

SHIVAJI UNIVERSITY, KOLHAPUR
V.P. INSTITUTE OF MANAGEMENT STUDIES AND RESEARCH, MIRAJ
BACKLOG/REPEATER EXAM OCTOBER 2020

IMPORTANT INSTRUCTIONS FOR CANDIDATES

As per the guidelines given by Shivaji University, Institute has decided to conduct the examination of Repeater/Backlog students in off-line mode. However Institute will implement Social Distancing measures as per Shivaji University guidelines in the current scenario of COVID-19 to ensure health & safety of the candidates. Adequate measures are implemented for safety of all without compromising the high standards, sanctity and fairness in conduct of the examination.

Preparation at Exam Centre

- Standard Operating Procedures for implementing safety precautions and for maintaining required standard of hygiene are getting implemented.
- Before each paper starts Seating Area will be thoroughly sanitized-Desk and the chair.
- Gap between 2 seats will be maintained as per Social Distancing norms.
- Hand sanitizer will be available at entry and inside the exam venue at various places for candidates.
- It is ensured that all the processes are touch free to ensure Social Distancing norms.

Candidates are also required to adhere to guidelines for Social Distancing and hygiene to ensure safety & health of their own and fellow candidates. For safety purposes, Institute strongly advises candidates to follow the guidelines mentioned below.

- 1 Candidates are advised to check the time table and exam details on Shivaji University and Institute's web site. They should also check mailbox on their registered E-mail address and SMS in their registered Mobile No.
- 2 Candidates are advised to reach their examination centre **one hour before** to avoid any crowding at the centre and to maintain social distancing.
- 3 No candidate shall be permitted to enter **after 10 minutes** from commencement of examination.
- 4 Candidate need to maintain a space of at least 6 feet from each other at all the time.
- 5 Candidate has to wear mask for entire examination period up to leaving the campus.
- 6 Candidate must carry "**Any one of the original and valid Photo Identification Proof issued by the government**"- Institutes ID/PAN card/Driving License/Voter ID/Passport/Aadhar Card (With photograph)/Ration Card. IDs in mobile phone will not be considered as valid ID proof.

No candidate would be allowed to enter the Examination Centre without valid ID proof.

- 7 Candidates are advised to carry only the following items with them into the examination Hall:
 - **Valid ID Proof.**
 - **A Simple Blue Ball Point Pen.**
 - **Personal hand sanitizer (50 ml)**
 - **Personal water bottle.**
- 8 Candidates are **NOT allowed** to carry any personal belongings including electronic devices, mobile phones and other banned/prohibited to the examination centre. Institute will not be responsible for safe keep of personal belongings.

- 9 Nature of examination will be as follows-
- **Examination will be based on MCQ type question paper.**
 - **Duration of examination is 1 hour.**
 - **50 marks are allotted for each question paper.**
 - **There will not be negative marking.**
 - **Candidate has to write correct option in a box provided in front of respective question.**
 - **Seating arrangement has been done in Multipurpose Hall. (Auditorium Hall)**
- 10 No candidate should adopt any unfair means or indulge in any unfair examination practices as the examination hall is under surveillance of **CCTV**.
- 11 Candidates are strongly advised not to turn the pages of question paper using saliva.
- 12 Candidates are advised to model good practices such as sneezing or coughing into their elbow and sanitizing their hands.
- 13 No candidate shall be permitted to leave the examination hall before the end of examination.
- 14 On completion of the examination, candidates will be permitted to move out one at a time.
- 15 **Candidate must drop Question Paper in the designated drop box. Failure to do so may result in non-evaluation of candidate's exam.**
- 16 If any candidate violates the examination guidelines including COVID-19 directives, permission will be denied to appear for examination.