

Roll. No.

Question Booklet Number

O.M.R. Serial No.

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206074

BBA (SEM.-II) (NEP) EXAMINATION, 2024

BUSINESS ADMINISTRATION

F010201T - A : Organizational Behaviour

F010201T - B : Business Finance

Paper Code							
F	0	1	0	2	0	1	T

Question Booklet
Series

B

Time : 1 : 30 Hours

Max. Marks : 75

Instructions to the Examinee :

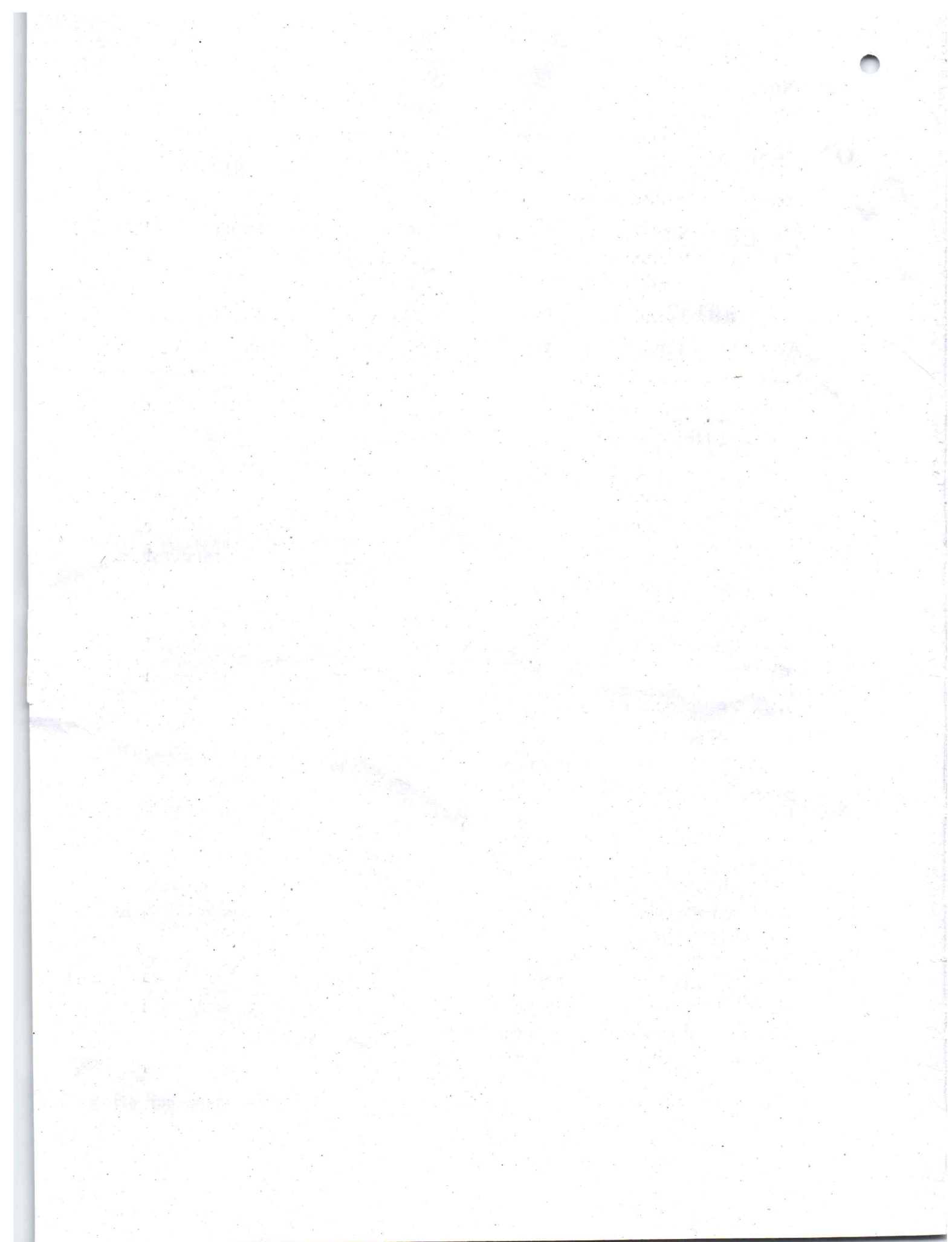
1. Do not open the booklet unless you are asked to do so.
2. The booklet contains 100 questions. Examinee is required to answer 75 questions in the OMR Answer-Sheet provided and not in the question booklet. Booklet is in two Sections : Section-A (1-50) & Section-B (51-100). Candidate should select 37 and 38 questions respectively from both Sections. All questions carry equal marks.
3. Examine the Booklet and the OMR Answer-Sheet very carefully before you proceed. Faulty question booklet due to missing or duplicate pages/questions or having any other discrepancy should be got immediately replaced.
4. Four alternative answers are mentioned for each question as - A, B, C & D in the booklet. The candidate has to choose the correct / answer and mark the same in the OMR Answer-Sheet as per the direction :

(Remaining instructions on last page)

परीक्षार्थियों के लिए निर्देश :

1. प्रश्न-पुस्तिका को तब तक न खोलें जब तक आपसे कहा न जाए।
2. प्रश्न-पुस्तिका में 100 प्रश्न हैं। परीक्षार्थी को 75 प्रश्नों को केवल दी गई OMR आन्सर-शीट पर ही हल करना है, प्रश्न-पुस्तिका पर नहीं। प्रश्न-पुस्तिका दो खण्डों : खण्ड-अ (1-50) तथा खण्ड-ब (51-100) में है। परीक्षार्थी को प्रत्येक खण्ड सं क्रमशः 37 और 38 प्रश्न करने हैं। सभी प्रश्नों के अंक समान हैं।
3. प्रश्नों के उत्तर अंकित करने से पूर्व प्रश्न-पुस्तिका तथा OMR आन्सर-शीट को सावधानीपूर्वक देख लें। दोषपूर्ण प्रश्न-पुस्तिका जिसमें कुछ भाग छपने से छूट गए हों या प्रश्न एक से अधिक बार छप गए हों या उसमें किसी अन्य प्रकार की कमी हो, उसे तुरन्त बदल लें।
4. प्रश्न-पुस्तिका में प्रत्येक प्रश्न के चार सम्भावित उत्तर- A, B, C एवं D हैं। परीक्षार्थी को उन चारों विकल्पों में से सही उत्तर छानटना है। उत्तर को OMR उत्तर-पत्रक में सम्बन्धित प्रश्न संख्या में निम्न प्रकार भरना है :

(शेष निर्देश अन्तिम पृष्ठ पर)



SECTION-A / खण्ड-अ : ORGANIZATIONAL BEHAVIOUR

1. According to Maslow's hierarchy of needs theory, which need must be satisfied first before higher-level needs become motivating factors?
 - (A) Esteem needs
 - (B) Self-actualization needs
 - (C) Safety needs
 - (D) Physiological needs
2. According to Herzberg's two-factor theory, which of the following factors are classified as hygiene factors?
 - (A) Achievement
 - (B) Recognition
 - (C) Working conditions
 - (D) Responsibility
3. Which theory of motivation emphasizes the role of reinforcement in shaping behavior?
 - (A) Expectancy theory
 - (B) Equity theory
 - (C) Reinforcement theory
 - (D) Self-determination theory
4. According to Vroom's expectancy theory, which of the following factors influences motivation?
 - (A) Expectancy
 - (B) Equity
 - (C) Achievement
 - (D) All of the above
5. According to McClelland's acquired needs theory, which of the following needs is associated with the desire for personal accomplishment?
 - (A) Need for affiliation
 - (B) Need for power
 - (C) Need for autonomy
 - (D) Need for achievement
6. According to the hierarchy of needs theory, which need corresponds to the desire for love, belongingness, and social acceptance?
 - (A) Physiological needs
 - (B) Safety needs
 - (C) Esteem needs
 - (D) Belongingness and love needs
7. What is individual behavior?
 - (A) The behavior of groups of people
 - (B) The behavior of organizations
 - (C) The behavior of individual persons
 - (D) The behavior of animals
8. Which of the following is NOT a factor influencing individual behavior?
 - (A) Personality
 - (B) Attitudes
 - (C) Culture
 - (D) Leadership
9. What is personality?
 - (A) The way individuals perceive the world
 - (B) The way individuals behave in social situations
 - (C) The unique pattern of traits, characteristics, and behaviors that make up an individual
 - (D) The ability to adapt to different environments

10. What role does OB play in achieving organizational goals?
- (A) It has no impact on organizational success
 - (B) It contributes to improving employee well-being and productivity
 - (C) It focuses solely on financial gains
 - (D) It ignores employee needs and concerns
11. What challenge arises for OB due to cultural differences in a globalized workplace?
- (A) Increased homogeneity
 - (B) Decreased need for cross-cultural communication
 - (C) Difficulty in managing diverse teams
 - (D) Limited organizational growth
12. What does individual behavior in an organizational context primarily refer to?
- (A) Behavior of entire teams
 - (B) Behavior of individual employees within the organization
 - (C) Behavior of competitors in the market
 - (D) Behavior of customers
13. Which of the following best defines personality in the context of individual behavior?
- (A) It refers to an individual's genetic makeup
 - (B) It encompasses the enduring traits and characteristics that influence an individual's behavior
 - (C) It represents an individual's social status within the organization
 - (D) It reflects an individual's current mood and emotions
14. According to the psychodynamic theory of personality, which component of the mind operates on the "pleasure principle"?
- (A) Ego
 - (B) Superego
 - (C) Id
 - (D) Subconscious mind
15. In the context of personality, what does the term "conscientiousness" refer to?
- (A) Degree of openness to new experiences
 - (B) Level of emotional stability
 - (C) Tendency to be organized, responsible, and dependable
 - (D) Preference for social interactions

16. What is Organizational Behavior (OB)?
 - (A) The study of individual behavior within organizations
 - (B) The study of how organizations interact with their external environment
 - (C) The study of group dynamics within organizations
 - (D) All of the above
17. Which of the following best defines the scope of Organizational Behavior?
 - (A) Only individual behavior within organizations
 - (B) Only group behavior within organizations
 - (C) Both individual and group behavior within organizations
 - (D) Only organizational structure and design
18. What does the study of OB primarily focus on?
 - (A) Understanding and managing individual behavior
 - (B) Analyzing market trends
 - (C) Studying political structures within organizations
 - (D) Exploring macroeconomic factors affecting businesses
19. Which of the following is NOT a key element of Organizational Behavior?
 - (A) Individual behavior
 - (B) Group behavior
 - (C) Organizational structure
 - (D) Economic theories
20. Which perspective emphasizes the importance of understanding individual differences in OB?
 - (A) Cognitive perspective
 - (B) Behavioral perspective
 - (C) Humanistic perspective
 - (D) Psychoanalytic perspective
21. Organizational Behavior draws from various disciplines. Which of the following is NOT one of those disciplines?
 - (A) Sociology
 - (B) Anthropology
 - (C) Ecology
 - (D) Psychology
22. What is the significance of understanding OB for managers?
 - (A) It helps in managing conflicts effectively
 - (B) It assists in improving employee performance
 - (C) It aids in creating a positive work environment
 - (D) All of the above

23. What is an attitude?
- (A) A predisposition to behave in a certain way
 - (B) A tendency to perceive information in a biased manner
 - (C) A positive or negative evaluation of people, objects, or ideas
 - (D) A belief in one's ability to accomplish tasks
24. Which of the following is NOT a component of attitudes?
- (A) Cognitive
 - (B) Affective
 - (C) Behavioral
 - (D) Physiological
25. What is interpersonal behavior?
- (A) Behavior directed towards oneself
 - (B) Behavior directed towards others
 - (C) Behavior influenced by cultural norms
 - (D) Behavior influenced by personality
26. Which of the following is NOT a factor influencing interpersonal behavior?
- (A) Personality
 - (B) Culture
 - (C) Individual attitudes
 - (D) Biological instincts
27. What is conflict resolution?
- (A) The process of escalating disagreements
 - (B) The process of avoiding conflicts altogether
 - (C) The process of resolving disagreements in a mutually satisfactory manner
 - (D) The process of imposing one's will on others
28. Which of the following is NOT a basic concept of Transactional Analysis?
- (A) Ego States
 - (B) Life Scripts
 - (C) Psychological Contracts
 - (D) Transactional Patterns
29. Which ego state primarily deals with emotions and impulses?
- (A) Parent
 - (B) Adult
 - (C) Child
 - (D) None of the above
30. Which ego state is rational, objective and deals with processing information?
- (A) Parent
 - (B) Adult
 - (C) Child
 - (D) Transactional
31. Which of the following is NOT one of Eric Berne's identified life positions?
- (A) "I'm OK, You're Not OK"
 - (B) "I'm Not OK, You're Not OK"
 - (C) "I'm OK, You're OK"
 - (D) "I'm Not OK, You're OK"

32. What best describes the interdisciplinary nature of Organizational Behavior?
- (A) It exclusively draws from Sociology and Psychology
 - (B) It incorporates insights from various disciplines such as Sociology, Psychology, Anthropology, and Economics
 - (C) It solely relies on economic theories to explain organizational phenomena
 - (D) It disregards other disciplines and focuses only on managerial principles
33. Which perspective within OB emphasizes the role of cognition in shaping behavior?
- (A) Behavioral perspective
 - (B) Humanistic perspective
 - (C) Cognitive perspective
 - (D) Psychoanalytic perspective
34. The study of Organizational Behavior helps managers to:
- (A) Predict consumer behavior.
 - (B) Design advertising campaigns.
 - (C) Understand and manage employee behavior.
 - (D) Develop financial strategies.
35. Which of the following statements best describes the prescriptive aspect of Organizational Behavior?
- (A) It involves setting organizational norms without considering individual differences
 - (B) It seeks to predict future organizational behavior based on historical data
 - (C) It focuses on suggesting ideal organizational practices and interventions
 - (D) It aims to describe current organizational phenomena without offering solutions
36. What role does Organizational Behavior play in understanding workplace diversity?
- (A) It ignores workplace diversity as it focuses solely on individual behavior
 - (B) It emphasizes the importance of managing diversity and promoting inclusion
 - (C) It views workplace diversity as irrelevant to organizational effectiveness
 - (D) It suggests eliminating diversity to streamline organizational processes

37. According to the social cognitive theory, which of the following factors influences an individual's behavior?
- (A) Genetics
 - (B) Environment
 - (C) Cultural background
 - (D) All of the above
38. Which of the following personality traits is associated with a tendency to be imaginative, curious, and open to new experiences?
- (A) Conscientiousness
 - (B) Extraversion
 - (C) Openness
 - (D) Agreeableness
39. What is perception in the context of individual behavior?
- (A) It refers to the ability to see objects clearly
 - (B) It involves the process of organizing and interpreting sensory information
 - (C) It denotes physical sensations experienced by individuals
 - (D) It represents an individual's ability to memorize information
40. How does perception influence individual decision making?
- (A) Perception has no impact on decision making
 - (B) Perception shapes how individuals interpret and evaluate information, leading to biased decisions
 - (C) Perception only affects emotional responses, not decision making
 - (D) Perception ensures rational decision making by eliminating biases
41. Which of the following factors can distort perception and lead to biased decision making?
- (A) Objective analysis of facts
 - (B) Lack of emotions
 - (C) Stereotypes, prejudices, and past experiences
 - (D) Avoidance of cognitive shortcuts
42. Which of the following is NOT a step in the perceptual process?
- (A) Sensation
 - (B) Interpretation
 - (C) Attention
 - (D) Response
43. What is motivation?
- (A) The process of encoding information
 - (B) The process of regulating emotions
 - (C) The process that initiates, guides, and maintains goal-oriented behaviors
 - (D) The process of sensory perception

44. Which of the following is NOT within the scope of Organizational Behavior?
- (A) Understanding employee motivation
 - (B) Analyzing industry competition
 - (C) Studying organizational culture
 - (D) Managing conflicts within teams
45. What aspect of organizational functioning is studied within the scope of OB?
- (A) Only financial performance
 - (B) Only production processes
 - (C) Both human and organizational aspects
 - (D) Only technological advancements
46. Which of the following is a challenge faced by Organizational Behavior?
- (A) Lack of diversity in the workplace
 - (B) Rapid technological advancements
 - (C) Stable market conditions
 - (D) Homogeneous organizational culture
47. What opportunity arises from the challenge of workforce diversity for Organizational Behavior?
- (A) Increased potential for conflicts
 - (B) Limited creativity and innovation
 - (C) Enhanced problem-solving capabilities
 - (D) Decreased employee engagement
48. The challenge of globalization in OB primarily relates to :
- (A) Decreased competition
 - (B) Limited access to international markets
 - (C) Cultural differences and cross-cultural management
 - (D) Homogeneous workforce composition
49. The challenge of ethical behavior in OB primarily relates to :
- (A) Increased transparency in decision-making
 - (B) Decreased social responsibility
 - (C) Limited need for integrity
 - (D) Ethical dilemmas and misconduct
50. What is a primary goal of OB?
- (A) Maximizing short-term profits
 - (B) Enhancing employee satisfaction and performance
 - (C) Ignoring organizational culture
 - (D) Minimizing diversity

SECTION-B / खण्ड-ब : BUSINESS FINANCE

51. Which financial ratio measures a company's ability to meet short-term obligations with its most liquid assets?
- (A) Acid-test (quick) ratio
 - (B) Current ratio
 - (C) Inventory turnover ratio
 - (D) Debt-to-equity ratio
52. Which financial ratio assesses the efficiency of a company's use of its assets to generate revenue?
- (A) Return on assets (ROA)
 - (B) Gross profit margin
 - (C) Net profit margin
 - (D) Return on equity (ROE)
53. The operating profit margin is calculated by dividing operating profit by:
- (A) Net sales
 - (B) Cost of goods sold
 - (C) Gross profit
 - (D) Total revenue
54. Which financial ratio measures the proportion of a company's operating income to its sales revenue?
- (A) Operating profit margin
 - (B) Return on assets (ROA)
 - (C) Debt-to-equity ratio
 - (D) Inventory turnover ratio
55. The times interest earned (TIE) ratio evaluates:
- (A) The company's ability to pay off its long-term debt
 - (B) The company's profitability relative to its equity
 - (C) The company's liquidity position
 - (D) The company's ability to cover interest expenses with operating income
56. Which of the following is NOT a liquidity ratio?
- (A) Current ratio
 - (B) Quick ratio
 - (C) Inventory turnover ratio
 - (D) Cash ratio
57. The price-earnings (P/E) ratio compares a company's:
- (A) Stock price to its earnings per share
 - (B) Debt to its equity
 - (C) Revenue to its expenses
 - (D) Sales to its assets
58. Which financial ratio indicates the extent to which a company is financed by debt versus equity?
- (A) Debt-to-equity ratio
 - (B) Return on assets (ROA)
 - (C) Operating profit margin
 - (D) Gross profit margin
59. A higher inventory turnover ratio suggests:
- (A) Inefficient inventory management
 - (B) Slow sales
 - (C) Fast sales relative to inventory levels
 - (D) High levels of obsolete inventory
60. The DuPont analysis decomposes return on equity (ROE) into:
- (A) Profitability, liquidity, and solvency
 - (B) Profit margin, asset turnover, and financial leverage
 - (C) Revenue, expenses, and net income
 - (D) Assets, liabilities, and equity

61. What is the primary concern of the residual dividend policy?
- (A) Maintaining a stable dividend payout ratio
 - (B) Distributing dividends based on leftover earnings
 - (C) Maximizing shareholder wealth
 - (D) Balancing debt and equity financing
62. According to the relevance theory of dividend policy, what factor determines the optimal dividend policy?
- (A) Earnings per share
 - (B) Dividend payout ratio
 - (C) Market demand for shares
 - (D) Investor preferences
63. Which form of dividend involves distributing a one-time payment to shareholders?
- (A) Regular dividends
 - (B) Special dividends
 - (C) Stock dividends
 - (D) Cumulative dividends
64. What is the term for the process of buying back shares from shareholders?
- (A) Share repurchase
 - (B) Stock split
 - (C) Dividend reinvestment
 - (D) Rights issue
65. Which model suggests that dividends are relevant in determining the firm's value under certain conditions?
- (A) Walter's Model
 - (B) Gordon's Model
 - (C) Modigliani-Miller Model
 - (D) Lintner's Model
66. What is the primary focus of the concept of working capital?
- (A) Long-term investments
 - (B) Current assets and liabilities
 - (C) Fixed assets
 - (D) Shareholder equity
67. The operating cycle concept refers to:
- (A) The time taken to produce a product
 - (B) The time taken to sell a product
 - (C) The time taken to convert inventory into cash
 - (D) The time taken to pay off debts
68. Estimating working capital requirements involves predicting the needs for:
- (A) Long-term investments
 - (B) Short-term liabilities
 - (C) Fixed assets
 - (D) Current assets and liabilities
69. Which of the following is NOT an approach to financing current assets?
- (A) Equity financing
 - (B) Debt financing
 - (C) Trade credit
 - (D) Leasing
70. Sources of short-term financing may include:
- (A) Equity shares
 - (B) Long-term loans
 - (C) Bank overdraft
 - (D) Preferred shares

71. The cost of alternative sources of financing working capital primarily considers:
- (A) Interest rates
 - (B) Dividend payments
 - (C) Market share
 - (D) Stock prices
72. Which of the following is NOT typically included in the contents of an Annual Report?
- (A) Balance sheet
 - (B) Income statement
 - (C) Cash flow statement
 - (D) Sales forecast
73. Financial ratio analysis involves:
- (A) Comparing financial statements over time
 - (B) Assessing the absolute value of financial figures
 - (C) Analyzing market trends
 - (D) Estimating future sales
74. The current ratio is calculated by dividing:
- (A) Current assets by current liabilities
 - (B) Fixed assets by current assets
 - (C) Total assets by total liabilities
 - (D) Long-term liabilities by short-term liabilities
75. The quick ratio excludes which of the following from current assets?
- (A) Inventory
 - (B) Accounts receivable
 - (C) Cash
 - (D) Prepaid expenses
76. Return on assets (ROA) measures:
- (A) Profitability relative to sales
 - (B) Profitability relative to equity
 - (C) Profitability relative to total assets
 - (D) Profitability relative to long-term liabilities
77. The debt-to-equity ratio indicates the proportion of:
- (A) Current assets financed by debt
 - (B) Long-term liabilities financed by equity
 - (C) Total assets financed by equity
 - (D) Total liabilities financed by equity
78. Gross profit margin is calculated by dividing gross profit by:
- (A) Net sales
 - (B) Cost of goods sold
 - (C) Operating expenses
 - (D) Total revenue
79. Inventory turnover ratio measures:
- (A) The speed at which a company collects its accounts receivable
 - (B) The efficiency of inventory management
 - (C) The proportion of debt to equity
 - (D) The profitability of inventory
80. Days sales outstanding (DSO) indicates:
- (A) The average number of days it takes to sell inventory
 - (B) The average number of days it takes to collect accounts receivable
 - (C) The average number of days it takes to pay accounts payable
 - (D) The average number of days it takes to pay off long-term debt

81. Which form of dividend policy suggests distributing dividends only when the firm's earnings exceed its investment opportunities?
- Passive dividend policy
 - Fixed dividend policy
 - Residual dividend policy
 - Aggressive dividend policy
82. What is the term for the process of dividing a company's earnings among its shareholders?
- Dividend allocation
 - Profit sharing
 - Dividend distribution
 - Stock split
83. According to the irrelevance theory of dividend policy, which factor has no impact on the firm's value?
- Dividend payout ratio
 - Growth rate
 - Financial leverage
 - Earnings per share
84. Which model suggests that investors are indifferent between dividends and capital gains?
- Walter's Model
 - Gordon's Model
 - Modigliani-Miller Model
 - Lintner's Model
85. What form of dividend involves distributing additional shares to existing shareholders?
- Bonus shares
 - Cash dividends
 - Preferred dividends
 - Special dividends
86. In Gordon's model, the required rate of return is equal to the :
- Dividend yield
 - Dividend per share
 - Growth rate
 - Dividend payout ratio
87. Which factor is NOT considered in the residual dividend policy?
- Earnings
 - Investments
 - Dividend preferences
 - Market conditions
88. What term refers to the maximum amount a company can legally distribute as dividends?
- Dividend ceiling
 - Dividend floor
 - Dividend cap
 - Dividend limit
89. According to Walter's model, what is the relationship between the firm's internal rate of return (r) and its cost of capital (k)?
- $r = k$
 - $r > k$
 - $r < k$
 - $r = 0$
90. Which model assumes that the firm's value is maximized by adopting a particular dividend policy?
- Walter's Model
 - Gordon's Model
 - Modigliani-Miller Model
 - Lintner's Model

91. What aspect of dividend payment deals with compliance with laws and regulations?
 - (A) Procedural aspect
 - (B) Regulatory aspect
 - (C) Relevance aspect
 - (D) Irrelevance aspect
92. Which model focuses on the relationship between firm value and dividend policy?
 - (A) Walter's Model
 - (B) Gordon's Model
 - (C) Modigliani-Miller Model
 - (D) Lintner's Model
93. Which dividend policy suggests paying out dividends only when the firm's investment opportunities are exhausted?
 - (A) Passive dividend policy
 - (B) Residual dividend policy
 - (C) Aggressive dividend policy
 - (D) Fixed dividend policy
94. According to Walter's model, the dividend policy is irrelevant under which assumption?
 - (A) Constant dividend payout ratio
 - (B) Constant growth rate
 - (C) No taxes
 - (D) No flotation costs
95. What is the term used for issuing additional shares to existing shareholders as a form of dividend?
 - (A) Bonus shares
 - (B) Preferred shares
 - (C) Treasury shares
 - (D) Convertible shares
96. Gordon's model assumes a constant:
 - (A) Dividend payout ratio
 - (B) Dividend per share
 - (C) Growth rate
 - (D) Both (A) and (C)
97. Which factor does NOT typically affect dividend policy?
 - (A) Financial performance
 - (B) Legal requirements
 - (C) Managerial preferences
 - (D) Market demand for shares
98. What term is used for buying back company shares from the market?
 - (A) Share repurchase
 - (B) Stock split
 - (C) Rights issue
 - (D) Dividend reinvestment
99. What is the main concern of the relevance theory of dividend policy?
 - (A) Impact on capital structure
 - (B) Influence on share price
 - (C) Effect on investor preferences
 - (D) Tax implications
100. Which model emphasizes the importance of retained earnings in determining dividends?
 - (A) Walter's Model
 - (B) Gordon's Model
 - (C) Modigliani-Miller Model
 - (D) Lintner's Model

Rough Work

F010201T-B/1525

(15)

Example :

Question :

Q.1 (A) ● (C) (D)

Q.2 (A) (B) ● (D)

Q.3 (A) ● (C) (D)

5. Each question carries equal marks. Marks will be awarded according to the number of correct answers you have.
6. All answers are to be given on OMR Answer Sheet only. Answers given anywhere other than the place specified in the answer sheet will not be considered valid.
7. Before writing anything on the OMR Answer Sheet, all the instructions given in it should be read carefully.
8. After the completion of the examination, candidates should leave the examination hall only after providing their OMR Answer Sheet to the invigilator. Candidate can carry their Question Booklet.
9. There will be no negative marking.
10. Rough work, if any, should be done on the blank pages provided for the purpose in the booklet.
11. To bring and use of log-book, calculator, pager & cellular phone in examination hall is prohibited.
12. In case of any difference found in English and Hindi version of the question, the English version of the question will be held authentic.

Imp. On opening the question booklet, first check that all the pages of the question booklet are printed properly. If there is any discrepancy in the question Booklet, then after showing it to the invigilator, get another question Booklet of the same series.

उदाहरण :

प्रश्न :

प्रश्न 1 (A) ● (C) (D)

प्रश्न 2 (A) (B) ● (D)

प्रश्न 3 (A) ● (C) (D)

5. प्रत्येक प्रश्न के अंक समान हैं। आपके जितने उत्तर सही होंगे, उन्हीं के अनुसार अंक प्रदान किये जायेंगे।
6. सभी उत्तर केवल ओ०एम०आर० उत्तर-पत्रक (OMR Answer Sheet) पर ही दिये जाने हैं। उत्तर-पत्रक में निर्धारित स्थान के अलावा अन्यत्र कहीं पर दिया गया उत्तर मान्य नहीं होगा।
7. ओ०एम०आर० उत्तर-पत्रक (OMR Answer Sheet) पर कुछ भी लिखने से पूर्व उसमें दिये गये सभी अनुदेशों को सावधानीपूर्वक पढ़ लिया जाये।
8. परीक्षा समाप्ति के उपरान्त परीक्षार्थी कक्ष निरीक्षक को अपनी OMR Answer Sheet उपलब्ध कराने के बाद ही परीक्षा कक्ष से प्रस्थान करें। परीक्षार्थी अपने साथ प्रश्न-पुस्तिका ले जा सकते हैं।
9. निगेटिव मार्किंग नहीं है।
10. कोई भी रफ कार्य, प्रश्न-पुस्तिका में, रफ-कार्य के लिए दिए खाली पेज पर ही किया जाना चाहिए।
11. परीक्षा-कक्ष में लॉग-बुक, कैल्कुलेटर, पेजर तथा सेल्युलर फोन ले जाना तथा उसका उपयोग करना वर्जित है।
12. प्रश्न के हिन्दी एवं अंग्रेजी रूपान्तरण में भिन्नता होने की दशा में प्रश्न का अंग्रेजी रूपान्तरण ही मान्य होगा।

महत्वपूर्ण: प्रश्नपुस्तिका खोलने पर प्रथमतः जाँच कर देख लें कि प्रश्नपुस्तिका के सभी पृष्ठ मशीनोत्पत्ति छपे हुए हैं। यदि प्रश्नपुस्तिका में कोई कमी हो, तो कक्षनिरीक्षक को दिखाकर उसी सिरीज की दूसरी प्रश्नपुस्तिका प्राप्त कर लें।