



GENERAL GUIDE LINES TO DEAL WITH THE BAR CODED CUM OMR TYPE OF ANSWER BOOKS WHILE CONDUCTING THE EXAMINATIONS

FOR PRINCIPALS cum CHIEF CONDUCTORS

- 1) The Principals of the colleges will be the Chief Conductor of the Examination centre. However, he/she should not leave the examination centre without prior intimation to the University authority in writing; he/she may appoint senior most teachers as Chief Conductor, if he is occupied on other important work or on medical ground (Circular No. Exam/Um/1331/ 2005, dated 14th January, 2005) for a specific dates / period.
- 2) The Eight Digits Examinations Code Numbers has already been circulated through the University circular No. Exam / COE / 78 of 2011 dated 09th March, 2011.
- 3) The Bar Coded cum OMR type of answer books are introduced from First Half of 2011 Examinations for all Undergraduates & Postgraduates programmes.
- 4) The Bar Coded cum OMR type of Attendance Report (the candidates who are present for the examination) will be introduced from First Half of 2011 Examinations.
- 5) The Bar Coded cum OMR type of Information Report of the candidates who are absent for the examination will also be introduced from First Half of 2011 examinations.
- 6) The OMR attendance sheet mentioned in point 5 & 6 is designed in such a way that it can accommodate signatures of only 20 candidates on both the sides. In case where the numbers of candidates are more in the block they are permitted to use the additional sheets accordingly.
- 7) The attendance report will be in the OMR form which will have double perforated pages out of which one copy of college i.e. Part –I to be retained by the college and another sheet of University i.e. Part – II should be sent along

University of Mumbai



with the detached candidates sheets of that concerned block in the same envelope to the University.

- 8) The supervisor's reports will be as per the usual format but Bar Coded will have double pages out of which one copy of college i.e. Part –I to be retained by the college and the another sheet of University i.e. Part – II should be sent along with the detached candidates sheets of that concerned block in the same envelope to the University.
- 9) Instruct the block supervisors to prepare the supervisor's and attendance reports subject wise and examination wise separately.
- 10) Instruct the Junior Supervisors to verify the candidates sheets (Part – I) of the answer books carefully before putting their signature.
- 11) Instruct the Junior Supervisor to fill up the required information along with their name and signature on the supervisor's and attendance report.
- 12) Instruct the Junior Supervisor to take the signature of the candidates on the OMR type attendance report those who are only present for the examinations.
- 13) Instruct the Junior Supervisors to fill up the information sheet in the OMR form of the "Absent" candidates by darkening the bubbles/circles on the Information Report of the absent candidates.
- 14) The Eight Digit Unique Examination Code numbers of the concerned examinations shall be displayed on the black or white board inside each and every block along with the seating arrangement.
- 15) Kindly verify the Date, time and nomenclature of the papers/subjects of the examinations carefully while opening the packets of the questions papers.
- 16) The question papers packets will be delivered to the centers one day prior to the examination to the office of the Principal cum Chief Conductors of the Colleges/Institutions. However, the responsible officer/faculty will receive the packets of question papers and after ascertaining whether they have received the question papers of all the subject / examination and preserve the same in the sealed cupboard.

University of Mumbai



- 17) Instruct the Joint Chief Conductor/Senior Supervisors and Junior Supervisors in this respect.
- 18) The bar coded answer books have serial numbers on the top of the right side corner of the answer books.
- 19) The account of Bar Coded cum OMR type of answer books are strictly required to be maintained in the register along with the serial number received from the University.
- 20) The Chief Conductors are requested to instruct their concerned staff to minimize the advance stamping of college seal, signature stamp and date on answer books to avoid the wastage of stationery.
- 21) The daily record of Bar Coded cum OMR type of answer books used for the various Examinations shall be maintained in the register.
- 22) The stamp of the signature of the Principal / Director (Head of the Institutions) is required to be prepared by them and shall be stamped at the space provided on the said answer books for the purpose of Examinations.
- 23) The seal of the college/Institution along with the date of Examination shall be stamped at the space provided on the answer books.
- 24) Supplements shall not be provided to the candidates since the number of pages has been increased in the answer books.**
- 25) The 40 pages answer books shall be used for the Examinations of 100 marks and 60 marks whereas the 32 pages answer books shall be used for the subjects/papers having two sections.
- 26) In case of section in any papers/ subjects the two (02) answer books of 32 pages shall be provided to the candidates to solve the answers section- wise separately.
- 27) The bar coded answer books are required to be handled with utmost care.

University of Mumbai



- 28) The candidates sheets (Part-I) shall be detached carefully from the front page of the answer books after the conclusion of the Examinations of the concerned subject/papers in the Examination Control Room.
- 29) Do not fold *or* staple the detached candidates sheets (Part-I) strictly since it is a Bar coded cum OMR type of answer book.**
- 30) The detached candidates sheets (Part-I) shall be inserted in the proper envelope provided for the purpose and fill up the required information on the envelope.
- 31) Use a separate envelope for inserting the candidate's sheets for different examinations. However, when there are different papers/subjects held simultaneously on the same day of the examinations which can be inserted in the same envelope by putting rubber band on each segregated candidate's sheets of various papers/subjects accordingly.
- 32) Kindly send the two sealed packets/bundles of a) Detached Candidates Sheets along with the attendance report and b) sealed bundle of answer books to the Examinations Section of the University.
- 33) Do not fold *or* staple the answer books in any case while sending the same to the Examination Section since it is a Bar Coded cum OMR type of answer books.
- 34) The answer books where there are separate sections shall be packed separately by mentioning their details and section number on the sealed packets/bundles.
- 35) Kindly send the answer books of candidates having learning disability in the separate envelope mentioning the category of his/her learning disability on the envelope.
- 36) Do not detach the candidates sheets (Part-I) of the answer book/s of the candidate/s who is found guilty of such candidates and arrange to send answer books resorting unfair means at the University Examination in the separate envelope mentioning their on copying cases under O.5050 on the envelope cover along with all the necessary copying material confiscated at the Examination centre.

University of Mumbai



- 37) The Chief Conductors are requested to send the list of supervisors along with the specimen signature in the earlier proforma.
- 38) The Joint Chief Conductor / Senior supervisors are instructed to mention the correct total number of answer books on the sealed packet / bundle as well as fill up the correct information and the number of sheets on the separate envelope provided for the candidate's sheet only.
- 39) The number of candidates sheets (Part –I) which will be inserted in the envelope shall tally with the number of answer books packed in the bundle.
- 40) Kindly instruct the staff of college examination cell to seal the packets of candidates sheets (Part –I) and the packets/bundles of answer books properly and keep it ready to hand over the same to the University authorized staff within two hours after the conclusion of examinations.
- 41) Kindly cooperate and follow the above guidelines to conduct the examinations smoothly.

(Prof. Vilas B. Shinde)
Controller of Examinations

MUMBAI – 400 098
15th March, 2011

To,

The Principals/ Directors of the affiliated colleges / Institutions in Arts, Science, Commerce & Management, Directors of the recognized and Institutions concerned, Professors – Cum – Director, Institute of Distance Open Learning and the Assistant Registrar, Ratnagiri Sub-Center at Ratnagiri.