

**CHH. SHAHU INSTITUTE OF BUSINESS EDUCATION AND RESEARCH, KOLHAPUR
(An Autonomous Institute)**

Examination Instructions to the Candidates

The students who appear for the term end / final examinations are asked to go through the following general instructions:

- Eligible candidates may collect their Hall tickets from CSIBER office counter on 13th October, 2018 from 10.00 am to 11.30 am.
- Candidate should bring recent passport size photograph and paste it on the space provided in the hall ticket
- The candidates will be permitted to appear for the entrance examinations only for the subjects mentioned in the Hall ticket. All the candidates must bring **their Hall ticket & any one of the following photo identity proof** ie Adhar Card, Driving License, PAN Card, Passport etc at the time of examination for verifying their identity in the examination hall by the Invigilator, failing which they will not be permitted to write the examination.
- Candidates are advised to **verify their name, subject name and other details given in their hall tickets**. If there is any discrepancy, they are advised to bring the same without fail to the notice of the Controller of Examinations Section immediately in writing.
- **Candidate will be provided PEN for the examination by CSIBER only.**
- Candidates are requested to refer the institute website from time to time for regular updation of information.
- The **seating arrangements** will be displayed in the examination notice board. A Desk marked with an Examination Seat Number will be allotted to each candidate. The candidate will be required to find and occupy his / her allotted DESK at least 10 minutes before the commencement of the examination.
- Candidate who is late by more than **30 minutes** in arriving for the examination shall **NOT** be permitted to write the examination.
- Candidate will be allowed to leave the examination hall after the completion of **one hour** of the commencement of the examination.
- Before proceeding to answer the paper, the candidate should write his / her Examination Seat number, subject & question paper codes, subject title and date of the examination on **the OMR Sheet** in the provided space only.
- Students are advised to **verify / check** the question paper code, subject code, subject title, number of questions in the question paper etc. If there is any discrepancy, it should be brought to the notice of the invigilator immediately.
- Candidates will return their **OMR Sheet** to the Invigilator before leaving the examination hall.
- Students are not permitted to bring the **Programmable Calculator / Mobile Phone** inside the examination hall. Possession of these inside the examination hall will be viewed seriously.
- Strict silence should be maintained in the examination hall.
- Malpractices will be viewed very seriously. Candidates should not be in possession of any notes or other kinds of written / printed matter during the conduct of the examination. Candidates violating these instructions and who resort to malpractices of any sort will immediately treated as copy case and suitable disciplinary action will also be taken against them. The decision of the Lapses / Examination Committee in all such issues shall be final and binding.
- All rough work should be done on the last page of the question paper.
- Candidates entering the exam hall are directed to occupy their seats after keeping their study materials / text books etc. outside the examination hall. Any loss of material outside the examination hall is the responsibility of individual candidate.

(Prof. R.T. THORAT)

CONTROLLER OF EXAMINATIONS