

ST JOSEPH'S UNIVERSITY, BENGALURU-27.
END SEMESTER EXAMINATION OCTOBER 2024;
INSTRUCTIONS TO THE STUDENTS

- The first session starts at 9.00 am , second session at 11.30 am and the third session starts at 2 pm.
- Students should bring their **hall tickets and identity cards** on all days. Those students, who do not have their ID cards /Hall tickets must get a one-day admit note from their Deans.
- Hall ticket is the primary evidence that this student is eligible to write the examination. Student ID card is additional ID proof and is not compulsory to write the exam.

Hall Ticket alone- Student is eligible to write the exam

One day Note from the Dean and Student ID card -Student is eligible to write the exam

One day note from the Dean and the soft copy of the hall ticket on the Phone before starting the exam- Student is eligible to write the exam.

- Deans will be available in their respective rooms 30 minutes before the examination. Students can get one day notes from any Dean irrespective of the school they belong to.

Fr.Dr. Denzil	Magis block 304
Dr.Tulika	Arrupe block ground floor Dean's room
Dr.Libi	Dean's office in the admin office 2nd floor
Fr.Dr. Richard Rego	Admin Block - Staff Room, (1st Floor, Opp. N108)
Dr.Christo	Aruppe block ground floor
Dr.Beatrice	Deans office on ground floor next to Associate Director Public relations office
Dr.Arulmani	Department English, Arrupe Block, 3rd Floor.
Dr.Rabbi	Deans Office, PG block
Fr.Dr.Augustin	PG 106

- If the hall tickets used for a few examinations are misplaced, students can take a new printout of the hall ticket and submit the same in the examination hall. Students will be permitted to enter the classrooms for the examinations only 10 minutes before 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 examination hall, after 10 minutes from the start of the Examination.** Also, students must remain seated for at least 30 minutes from the time they receive the question paper irrespective of the duration of the examination.
- Students should leave all their bags near the door **inside** the room before taking their seats.
- **A separate answer booklet with 10 pages will be provided for answering General English, Language and OE (descriptive) examinations. Kindly note that no additional sheets will be provided to write the examination by the regular students.**
- Answers must be written only in black ink pen. Using a pencil for drawing or writing is prohibited.
- Do not write the registration numbers of candidates anywhere in the answer book. Students writing regular examinations must write their registration number on the question paper in the space provided. Do not write or mark anything on the question paper other than the registration number. Students writing supplementary examinations should not write their registration number on the question paper also.
- Students are directed to allow teachers to paste the registration number QR code and the registration number stickers only after checking the register number across the QR code/barcode.
- Students should bring their pens, calculators, dictionaries etc. Borrowing is not permitted without the permission of the invigilator.
- Students are not permitted to write anything about the exams on the desks or benches. If any matter regarding the examinations is discovered before they write 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 about 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 a mobile phone, smartwatch, digital diary or any other electronic material(s) except calculators (if allowed), any book (except dictionary, if allowed) or a portion of the book, manuscript, or paper of any description. They are not allowed to bring their Clark tables or statistical tables. They are not allowed to bring their writing pads or pencil pouches inside the examination hall. They are also prohibited 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. The 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 the washroom during the examinations. Medical conditions, which require frequent use of the washroom must be reported to the invigilator before starting the examination.
- 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 opposite the examination office. Supplementary seating arrangements will be posted one day before 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).
- For regular students, all answer scripts for core courses will have 28 pages (including a facing sheet) and all open elective answer scripts will have 12 pages (including a facing sheet). Graph sheets and maps are attached to the answer booklet. **No additional sheets will be given to the candidates.**
- The hall tickets of the supplementary students will have the old code numbers on which they have written the first-semester examination. However, as per the college rule, they may have to write the examination in the new syllabus. A complete list of new and old code numbers are already posted on the University website:



Controller of Examinations