

**ST JOSEPH'S UNIVERSITY, BENGALURU-27.**  
**END SEMESTER EXAMINATION OCTOBER 2023**  
**INSTRUCTIONS TO THE STUDENTS**

- Students should bring their **hall tickets and identity card** on all days of examination. Students are expected to wear proper dress as per the guidelines given in the University hand book. If the hall tickets used for a few examinations are misplaced, students can take a new printout and submit the same in the examination hall.
- Students will be permitted to enter the classrooms for the examinations only 10 minutes prior to the exams. Till then students **should not** be found in the classrooms or the corridors of the classrooms. **Students are not allowed to enter the hall, later than 10 minutes from the start of the Examination.** Also, students must remain seated for at least 30 minutes from the time of commencement irrespective of the duration of the examination.
- Students should leave all their bags near the door **inside** the room before taking their seats.
- Answers must be written only in black ink pen. Using pencil for drawing or writing is prohibited.
- Registration numbers of candidates should not be written anywhere on the answer book except on the facing sheet. students writing regular examinations must write their registration number on the question paper in the space provided. They are not allowed to write or mark anything else on the question paper. Students writing supplementary examinations should not write their registration number on the question paper also.
- Students are asked to allow teachers to paste the registration number bar code / QR code only after checking the registration number across the barcode/ QR code.
- Students should bring their own stationeries calculators, dictionaries etc. borrowing is not permitted without the permission of the invigilator.
- Students are **not allowed** to bring their Clark tables or statistical tables.
- Students are not permitted to write anything pertaining to the exams on the desks or benches. if any matter pertaining to the examinations is discovered prior to their writing of the exams on the desks/benches, they should bring it to the notice of the invigilator. if they do not, it will be considered malpractice. Serious action will be taken against students who write matters pertaining to the examinations on the desks or benches
- Any question or doubt should be addressed only to the invigilator. There should be no communication of whatever kind between the students.
- **Candidates are prohibited from bringing into the examination room mobile and digital diary / electronic organizer, any book or portion of the book, manuscript, or paper of any description, from communicating with others or copying from each other, and from communicating with any person outside the examination room. Mere possession of such materials will also be considered malpractice.**

**Possession of mobile phone even in switched-off mode also will be considered malpractice.** They must keep their electronic gadgets like mobile phones (in switched-off mode), smart watches, etc inside their bag. Anything written on the part of the body is also considered malpractice. For any malpractice reported by the invigilator, the student should follow the instructions of the examination committee. The action taken for each act of malpractice is posted on the examination section notice board.

- Students are not allowed to use wash room during the examinations. Medical conditions, which require frequent use of wash room must be reported to the invigilator before the start of examination.
- Students are not allowed to bring pencil pouches inside the examination hall.
- Students having fever, cold or cough must write the examination in isolation room (S 106). Kindly inform the coe by mail (coe@sju.edu.in).
- Students are expected to write the correct course code number as given on the question paper.
- Seating arrangements are posted on the college website and also the hard copies of the same are posted on the notice board at the entrance of N block , Aruppe block and PG block. Supplementary seating arrangements will be posted one day prior to the examination on the college website and also the hard copies of the same are posted on the examination notice board every day.
- If the registration number is not found in the seating arrangement, kindly approach the examination help desk (outside the office of the Controller of Examinations)



Controller of Examinations