



SRIMANTA SANKARADEVA UNIVERSITY OF HEALTH SCIENCES

(A state University of Govt. of Assam)
Guwahati – 781032, Assam

INSTRUCTIONS FOR CONDUCT OF ENTRANCE EXAMINATION UNDER SSUHS, 2024

1. Center-in-Charge should ensure that the Examination Hall/Room is **clean, properly illuminated** and that there is **no writing or graffiti on the desks/walls or blackboard**.
2. He / She shall arrange to prepare **Hall-wise seating plan** for candidates and the same is to be **displayed at a visible and prominent place** in the entrance of the Examination Center and Examination Hall.
3. He / She should ensure that **proper seating arrangement for the candidates** are made to **minimize any potential malpractice** during examination. The Examination Roll No. is to be written on the top corner of the desk.
4. He / She should **appoint appropriate number of invigilators and other necessary human resources** from among the staff members, well in advance to ensure smooth and hassle-free examination.
5. A **duty roster cum attendance report** of the Invigilators shall be maintained, which is required to **be submitted to the University**
6. The **Wi-Fi internet service in and around the examination hall should be kept switched off** during the examination.
7. **Guardian, accompanying persons of the candidate are not allowed** inside the Examination Center / Venue.
8. The Center-in-charges shall ensure the **venue of the examination is quiet and free from any disturbances** during the examination.
9. The Center-in-Charge shall **arrange necessary security arrangement** in the Examination Center, in this regard, the local police station may be communicated for deployment of force.
10. All **Invigilators and other personnel engaged** in the Entrance Examination **shall report to the Center-in-Charge at least 30 (thirty) minutes before the commencement** of the examination.
11. The **doors of the Examination Hall shall be opened 30 minutes before** the commencement of Examination. **No candidate** shall be allowed to enter Examination Hall **15 minutes after the commencement** of the Examination.
12. The Candidates are allowed to bring following items only:
 - a. Admit CARD
 - b. BLACK BALL POINT PEN
 - c. Any Photo ID proof issued by any Govt. agency/ establishment (Original copy)



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13. Possession of **any papers, book, note, scribbling, food items or other objectionable materials** by the candidate in the Examination Hall will make the candidate liable for disqualification.
14. Candidates are not allowed to carry any type of **digital equipment / gadgets including mobile phone, smart watch, digital diary, calculator, writing board, headphones etc.** inside the examination hall. Possession of any such item shall make the candidate liable for disqualification.
15. Searching and Frisking of candidates shall be done properly. For female candidates frisking inside private rooms / booths / covered area to be done by only female staffs.
16. The Center-in-Charge shall ensure that **excess question papers are collected from the Examination Hall after 15 minutes' period** from the scheduled time of commencement of examination and kept in safe custody to avoid any potential Paper-Leak.
17. The **Invigilators are not allowed to carry mobile phones, digital/smart watch, camera, newspaper** or any other objectionable materials.
18. Invigilators shall distribute the **OMR sheet and the Question Booklet on time** and make sure every student in the hall receives the materials immediately.
19. Question Booklets **shall be of 3 sets - A, B and C.** The Booklets should be distributed in such a manner that no two close sitting examinee gets the same set. In case two candidates are placed on one bench, the booklets are to be in a zig-zag manner - A, B, C, A.
20. All entries on the OMR Sheet should be in **Black Ball Point Pen.**
21. **Carrying Whitener or Correction fluid inside examination hall is prohibited.** Use of such materials in OMR Sheet may leads to rejection of OMR by the computer.
22. Invigilators are not expected to leave the Examination Hall during examination,
23. During examination, candidates are required to put his/her full signature on his/her Admit Card and Attendance Sheet as well as affix thumb impression on the Admit Card at designated place.
24. The Invigilator **shall verify the Identity** of the candidate.
25. All invigilators should **remain alert and vigilant**, and check the use of unfair means in the examination hall. In case of any unfair indulgence or misconduct noticed, immediately take custody of the answer book and submit a written report to the Center-in-Charge, who, in turn, will forward the same to the University.
26. Invigilators **shall not engage in talking with co-invigilator and/or to the candidates** during examination. Invigilators shall keep constant vigil during examination without interrupting examinees.



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27. Candidates are not allowed to temporarily leave the hall for **first 30 (thirty) minutes after commencement** and **last 30 (thirty) minutes before completion** of the examination.
28. After completion of the examination candidates must **submit BOTH Question Booklet and OMR Answer Sheet** to the invigilator before leaving the Examination Hall.
29. Adoption of **unfair means** in the Examination Hall by any candidate shall **automatically leads to cancellation** of his/her candidature.
30. The **Center-in-Charge and other officiating personnel should frequently visit examination hall(s)** and ascertain that the invigilators are performing their duties effectively.
31. The Center-in-Charge shall pack **“USED OMR”, “USED QUESTION BOOKLETS”, “UNUSED OMR”, “UNUSED QUESTION BOOKLETS”, “ATTENDANCE SHEET”** and **other Materials** in separate sealed packets and mark accordingly and return to the Srimanta Sankaradeva University of Health Sciences. No items related to the Entrance Examination shall be retained in the Examination Center.

Sd/- Registrar,
Srimanta Sankaradeva University of
Health Sciences

