

Don Bosco Institute of Technology (DBIT), Kurla, Mumbai 400070

General Instructions to the Students appearing for the University Offline End Semester Exam

1. **You have received the University Time Table for your respective year and branch.**
2. **The timetables and the general instructions (guidelines) to the students are uploaded on our DBIT website.** Check the respective time table and ensure that you are ready for the examination well in advance.
3. **Wearing the college Identity card at all times inside DBIT campus is compulsory.**
4. You are required to carry your **examination hall ticket** always. Do produce it when asked for. Get it stamped from the college exam cell.
5. The exam shall be conducted in the classrooms on the first, second and the third floor of the A, B and C wings. Check the seating arrangement displayed on the notice board.
6. You are allowed to carry only the writing materials to the exam Hall. For example, you are not allowed to carry your mobile phones, smart watch, wallet, calculator cover, pencil pouch, any kind of written material or any kind of papers such as bus or train tickets etc. **All such items are strictly forbidden.**
7. After the commencement of the examination if you are found with any of the forbidden things then your answer sheet will be sent to the University labeled as **“Unfair Means”**.
8. **Writing pads are not allowed.**
9. You are **required to be seated in the exam hall 15 minutes before the start of the examination.** Enter your respective exam hall only after the block supervisor has entered.
10. Be seated in a straight line (one behind the other) as instructed by the block supervisor. **Follow the instructions given by the block supervisor,** at all times, during the examination.
11. **Do not leave your seat** unless the block supervisor asks you to.
12. Before the beginning of the examination, **check the desk and benches,** where you are seated. If you find any material or things lying around then report to the supervisor to avoid problems later. Also check whether anything is written on the desk and benches. Report to the supervisor if found, to avoid trouble later.
13. **Use of only black ink (pen) is necessary.**
14. You are required to sign the attendance sheet provided by the supervisor. Signing of the attendance sheet is very important. There may be two sheets.
15. Carefully **follow the instructions** given in the question paper. Check for the duration of the paper. The instructions may vary from subject to subject.
16. **Do not write anything on the question paper.** Also, avoid putting tick marks on the question paper.
17. Please write the answers legibly. Draw neat and labeled diagrams.

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18. If needed you can **raise your hand** and convey the requirement to the supervisor.
19. If you require any charts or papers or tables, please convey to the block supervisor well in advance to avoid delay later.
20. Sometimes there might be something printed on the smith charts of some graph papers. See to it that you do not write your question number besides or near it as the printed words get masked by the University. Do not write your seat number on it.
21. There should be **NO communication** between you and any other student in the exam hall.
22. The vigilance squad of the college and/ or University can enter the examination hall at any given point of time. They will check around the desk and benches and might ask you some questions. Cooperate with them accordingly.
23. **Enter correct and complete details only on the first page of the answer sheet provided.** Follow the instructions given by the block supervisor in this regard.
24. Note: Enter the seat number from the first block, and do not put a cross on any empty block, as the OMR sheet is scanned.
25. Do not reveal your identity anywhere else other than the first page.
26. **Please see to it that you do not tamper with the bar code of the answer sheet.**
27. **You are RESPONSIBLE for the information provided by you in the answer sheet.**
28. Supplements will not be provided to you.
29. **Ten minutes before the end** of the examination, a warning bell will be sounded. **Cancel off all blank pages** (very important) and then continue writing.
30. **You are required to stop writing** and keep the paper ready for submission, **at the stroke of the final bell**, and cooperate with the block supervisor.
31. Do not continue writing after the ringing of the final bell. Keep the paper ready for handing it over to the supervisor so that there is no delay in collecting all the papers. Stay silent and do not get up from the seat till the last paper is collected by the block supervisor, who will instruct you to leave the hall after all the papers are checked.
32. For any queries regarding the examination, you can approach the exam cell or your department HoD or your class teacher or the subject teacher well in advance.

Dr. Prasanna Nambiar
Principal
DBIT