9. Candidates will not be permitted to leave the examination hall until half an hour after the question papers are distributed.
10. Every candidate present must sign against his/her seat number of the attendance sheet provided by Junior Supervisor before leaving the Examination Room.
11. a). Candidates are **forbidden** to (i) bring any book, notes or scribbled papers, pagers, mobiles or any other electronic gadgets (even in switch off mode) into the examination hall when the examination is in progress.
(ii) Take with the any answer-book/supplement written-in or blank while leaving examination hall.
b). Candidates suspected to be guilty of any of the aforesaid acts will be allowed to write their paper only after giving an undertaking in writing and the decision of the Unfair Means Inquiry committee of the college in respect of the reported act of Unfair Means will be binding on them.

c). Any method to bribe the examiners by attaching currency notes or letters, or leaving any other Marks on answer papers/supplements is strictly prohibited and will result in serious action being taken by the college.

d). Candidates are requested to go through the provisions of the Maharashtra Act No.xxxi of the 1982, i.e. an act provided for preventing malpractices at University, Board and other specified examinations, published in the Maharashtra Govt. Gazette, dt. 14th Oct, 1982. Every offence under this act is cognizable and is non Bailable offence.

12. Candidate should write their answers in a legible hand writing. They are warned that no marks will be assigned to the answers which cannot be assessed by the Examiner owing to illegible hand writing.
13. Candidates should write on both sides of the pages of the answer books. Rough work, when necessary should be done on the left hand-side of the answer-book in pencil only and should be ultimately struck off and not on the question paper. They should not scribble anything on the question paper. Unanswered pages of the answer book should be struck off and submitted to Jr. Supervisor.
14. They should not write their name or divulge their identity in any form in any part of the answer-paper.
15. No sheet shall be torn from the answer-book provided nor shall additional papers brought from outside be attached.
16. All answer-books provided for the examination whether written or blank shall be returned back to the Junior Supervisor.
17. Exchange of writing materials, stencils, mathematical instruments calculators etc. among candidates is strictly prohibited.
18. If candidates want anything, they should approach Block Supervisor without disturbing other Candidates. In any case, they should not leave their seat.
19. A warning bell will be given 10 minutes prior to end of the session. No candidate shall be allowed to leave the examination hall during the last ten minutes. At the final bell, they must be ready to hand over their answer-books to the Junior Supervisor of their block. They should not leave their seats until answer-books from all the candidates are collected by the Junior Supervisor.
20. Use of simple calculator is permitted.
21. In case of candidates with learning/physical disability, extra time will be allotted as per rule, on producing satisfactory evidence to that effect. Such candidates must inform the College authorities in advance as per notice displayed separately.

N.B.: A candidate who disobeys any instruction issued by Senior/Junior Supervisor or who is guilty of rude behavior is liable for disciplinary action to be taken against him/her by the college on behalf of the University.

Convener

Controller of Examinations

Principal

16-09-2022