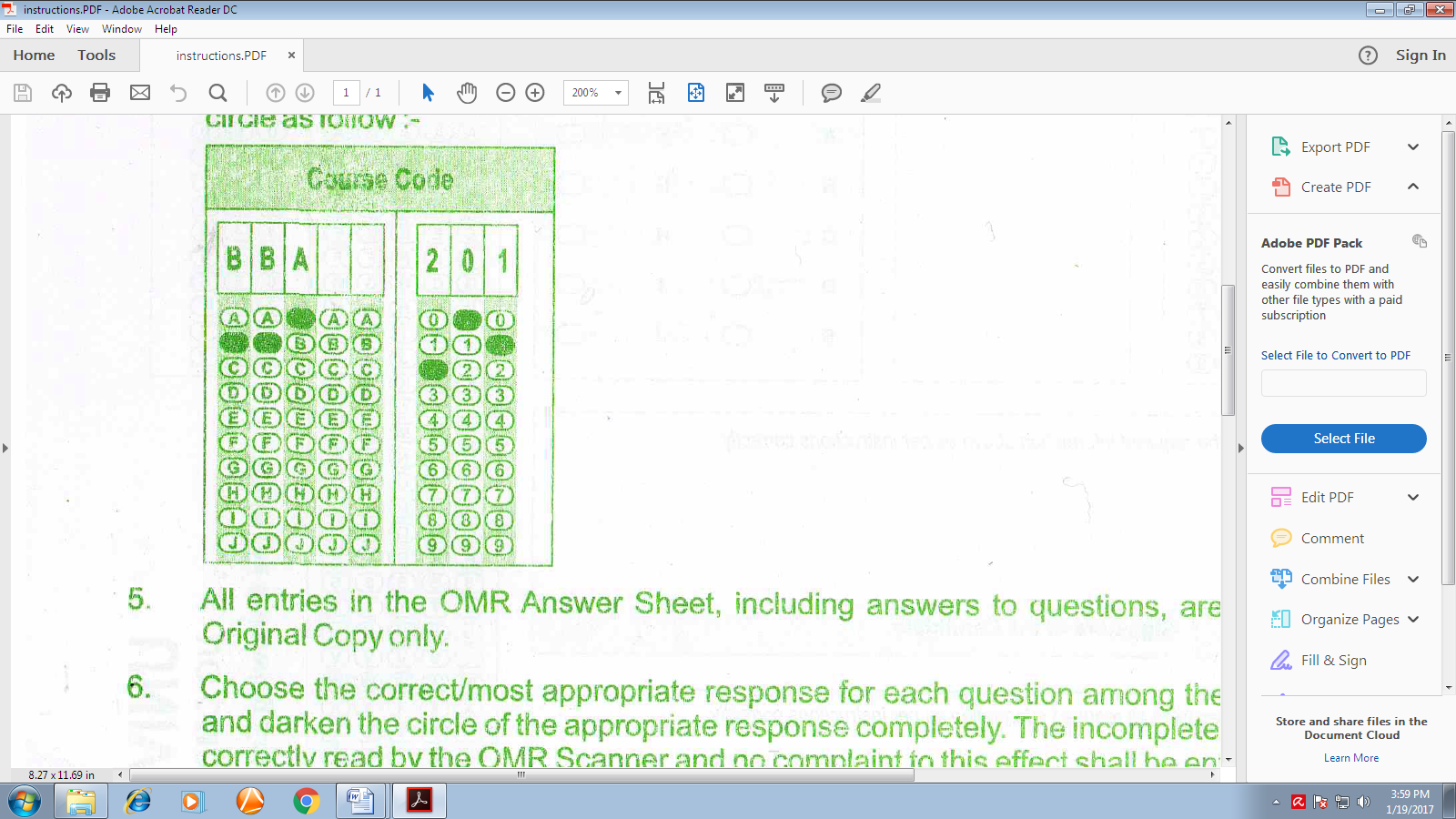
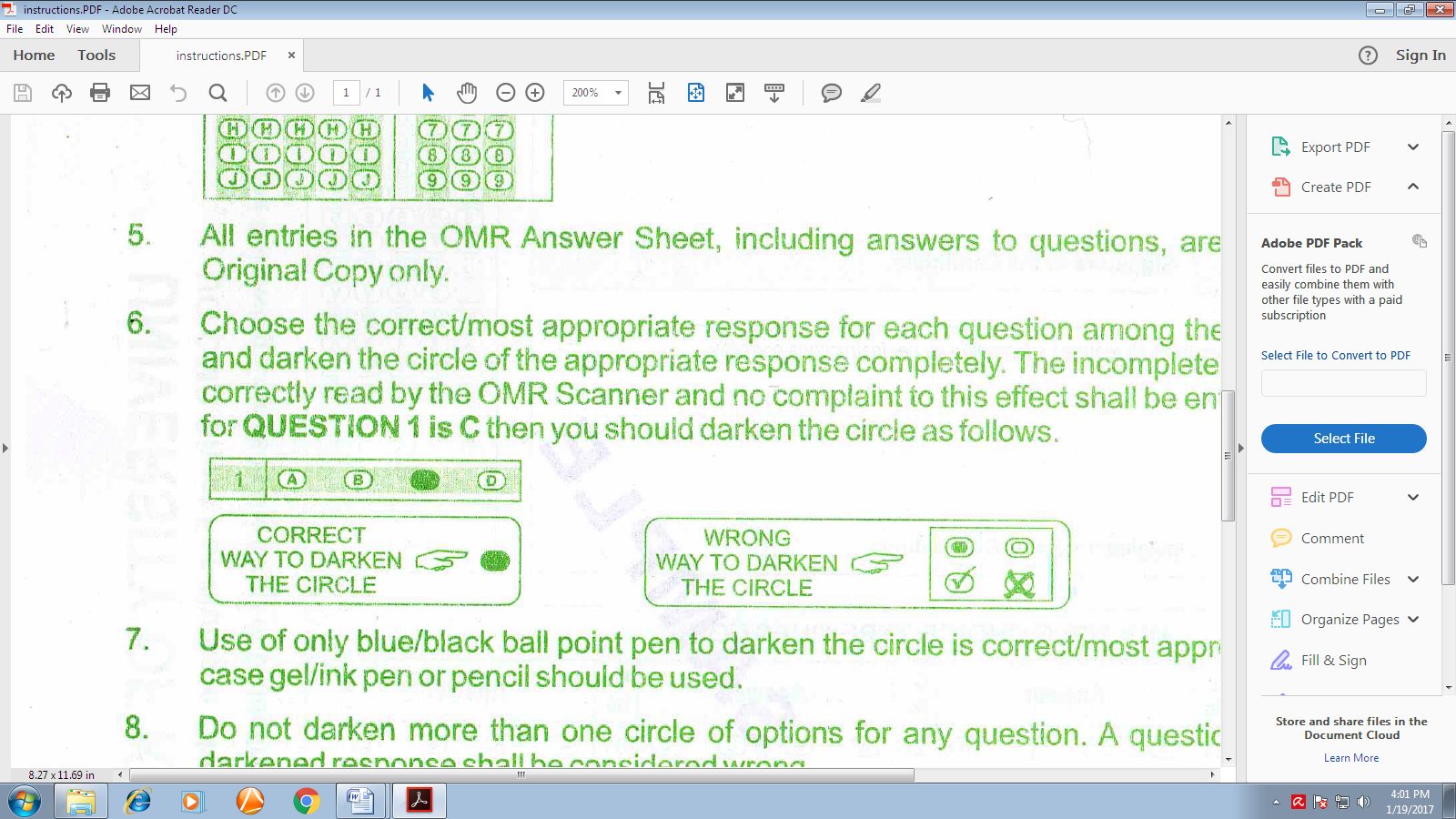
INSTRUCTIONS FOR CANDIDATES TO HANDLE OMR SHEET

1. Please note that the information about Roil No., Question Booklet Series, Semester, Course Code and Course Title must be recorded properly. If it contains errors, the OMR Scanner will not be able to recognize your OMR Sheet.
2. Fill up the necessary information in the spaces provided on the OMR Answer Sheet in English before commencement of the test.
3. OMR Answer Sheet has an original Copy and a Candidate's copy glued beneath it at the top. While making entries in the Original Copy, candidate should ensure that the two copies are aligned properly so that the entries made in the Original Copy against each item are exactly copied in the Candidate's Copy.
4. You have to write your roll number, course code etc in both forms viz numeric / alphanumeric and darkening of circle. Suppose your **COURSE CODE** is BBA201, then you should write and darken the circle as follow :-
5. All entries in the OMR Answer Sheet, including answers to questions, are to be recorded in the Original Copy only.
6. Choose the correct/most appropriate response for each question among the options A, B, C and D and darken the circle of the appropriate response completely. The incompletely darkened circle is not correctly read by the OMR Scanner and no complaint to this effect shall be entertained. If your choice for **QUESTION 1 is C** then you should darken the circle as follows.



1. Use of only blue/black ball point pen to darken the circle is correct/most appropriate response. In no case gel/ink pen or pencil should be used.
2. Do not darken more than one circle of options for any question. A question with more than one darkened response shall be considered wrong.
3. There will be "No Negative Marking" for wrong answers.
4. Do not make any stray mark on the OMR sheet.
5. Calculators and mobiles shall not be permitted inside the examination hall.
6. Rough work, if any, should be done on the blank sheets provided with the question booklet.
7. OMR Answer Sheet must be handled carefully and it should not be folded or mutilated; in such case it will not be evaluated.
8. Ensure that your OMR Answer Sheet has been signed by the Invigilator besides signing the same yourself.
9. At the end of the examination, handover the OMR Answer Sheet to the Invigilator who will first tear off the original OMR sheet in presence of the Candidate and handover the Candidate's Copy to the Candidate.