



The Fatorda Salesians Society's

## DON BOSCO COLLEGE OF ENGINEERING

FATORDA, MARGAO - GOA 403 602

(Approved by AICTE, DTE Goa & Affiliated to Goa University)

### INSTRUCTIONS TO THE CANDIDATES AT THE UNIVERSITY EXAMINATION

In accordance with the Ordinance OA-5.12, the following are the instructions provided for the smooth conduct of the examination.

#### INSTRUCTIONS TO THE CANDIDATES BEFORE THE EXAMINATION

1. Wear the Identity Card of the institution in the examination hall. In case of loss of Identity Card or having forgotten to carry it, report to the Administration Office for further process.
2. Carry the Candidate Hall Ticket in the examination hall. In case of loss of the Hall Ticket or having forgotten to carry it, write an application to the principal, make a payment of Rs. 100/- to the Accounts.
3. No mobile phone is allowed in the examination hall.
4. No exchange of writing material, stencils, mathematical instruments, etc., is allowed when the examination is in progress.
5. Be present in the block allotted to you at least ten minutes before the examination commences.
6. Check the allotted desk during the exam for any books, stray papers, written chits, scribbled matter, etc. and report to the Block Supervisor.
7. Do not carry any books or papers to the examination hall.

#### INSTRUCTIONS TO THE CANDIDATE DURING THE EXAMINATION

1. Do not possess any material such as a book, notebook, scribble notes, laptops, smart watches, mobile phones etc. which may assist in copying/malpractice in the examination hall.
2. Do not carry with you answer books or supplements written in or blank while leaving the examination hall.
3. Do not speak or communicate in any way with any other candidates in the examination hall or outside while the examination is going on.
4. Do not disobey any instruction/s issued to you by the Block Supervisor / Senior Supervisor / Chief Conductor.
5. Do not behave in a rude or disobedient manner.
6. Check whether the answer book supplied contains the specified number of pages mentioned and whether the pages are numbered in serial order.
7. **Write the answers in a legible hand. No marks will be assigned to answers which cannot be assessed by the examiners owing to illegible handwriting.**
8. Enter on the cover page of each of the answer books your examination seat number, the name of the Examination, the date and the center of the examination, the subject of the question paper, the number of the paper and/or of the section correctly.
9. Write on both sides of the answer book.
10. Rough work, when necessary, should be done on the left-hand side and in pencil only.
11. Do not write your name and seat No. in any part of your answer book.

12. Do not enter any sign or initial or indicate any marks or word to reveal the identity or change the colour of ink in between other than the one used in the beginning on any page of the answer books.
13. Write the answers in either blue or black shade (ink) only.
14. No sheet shall be torn from the answer books provided nor shall additional papers brought from outside be attached.
15. Check if answer books and supplements are tied together before they are submitted to the Block Supervisor, and the details such as seat number, subject and section etc., are entered on the cover page by the candidate.
- 16. Nothing shall be written on the question paper or on the blotting paper.**
17. Each section shall be answered in separate answer books.
18. Tie together all answer books relating to the same paper or section and enter on the first page of the answer book the total number of answer books submitted.
19. Begin your answer to each question on a new page. **The unused space if any in the answer book should be crossed.** Write the number of the question in the margin before beginning to write an answer to it.
20. Not permitted to leave the examination hall until half an hour after the question papers are distributed.
21. Not permitted to leave the examination hall during the last 10 minutes.
22. Ask the Block supervisor in case of any doubt, but do not leave your seat.
23. Do not leave the seat until all the answer books are collected by the Block Supervisor.
24. Smoking is prohibited in the Examination Hall.
25. Sign on the attendance sheet each day of the examination against the seat number.
26. Abide by the instructions given by the Chief Conductor / Senior Supervisor / Block Supervisor regarding the Examination instructions covered/not covered in this document.

NOTE: A candidate who disobeys any instructions issued by the Block Supervisor / Senior Supervisor / Chief Conductor or who is guilty of rude or disobedient behaviour shall be liable to be instantly expelled from the Examination Hall or penalty deemed by the concerned authorities as per the Goa University Ordinance OA-5.12.



Dr. Neena Panandikar  
Principal  
Don Bosco College of Engineering

