



शासकीय तंत्रनिकेतन, औरंगाबाद.

Government Polytechnic, Aurangabad.

(An Autonomous Institute of Govt. of Maharashtra)

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Academic Quality Assurance Cell (AQAC)

Examination Cell

INSTRUCTIONS TO EXAMINEES

1. The examinee is expected to be present at the examination center 10 minutes before the commencement of examination.
2. No examinee shall be admitted to the examination hall after 30 minutes of commencement of the examination.
3. The examinee shall have the proper hall ticket and the valid institutional identity card for producing when demanded, without which he/she shall not be eligible to appear for the examination.
4. Examinees are not permitted to leave examination hall in the initial 30 minutes and the last 10 minutes of the examination duration for the paper.
5. A commencement warning bell will be sounded 10 minutes before the commencement of the examination.
6. Exam commencement bell following the warning bell at examination commencement time announces the commencement of the examination.
7. An exam conclusion warning bell will be sounded 10 minutes before the conclusion of the examination. Examinee shall tie the supplements and enclosures to themain answer book immediately after the warning concluding bell and be ready to hand over it to the invigilator at the ringing of the exam conclusion bell announcing the end of the examination .
8. The examinee shall check the answer book issued to him for loose sheets or improper printing and number of pages and if any discrepancy is noticed the same shall be change before commencing to write the answers.
9. The examinee shall enter the requisite information of the face sheet of the answer book properly before commencing to write the answers.
10. Start each answer on a fresh page and write question number at the beginning of each answer.
Do not write anything in the margin of answer book.
11. Use only blue or black color ink or ball point pen to write answers. If there is change in ink color, it shall be attested by the supervisor/invigilator.
12. Do not leave blank pages between the answers. If a page a left blank inadvertently, write "Please Turn Over (PTO) to avoid the answers written beyond a blank page left being unassessed
13. The examinee shall use a separate answer book for each section, where there are sections in question paper.
14. Examinee has to ensure before submitting the answer book to invigilator at end of the examination that the supplements and enclosures if any are securely tied to the main answer book, the count of enclosures is properly entered in the stipulated boxes on the

- main answer book, correct seat number is written on the main answer book, supplements and enclosures.
15. If the examinee wishes to cancel the performance of the current examination after writing the answers in the answer book, the same can be done by scratching all the written answers and writing the remark " I have scratched all my answers and wish that the answers in this answer book should not be assessed" at end of the cancelled answers. The supervision of the block has to attest the answer sheet by putting the remark "the scratching of answers and the examinee's remark are seen by me." In case this instruction is not adhered to, then the scratched answer shall be assessed at the local assessment center. A separate application for cancellation of performance of specific course is required to be submitted on the same day immediately after exam of that course is over through officer incharge of exam to exam cell.
 16. The examinee shall behave properly before, during, or after the examination to maintain the conducive atmosphere at the examination center.
 17. Do not write thing that discloses the identity of examinee, request to examiner or write any objectionable matter anywhere inside the answer book. If any answer requires name or signature. use "XYZ," ABC," PQR," etc.
 18. Do not tear off any page from the answer book. Such an act amounts to malpractice and warrants punishment.
 19. Exchange of answer books supplements, calculator and drawing instrument etc. during the examination among the examinees is treated as malpractices.
 20. Possession of any arms, weapon, etc. by the examinees in the examination center is strictly prohibited
 21. The examinee is prohibited from possession any blank paper, notes, scribbles, chits, books, mobile phone, paper, programmable calculator, electronic communication devices etc. in the examination hall. The violation of this instruction shall be liable for punishment under malpractice.
 22. The examinee is prohibited from taking away the answer book/s issued to him/her during the examination. Violation of this instruction amounts to malpractice.
 23. If before, during or after the examination, it is found that an examinee is or has been guilty of misbehavior or misconduct including breach of any of the rules laid down for the proper conduct of examination or has been found to have copied or attempted to copy or used means and is reported by invigilator, supervisor, Officer-in-charge, Controller of examinations, examiner, he/she shall be liable for punishment as per the provision of ER9 of (AQAC examination regulations). MSBTE examination regulations.
 24. In such cases as in instruction 23 the examinee will have to give a statement duly signed by him/her. If he/she refuses to give statement in writing, action will be taken without any reference to him/her.
 25. Examinee shall not write anything on the question paper of the examination except for his/her seat number. Take note that such writings amount to malpractice and is liable for punishment.



Controller of Examinations,
Govt. Polytechnic, Aurangabad.