

EXAMINATION INSTRUCTIONS TO STUDENTS

Undergraduate Programmes

Faculty of Science (B. Sc. MHS, B. Sc. NS) and BA CA

Note: - 1. Detail or revised information on examination is available on "University of Mumbai" website.

2. Refer syllabus for examination scheme and exam related rules & regulation available on "University of Mumbai" website.

Instructions to candidates

1. Candidates should occupy the correct seats and write correct seat numbers and 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 a rule, be permitted to appear for the examination. The Senior Supervisor may, at his/her discretion admit those, who give him/her a satisfactory reason.
3. Each answer-book contains sufficient pages. Check whether the pages are properly numbered.
4. Candidates should write their answers in handwriting legibly. They are warned that zero marks may be assigned to answers which cannot be assessed by the examiners owing to illegible handwriting.
5. Write on both sides of a page, rough work, where necessary, should be done on the last page in the space provided.
6. Do not damage or make any stray marks on the answer-book.
7. Candidates will not be permitted to leave the examination hall until half an hour after the question papers are distributed.
8. All answer-books supplied shall be returned whether written or blank.
9. Nothing shall be written on the question-paper.
10. No sheet shall be torn from the answer-books provided nor shall additional papers attached to them.
11. A warning bell or information will be given ten minutes before the close the examination. Candidates will not be allowed to leave the examination hall during the last ten minutes. At the final bell or information, they must stop writing and be ready to hand over their answer books to the Junior Supervisor. They should not leave their seats until answer-books from all candidates are collected by the Junior Supervisor.

UNFAIR MEANS IN THE EXAMINATIONS

12. Candidates shall write the answers only with BLUE / BLACK ink Ball pen only, preferably BLACK. Use of any other colour ink, will be treated as unfair means in terms of revealing of identity.
13. 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.
14. A candidate who disobeys any instructions 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.
 15. Do not fold the answer book anywhere because it will be treated as unfair means in terms of revealing of identity.
 16. 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 Exam Committee in respect of the reported act of unfair means is binding on them.
 17. 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.
 18. 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.
 19. Seat numbers should be written only in the space provided for the same. Candidates should not write their names in any part of the answer-books. Writing Name, Seat No., Phone / Cell No., putting signature, use of religious invocation or any writing that is not relevant to the answers anywhere in the answer-books will be treated as attempts to reveal identity.
 20. Underlining of answers for focusing attention is permitted. However, use of varied inks, except for illustrations and figures must be avoided. DO NOT use symbol like encircling the question or using colour arrows for P.T.O. These will be considered as attempts to readily identify the specific answer-books & will be treated as unfair means.
 21. Candidates are requested to go through the provisions of O-5050 provide for preventing malpractices at University.