

General Instructions for Subjective Exam

The subject wise dates have been announced on the Website. The Centre Managers have the liberty to finalise the actual timings.

Instructions for conducting the exam (Centre Manager): -

1. Ensure sufficient space for sitting arrangement of students. (One Student per bench.)
2. PRN number is the seat number for the student. No Separate Exam seat number is given.
3. Answer sheets, Junior Supervisor Report and other stationary will be provided by Vidyapeeth.
4. Question paper will be generated online. *(Kindly refer the Manual for details.)*
5. The Junior Supervisor has to fill up attendance report provided by Vidyapeeth.
6. Jr. Supervisor has to check the details filled by students on the Answer sheet, such as: Date, Subject, Centre Code, etc. and then sign on each answer sheet.
7. In case student needs an extra Supplement, Jr. Supervisor has to sign on the additional supplement.
8. The Jr. Supervisor and rest of the staff at your centre should ensure that Malpractices do not occur.
9. Before collecting the Answer sheets, ensure that the Question Paper is attached to the Answer sheet.
10. At the end of the exam, collect the Answer sheets attached with the question paper and seal collected papers in an Envelop provided by the Vidyapeeth.
11. Expect details regarding further processing in a confidential mail. If your centre has not received details by 27th December, Kindly write to support@tilakmahainiversity.com asking for further instructions.

Instructions for Students:-

- a. Check the Subject wise schedule in the announcement section on website.
- b. Confirm the actual timings from your respective Centres.
- c. Remain present at the exam venue minimum 30-45 minutes prior to your scheduled time. Report your presence to the centre authorities.
- d. Your, PRN is your Seat number for the Exam.
- e. Follow the instructions given by the Jr. Supervisor.
- f. Fill up all details on the Answer sheet.
- g. Sign the Jr. Supervisor report as they come to you along with it during your exam.
- h. Answer the Questions in a neat and clean handwriting.

- i. Refrain from malpractices during the examination.
- j. Do not write on the Question paper.
- k. Attach the question paper to the Answer sheet properly before submission.
- l. Answer sheets without Question papers will not be considered Valid.