

SHRI RAM COLLEGE OF COMMERCE
(University of Delhi)
POST GRADUATE DIPLOMA IN GLOBAL BUSINESS OPERATIONS
ADMISSION TEST
Sunday, February 22, 2015
Time: 10.00 A.M. - 12.00 Noon

GENERAL INSTRUCTIONS FOR CANDIDATES

TIME SCHEDULE

1.	Reporting Time for Candidates at the Test Center	09.30 AM
2.	Candidates to occupy allotted seats in the Exam. Hall/Room	09.45 AM
3.	Issue of Test Booklets and OMR Answer Sheets to Candidates	09.50 AM
4.	Breaking open the seal of the Test Booklet & Start of the Test	10.00 AM
5.	Test Concludes	12.00 Noon

1. Entry Restrictions

Candidates will not be allowed entry in the Examination Hall/Room after 10.00 a.m., i.e. after start of the Test. Candidates are therefore advised to reach their Test Centers well in time to avoid any complications at any later stage. No excuses for late coming will be entertained by the officials at the Test Center.

2. Writing Pen for writing Test

Use only Blue or Black Ball Point Pen for the Test. Candidates are advised to keep reserve pens with them and use only one colour of pen (blue or black) throughout the Test.

3. Test Structure and Marking Scheme

The Test consists of total 160 objective type questions divided as following:

Section	Section	No. of Questions	Max. Marks
1	English Comprehension & Language Ability	40	160
2	Quantitative Ability	40	160
3	Reasoning and Logical Ability	40	160
4	Data Interpretation	40	160
	TOTAL	160	640

The duration of Test will be 2 hours. Each question will have four Answer Options of which only one will be correct or most appropriate response. Each question will have 4 marks. For each correct answer candidate will be awarded 4 marks. There will be a negative marking of 1 mark for each wrong answer.

4. Question Booklet, OMR Answer Sheet and Marking of Answers.

(i) Question Booklet

Candidate will receive a sealed Booklet at 9.50 a.m. The seal should be opened by candidate at the Start of the Test, i.e. at 10.00 a.m. On receiving the Booklet the candidate should write his/her name, Roll No. and sign the Test Booklet on its cover page. The Booklet will bear a Series - A / B / C / D



(Handwritten signature)

(ii) OMR Answer-sheet

With the Booklet the candidate will also receive an OMR Answer-sheet bearing a Serial Number. On receiving OMR Answer-sheet the candidate should fill his/her particulars neatly and carefully on both sides of the Sheet. The candidate should start marking answers in the OMR Answer-sheet only after start of the Test, i.e. at 10.00 a.m.

(iii) Marking of Answers

In Question Booklet each question will have four Answer Options of which only one will be the correct or most appropriate response. In the OMR Answer-sheet the serial number of question will be given in columns against which four circles bearing serial number of answer options will be given. These encircled serial numbers correspond to the answer options in the Test Booklet. The candidate should darken the correct/appropriate circle with the ball point pen to answer the question.

5. Method of marking response circles in OMR Answer-sheet

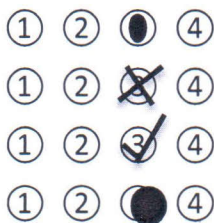
The candidate should darken the correct response circle neatly and completely. The ink should not spread out of the circle and there should not be any stray marks of pen in the OMR sheet. A lightly or faintly darkened circle will also be an incorrect marking. The candidate should not fold the OMR Answer-sheet.

Marking answer in wrong manner/method will be treated as wrong answer and candidate will be awarded 1 negative mark for each question whose response circle is marked in a wrong manner. Leaving response circles of any question blank will mean unanswered question and will have no marking.

The following is the correct method of marking response circles:



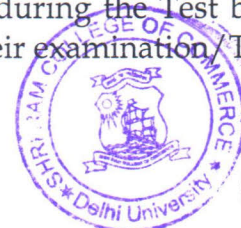
The following are some examples of incorrect method of marking response circles:



Since answers will have to be marked by the ball point pen, hence, there is no possibility of changing the answers once marked. Rubbing, cutting, erasing, use of correcting ink is not-permitted. Candidates are advised to be sure before marking answers.

6. Ban of Electronic Gadgets in the Examination Hall/Room

Candidates must note that electronic gadgets like mobile/smart phones, calculators, tablets, blue-tooth devices, etc. are Not Allowed to be brought within the Examination Center Premises. Do not carry them with you. The center may not have arrangements for safe keep of the gadgets. Candidates in possession of any type of electronic or non-electronic gadget having features of doing calculations, making/processing communication or data storage during the Test be treated using unfair means and shall be liable for cancellation of their examination/ Test.



7. Rough Work

All rough work should be done in the test booklet only. The candidate should not do any rough work on the OMR Answer-sheet.

8. Miscellaneous

- (i) Each candidate must show on demand her/his Admission Ticket bearing her/his Roll Number, for admission to the Examination Hall. Candidate without Admit Card will not be allowed to appear in the Test.
- (ii) A seat with roll number will be allotted to each candidate. Candidates must find out and occupy their allotted seats.
- (iii) No candidate, without the permission of the Superintendent, or the Invigilator concerned, is to leave her/his seat or the Examination Room before conclusion of examination duration, i.e. before 12.00 noon. Candidates should not leave the Examination Hall without handing over their OMR Answer Sheet to the Invigilator on duty. Candidates will be allowed to take away with them their test booklets only after examination concludes i.e. after 12.00 noon.
- (iv) The candidates should not take any article in the Examination Hall except Admission Ticket, instruction sheet and ball point pens. All books and notes etc. should be kept outside the Examination Hall.
- (v) Candidates in possession of books, written or printed texts/materials during examination shall be liable for cancellation of their examination.
- (vi) The candidates are also advised to bring with them a card board or a clip board on which nothing should be written so that they have no difficulty in marking responses in the Answer Sheet as the tables provided in the Examination Hall may or may not have even or smooth surface.
- (vii) Smoking in the Examination Hall is strictly prohibited.
- (viii) Candidates must keep perfect silence during the examination and must NOT indulge in any conversation or gesticulation.
- (ix) Tea, coffee, cold drinks or snacks are not allowed to be taken into the Examination rooms during examination hours.
- (x) Candidates are advised to bring at least one **photo identification card** with them, viz. Driving License, Voter I Card, Aadhaar Card, PAN Card, College I Card, or Employment Card.
- (xi) During the examination time, the Invigilators will check admission tickets of the candidates to satisfy themselves about the identity of each candidate. The Invigilators will also check that candidates have filled in the particulars correctly. The invigilator will also put his signature in the Box provided in the OMR Answer Sheet.
- (xii) After completing the Test and before handing over the Answer Sheet, it should be checked again that all the particulars in the OMR Answer Sheet have been correctly written or filled in.
- (xiii) A signal bell will be given at the beginning of the Examination and at half time. A signal bell will also be given 5 minutes before the Conclusion of Test, and at Conclusion of the Test, when the candidates must stop marking the responses.

The following bell schedule will be followed:

09:30 a.m.	Entry of Candidates in the Premises of the Test Center.	Continuous Bell
09:50 a.m.	Issue of Test Booklets & OMR Answer-sheets to candidates	One bell
10:00 a.m.	Test starts	One bell
11:00 a.m.	Half time is over	One bell
11:55 a.m.	Five minutes left	One bell
12:00 noon	Test Concludes	Continues Bell

