



S. S. T. College of Arts & Commerce

(AFFILIATED TO UNIVERSITY OF MUMBAI, MUMBAI)

Gorakshnath Complex, Morya Nagri, Ulhasnagar - 421 004.

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INSTRUCTIONS TO STUDENTS FOR APPEARING EXAM

1. Candidates should occupy seats and write the correct seat number & other details in the space provided for the purpose on the answer-books.
2. Candidates who are not in their seats by the time notified, will not as a rule be permitted for examination. The Senior Supervisor may at his/ her discretion admit those who give him/her satisfactory reason.
3. Candidates should write their answers in legible handwriting. They are warned that zero marks will be assigned to those questions which cannot be assessed by examiners due to illegible handwriting.
4. Write on both sides of Page. Rough work where necessary should be done on the last page. No page should be left as blank. Any such act shall be treated as unfair means.
5. Candidates will not be permitted to leave the examination room until One hour after the distribution of the question paper.
6. All answer-books given must be returned to the Junior Supervisor whether written or blank. Nothing should be written on the question paper.
7. No sheet shall be torn from the provided answer-books nor shall additional papers be attached to them.
8. A Warning bell will be given ten minutes before the scheduled end time of the exam. Candidates are not allowed to leave the examination hall during the last ten minutes. At the final bell, they must stop writing and be ready to hand over their answer - books to the Junior Supervisor.
9. Students are not allowed to leave their seats until answer books from all the candidates are collected by the Junior Supervisor.

Unfair Means in the Examinations

1. **Candidates shall write the answers only with BLUE/BLACK ink Ball pen only. Use of any other pen like Gel ink or fountain ink or any other color ink, will be treated as unfair means in terms of revealing of identity.**
2. Candidates are **forbidden to (i) bring any book, notes, scribbling papers, pages, mobile phones/smart watches or any other similar devices.**(ii) speak or communicate in any manner to any other candidate, while the examination is in progress, and (iii) take with them any answer-book written or blank while leaving the examination hall. The supervisors/authorized persons are authorized to check the students.
3. A candidate who disobeys any instruction issued by the Senior/Junior supervisor or who is guilty of rude or disobedient behavior is liable for disciplinary action to be taken against him / her by the College/University as per ordinance.
4. Do not fold the answer book anywhere because it will be treated as unfair means in terms of revealing of identity.
5. 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 that the decision of the College/ University in respect of reported act of unfair means is binding on them. Exchange of writing materials, stencils, mathematical instruments, etc. is strictly prohibited. If candidates want anything, they should approach the Junior Supervisor without disturbing other candidates. However, they should not leave their seats on any account..
6. Any method to bribe the examiner/s by attaching currency notes or letters is strictly prohibited and will result in serious action being taken by the College/University.
7. Seat number should be written only in the space provided for the same. Candidate should not write his/her name in any part of the answer-book. **Writing name, seat no., Phone/Cell no., putting signature, use of religious invocation or any writing that is not relevant to the answer anywhere in the answer-book will be treated as attempts to reveal identity.**
8. Underlining of answers for focusing attention is permitted. However, use of varied inks, except for illustrations and figures, must be avoided. DO NOT use symbols like encircling the question or using color arrows for P.T.O. These will all be considered as attempts to readily identify the specific answer-book & will be treated as unfair means.
9. Candidates are requested to go through the provisions of ordinance for preventing malpractices at College/University Examinations.

IT IS PRESUMED THAT CANDIDATE HAS READ ALL THE ABOVE INSTRUCTIONS.

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