



**OFFICE OF THE CONTROLLER OF EXAMINATIONS**  
**CLUSTER UNIVERSITY SRINAGAR**

*Gogji-Bagh Campus, Srinagar-190008*

[www.cusrinagar.edu.in](http://www.cusrinagar.edu.in), e-mail: [controller@cusrinagar.edu.in](mailto:controller@cusrinagar.edu.in), [controllercus@gmail.com](mailto:controllercus@gmail.com), [controllersecrecy@gmail.com](mailto:controllersecrecy@gmail.com)

**Instructions for Filling of OMR Sheets**

All the candidates of U. G 3<sup>rd</sup> and 5<sup>th</sup> Semesters who are appearing in their semester end examinations are advised to go through the below mentioned instructions for filling of OMR sheets.

**Instruction for filling the OMR Sheets**

1. Use black or blue ball point pens, and avoid gel pens and fountain pens for filling the sheets.
2. Darken the bubbles completely. Don't put a tick mark or a cross mark where it is specified that you fill the bubbles completely. Half-filled or over-filled bubbles will not be read by the software.
3. Never use pencils to mark your answers unless specified, in which case just stick to HB or 2B pencils only.
4. Never use whiteners to rectify filling errors as they may disrupt the scanning and evaluation process.
5. Writing on the OMR Sheet is permitted on the specified area only and even small mark on other than specified area may create problem during the scanning.
6. There are some areas on OMR sheets where candidates are instructed not to write anything. Do not do any rough work on the demarcated areas.
7. Do not fold the OMR Sheet.
8. Do not make any stray marks on the answer sheet
9. Multiple markings are invalid.
10. Ensure that the Superintendent and invigilator have signed your OMR Answer Sheet.
11. Put your Signature in the appropriate rectangular boxes, in front of the Invigilator.
12. If candidate has not filled his Roll Number, Paper Code, Question Booklet Series, Answer sheet not be evaluated.

**Sd/-**

**Controller of Examinations**  
**Cluster University Srinagar**

No: CUS/Exam/ B.Tech 5<sup>th</sup> Sem/20/2198- 2203

Dated: 10 -12-2020

Copy to:

1. Dean Academic Affairs Cluster University for information.
2. Principals of all constituent colleges with the request to upload the notice on college website for information of candidates.