



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

FOR SENIOR/JUNIOR/BLOCK SUPERVISORS

- 1) These are the additional instructions with respect to the Bar Coded cum OMR type of answer books. However, the instructions as far as the duties concerned stand still as per earlier circular of the University.
- 2) The Junior/Block supervisors should reach the block at least 10 minutes before the start of the examination along with the blank Bar Coded cum OMR type of answer books, supervisor's report forms and OMR type student's attendance report.
- 3) Give to each candidate only one blank Bar Coded cum OMR type of answer book.
- 4) Where there are two sections in the paper/subject, the two answer books of 32 pages to be provided.
- 5) Supplements shall not be provided in any case to the candidates since the number of pages has been increased in the answer books.
- 6) The separate attendance report of the present candidates as well as absent candidates will be in the OMR form which will have double perforated pages out of which one sheet (Part-I) to be retained with the college and another sheet (Part-II) to be sent to the University.
- 7) The one sheet of the OMR type attendance form can accommodate 20 candidates for signature on both sides, in case of more number of students allotted to any block another sheets can be used as required.
- 8) The Supervisors should ask the present candidates to fill up their seat numbers in OMR form and take their signature on both the OMR sheets of the attendance report of the present candidates after verification of the answer books.
- 9) The supervisors are instructed to fill up the seat numbers in OMR form of the candidates who are absent for the said examinations on the OMR type absent report.

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- 10) The supervisor's reports will be as per the usual format but Bar Coded which will have double pages out of which one copy i.e. Part –I for college record and the another sheet i.e. Part – II for University record.
- 11) The supervisor's and attendance reports shall be prepared subject wise and examination wise separately.
- 12) The Block/Junior Supervisors are required to sign on the answer books at appropriate place after verification of answer books.
- 13) The Block/Junior Supervisors are required to verify the information on the answer books of the candidates filled up by them at the following prominent places while signing on the answer books:-
 - a) Candidates Sheets (Part – I) of the answer books
 - b) Unique Exam Code number, Question Paper Code number, Subject Code (if any) and exam date on the left part of the examiner sheet (Part – II) in the OMR format.
 - c) The Examination Code and Question Paper Code number in digit in the rectangular block provided on the bottom side of left margin.
 - d) The Examination Code and Question Paper Code number in digit in the rectangular block provided on the top side of the last page.
- 14) Kindly instruct the students to fill up the information which is in OMR form by writing the digits in the rectangular blocks and darkening the concerned bubbles/ circles below the said digits with the help of black ball pen.
- 15) The Block/Junior Supervisors shall verify the eight digits examinations code numbers, subject code and seat number and other details filled up by the concerned candidates carefully.
- 16) In case if any candidate/s make a mistake while darkening of the bubbles/circles, kindly instruct them to put a cross on the wrong bubble/circle and darken the correct one.
- 17) There are seven boxes provided for writing the seat number of the candidates

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- 18) In case of seat number less than seven digits the candidates shall write the required number as (0) zero before the actual seat numbers.

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e.g. 1) Seat number of the candidate is 54927 which are required to be written as given below:-

0	0	5	4	9	2	7
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2) Seat number of the candidate is 391 which are required to be written as given below:-

0	0	0	0	3	9	1
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- 19) The Block/Junior Supervisors are required to fill up the information along with their name and signature on the supervisor's and attendance report in legible handwriting.
- 20) The candidates are required to darken the specific bubbles / circles of the digits in the column of the said digits.
- 21) The Junior Supervisors are instructed to take the signature of the present candidates only on the OMR type of attendance report for the concerned examinations.
- 22) Instruct the candidates to fill up the eight digits unique examination code number, seat numbers and other details by the concerned candidates before the commencement of the examinations.
- 23) Kindly verify the nomenclature of the papers / subjects of the concerned examinations while distributing the questions papers to the candidates.
- 24) In case of section for any papers/ subjects the two answer books of 32 pages shall be provided to the students.
- 25) Do not fold the answer books in any case even where the number of candidates is small since it is a Bar Coded cum OMR type of answer books.
- 26) The bar coded answer books are required to be handled with utmost care.
- 27) The candidates sheets (Part-I) shall be detached from the front page of the answer books in the Examination Control Room after the conclusion of the Examinations of the concerned subjects/papers.
- 28) Do not detached the candidates sheet (Part-I) of the answer books of a candidates who are guilty (Copy cases) during the examinations and send such answer book/s separately to the University along with case papers.

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- 29) The Block/ Junior Supervisors are instructed to submit the answer books of the candidates who are from the learning disability category separately to the senior supervisor.
- 30) The block/ Junior Supervisors are instructed to verify whether the candidates have filled up the necessary information on front page as well as on last page of the answer book.
- 31) The answer books should be handled in such a manner that there is no fold and wrinkle on it in any case.
- 32) The block/ Junior Supervisors are instructed to the candidates that the Bar Codes and time band on the answer books shall not be scratch or tampered in any case.
- 33) The Junior Supervisor are instructed to collect all the answer books and detached the sheets in the control room and then handover equal number of answer books and detached candidates sheets to the senior supervisors.
- 34) Kindly follow the above guidelines for the smooth conduct of examinations.

A handwritten signature in black ink, appearing to read 'विलास शिंदे' (Vilas B. Shinde).

MUMBAI – 400 098
15th March, 2011

(Prof. Vilas B. Shinde)
Controller of Examinations

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 are requested to circulate this guidelines amongst the teaching and non teaching staff of their college.