

## **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 examination Time Table from the University.** The timetables and this general instruction (guidelines) to the students is **uploaded on our DBIT website**. Check the correct time table and ensure that you are ready for the examination well in advance.
2. **Wearing the college Identity card at all times inside DBIT campus is compulsory.**
3. **Carry your examination hall ticket for all the examinations.** Download the Hall tickets from the University website. Get it stamped from the college exam cell (2nd floor of building A) on the first day of exam, Monday 20.02.2023 at 9 am. Carry a passport sized photograph if any case required.
4. The exam shall be conducted in the FE classrooms on the ground of the **A wing** and the Drawing Hall 1 & 2 on the second floor of the **C wing**. Check the seating arrangement displayed on the ground floor notice board.
5. Always report early for the examination. Try to reach the college at least an hour and a half prior to the scheduled examination.
6. You are **allowed to carry only the writing and drawing materials** to the exam Hall. You are not allowed to carry your mobile phones, smart watch, wallet, calculator cover, pencil pouch of any type, 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 labelled 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** (half an hour before on day one). Enter your respective exam hall only after the block supervisor has entered.
10. Be seated in a straight line (one behind the other). **Follow the instructions given by the block supervisor**, at all times, during the examination.
11. 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 block 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.
12. **Do not leave your seat** unless the block supervisor asks you to. If in case you have any queries, ask the block supervisor only.
13. **Use of only black ink (pen) is compulsory.**
14. You have received your **Seat Number and the PRN (number) from the University**. You have to enter these numbers on the first page of the answer booklet. **Follow the instructions given by the block supervisor in this regard.**

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15. Enter the seat number **from the first block** on the left, and **do not put a mark on any empty block**. Remaining blocks on the right should be kept blank as the OMR sheet is scanned.
16. **Enter correct and complete details only on the first page of the answer sheet provided.**
17. **Do not disclose your identity anywhere else inside the answer sheet.**
18. **Responsibly fill the information in the answer sheet (with no errors). Recheck.**
19. You are required to sign on the answer booklet and the attendance sheet provided by the supervisor. Signing of the attendance sheet is very important. There may be a few sheets required to be signed by you. Keep the sign count during the first paper for later use.
20. Carefully **follow the instructions** given in the question paper. Check for the duration of the paper. The instructions and the duration may vary from subject to subject.
21. **Do not write anything on the question paper.** Also, avoid putting tick marks on it.
22. Please write the answers legibly. Draw neat and properly labelled diagrams. Answer booklets are scanned by the University for corrections.
23. There should be **NO communication** between you and any other student in the exam hall. If found, strict action may be taken by the vigilance squad.
24. If needed you can **raise your hand** and convey the requirement to the block supervisor. If you require any charts or papers or tables, please convey to the block supervisor well in advance to avoid delay later.
25. The vigilance squad of the college and/ or the 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.
26. Supplements may not be provided to you.
27. You are **not allowed to leave** the exam hall in the first hour and in the final 15 minutes.
28. **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.
29. **You are required to stop writing at the stroke of the final bell.** Keep the answer sheet ready so that there is no delay in collecting them. Do not talk and be seated till the last paper is collected by the block supervisor.
30. 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**