

**For FE and BE Examinations  
INSTRUCTIONS TO CANDIDATES**

1. Candidates should occupy the correct seats and write correct seat numbers and other details in the space provided for the purpose on the answer-books on part – I only.
2. Candidates, who are not in their seats by the time notified, will not as a rule, be permitted to appear for the examination. The Senior Supervisor may, at his/her discretion admit those, who give him/her a satisfactory reason.
3. Each answer-book contains thirty-two/forty pages. Check whether the relevant answer-book supplied contains thirty-two/forty pages and whether the pages are properly numbered.
4. Candidates should write their answers in legible handwriting. They are warned that zero marks will be assigned to answers which cannot be assessed by the examiners owing to illegible handwriting.
5. Write on both sides of a page. Rough work, where necessary, should be done on the last page in the space provided and in pencil only. No page should be left blank, any such act shall be treated as unfair means.
6. Do not write anything in the Examiner & Moderator sheet (Part II) & Re-Evaluator sheet (Part III).
7. Do not damage or make any stray marks on the barcodes.
8. Candidates will not be permitted to leave the examination hall until half an hour after the question papers are distributed.
9. All answer-books supplied shall be returned whether written or blank. Nothing shall be written on the question paper.
10. No sheet shall be torn from the answer-books provided nor shall additional papers attached to them.
11. Supplement will be provided only after ascertaining whether the candidate has fully utilized the main answer book.
12. Even if it is mentioned in question paper to write each section in separate answer book, if any paper/subject have multiple sections, **the candidate has to write all sections in one and the same answer book.**
13. A warning bell will be given ten minutes before the close of the examination. Candidates will not be allowed to leave the examination hall during the last ten minutes. At the final bell, they must stop writing and be ready to hand over their answer-books to the Junior Supervisor. They should not leave their seats until answer-books from all candidates are collected by the Junior Supervisor.

**UNFAIR MEANS IN THE EXAMINATIONS**

14. **Candidates shall write the answers only with BLACK INK BALL PEN. Use of any other Pen like Gel ink or Fountain ink or any other colour ink, will be treated as unfair means in terms of revealing of identity.**
15. Candidates are forbidden to (i) bring any book, notes, scribbling papers, pages, Mobile Telephones or any other similar devices & smoke in the examination hall, (ii) speak or communicate in any manner to any other candidate, while the examination is in progress and (iii) take with them any answer-book written or blank while leaving the examination hall. The supervisors/authorized persons are authorized to check the students.
16. A candidate who disobeys any instructions issued by the Senior/Junior Supervisor or who is guilty or rude or disobedient behavior is liable for disciplinary action to be taken against him / her by the University.
17. Do not fold the answer book anywhere because it will be treated as unfair means in terms of revealing of identity.
18. Candidates suspected to be guilty of any of the aforesaid acts will be allowed to write their paper only after giving an undertaking in writing that the decision of the University in respect of the reported act of unfair means is binding on them. Exchange of writing materials, stencils, mathematical instruments, etc. is strictly prohibited. If candidates want anything, they should approach the Junior Supervisor without disturbing other candidates. However, they should not leave their seats on any account.
19. Any method to bribe the examiner/s by attaching currency notes or letters is strictly prohibited and will result in serious action being taken by the University.
20. Seat numbers should not be written at any place in the answer-books except at the space provided for the same. Candidates should not write their names in any part of the answer-books. **Writing Name, Seat No., phone/Cell No., putting signature, use of religious invocation or any writing that is not relevant to the answers anywhere in the answer-books will be treated as attempts to reveal identity.**
20. Underlining of answers for focusing attention is permitted. However, use of varied inks, except for illustrations and figures must be avoided. DO NOT use symbol like encircling the question or using colour arrows for P.T.O. These will all be considered as attempts to readily identify the specific answer-books & will be treated as unfair means.
22. Candidates are requested to go through the provisions of the Maharashtra Act No. XXXI of 1982 i.e. an Act to provide for preventing malpractices at University Board and other specified examinations, published in the Maharashtra Government Gazette, dated 14<sup>th</sup> October, 1982. Every offence under this Act is a cognizable and non-bailable offence.

**IT IS PRESUMED THAT CANDIDATE HAS READ ALL THE ABOVE INSTRUCTIONS.**

For SE and TE Examinations  
**INSTRUCTIONS TO CANDIDATES**

1. Candidate should occupy the correct seats and write correct seat numbers and other details in the space provided for the purpose on the answer-books.
2. Candidates, who are not in their seats by the time notified, will not be permitted to appear for the examination.
3. **Candidates must use only BLACK INK BALL POINT PEN.**
4. Candidates should ensure that all answer-books including supplementary answer-books supplied to them bear the signature of the Junior Supervisor.
5. **Supplement will be provided only after ascertaining whether the candidate has fully utilized the main answer book.**
6. Begin answer to each main question on a new page. Sub-questions in a main question should be solved continuously. For each answer, write the corresponding question number in the margin.
7. Candidates will not be permitted to leave the examination hall until half an hour after the question papers are distributed.
8. Every candidate present must sign against his / her seat number on the attendance sheet provided by the Junior Supervisor.
9. **Candidates are forbidden to (i) bring any book, notes, scribbling papers, pages, Mobile Telephones or any other similar devices (ii) smoke in the examination hall (iii) speak or communicate in any manner to any other candidate, while the examination is in progress (iv) take with them any answer-book written or blank while leaving the examination hall. The supervisors/authorized persons are authorized to check the students.**
10. Candidates suspected to be guilty of any of the aforesaid acts will not be allowed to write their paper.
11. Candidates should write their answers in legible handwriting. They are warned that zero marks will be assigned to answers which cannot be assessed by the examiners owing to illegible handwriting.
12. Write on both sides of a page. Rough work when necessary, should be done on the last page and by pencil only.
13. **No sheet shall be torn from the answer-books provided nor shall additional papers attached to them.**
14. All answer-books supplied shall be returned whether written or blank.
15. Nothing shall be written on the question-paper.
16. Exchange of writing materials, stencils, mathematical instruments, etc. is strictly prohibited.
17. Candidates will not be allowed to leave the examination hall during the last ten minutes. In the last ten minutes, supplements will not be issued. At the final bell, candidates must stop writing and be ready to hand over their answer-books to the Junior Supervisor. They should not leave their seats until answer-books from all candidates are collected by the Junior Supervisor.
18. A candidate who disobeys any instructions issued by the Senior/Junior Supervisor or who is found guilty of rude or disobedient behavior is liable for disciplinary action.

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