

ST. PAUL INSTITUTE OF PROFESSIONAL STUDIES, INDORE

INSTRUCTIONS

1. Candidate should write his roll number, enrollment number, subject, paper etc. on the cover page, no sooner he is supplied with the answer book.
2. The Roll Number should be written in the specified place at the right-hand top corner of the answer book, and nowhere else. No identification mark should be made at any place in the answer books.
3. Answer should be written only in Blue or Black ink. Use of ink of any other colour than blue or black shall be treated as a mark of identity. This will not apply in case of diagrammatic presentation.
4. In any case no special examination shall be conducted for those who boycott the examination on any ground whatsoever.
5. Complaints, if any, about the question-paper should be lodged in writing with the Centre Superintendent immediately on completion of the examination.
6. No written material should be carried in the examination hall such as notes, textbooks, mobile phone, smart watch, any other electronic gadget etc.
7. Nothing should be written on the question-paper, admit card etc.
8. Candidates shall occupy seats earmarked for them in the examination hall.
9. No candidate should leave his seat in the examination hall before completion of the examination, without permission of the examination in-charge.
10. Candidate shall be under the control of the Centre Superintendent and shall abide by his instructions.
11. Answer should be written on both sides.
12. Change of Subject/Paper at the Examination Centres not permissible. Result of such candidates, who change the subject shall be withheld.
13. Examinees shall not converse among themselves after distribution of answerbooks in the examinations.
14. Examinees should not misbehave with the Invigilator, Centre Superintendent. Inspector or any other person engaged in the conduct of examinations.
15. Question asked in previous years may be repeated. No representation on this account shall be entertained.
16. Number of supplementary answer book used should be invariably written on the cover page of the main answer book.
17. Carefully read the instructions before filling the OMR sheet. Use blue ball point pen only.
18. All the Rough works should be done on the answer booklet. Ensure that sheets should not be torn out.
19. Do not fold or smudge OMR sheet. Do not make any mark on the barcodes.
20. Tampering with barcode/OMR will be considered as UFM.
21. Non-compliance of provisions contained in paras 2, 3, 6, 7, 8, 9, 10, 13, 14, 19 and 20 above shall be treated as **'Use of Unfair means'**.