



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

FOR CANDIDATES ONLY

- 1) The candidates are allowed to enter in the examination hall 10 minutes prior to the commencement of examinations.
- 2) The candidates shall carry their admission card (Hall Ticket) in the examination hall without fail.
- 3) The eight digits examinations code for all the examinations have been uploaded on the web site of the University and has already been sent to all the colleges.
- 4) The candidates are requested to be acquainted with their eight digits Examination code number for which they wants to appear.
- 5) The candidates shall get only one Bar Coded cum OMR type of answer books for the concerned paper/subject of the examination.
- 6) In case of sections of the concerned paper, the two answer books to be provided i.e. one for each section.
- 7) Supplements shall not be provided to the candidates since the number of pages has been increased in the answer books.
- 8) The candidates are requested to accommodate their answers in the supplied answer book since there are 36 blank pages for writing purpose.
- 9) Do not write any irrelevant and abusive text in the answer books which may be treated as unfair.
- 10) Kindly read the instructions carefully which is printed on the second page of the answer books.
- 11) Fill up the information in digits and OMR format in the provided space on the front page of answer book carefully.
- 12) OMR format to be filled up by darkening the required bubbles/ circles appropriately with the help of black ball pen.
- 13) The candidates are required to fill up the data in the Candidates Sheet (Part-I) and left part on the examiners sheet (Part-II) which is in OMR form.

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- 14) The candidates are required to fill up the eight digit examinations code and the Q.P. (Question Paper) Code inside the rectangular boxes of the left hand bottom margin and last page by themselves only.
- 15) Due care shall be taken by the candidates while darkening the bubbles / Circles.
- 16) The candidates shall fill up the seat number in digit inside the rectangular boxes and darkening the bubbles/circles below the said digits in the OMR form.
- 17) In case of darkening of wrong bubbles/circles the candidates are required to put a cross on wrong bubble and dark the correct one.
- 18) There are seven boxes provided to write the seat number of the candidates

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- 19) In case of seat number less than seven digits the candidate shall write the required number as (0) zero before the actual seat numbers.
e.g. 1) Seat number of the candidates is 4927

0	0	0	4	9	2	7
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- 2) Seat number of the candidates is 195

0	0	0	0	1	9	5
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- 20) The candidates shall fill up the required information on the answer books at following prominent places :-
 - a) Information in OMR form on the 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.
- 21) Kindly verify the nomenclature of the papers/subjects of the concerned examinations before start to write the answers.

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- 22) The bar coded answer books are required to be handled with utmost care.
- 23) The candidates shall not scratch or tamper the Bar Codes and time band on the answer books in any case, if found it will be treated as unfair.
- 24) Do not put any identification mark on or inside the answer books which will be treated as unfair.
- 25) Do not worry, in case of wrong darkening of the bubbles/circle of digit/s in the OMR form since the system will take care of the same.
- 26) “Be Happy No Copy” in the examinations.
- 27) Kindly follow the above guidelines to avoid any confusion
- 28) The presentation of Bar Coded cum OMR type of answer books is available on the University web site.

Best of Luck to all the Students!

(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 are requested to display the same on the notice board for the students information.