



ST JOSEPH ENGINEERING COLLEGE, MANGALURU

Affiliated to VTU, Belagavi, Approved by AICTE, New Delhi

(An Autonomous Institution)

Examination Section

Instructions to the Candidates Writing Semester-End Examinations

1. **All Candidates should be seated in the examination hall 30 minutes before the commencement of examinations (9:00 AM for the morning session and 1:30 PM for afternoon session).** No candidate shall be allowed to enter the exam hall subsequently.
2. Candidates are required to carry both **Hall-ticket and College ID card.** Candidate should not write anything on the Hall-ticket or ID card.
3. If a candidate forgets to bring the Hall-ticket or ID card, a duplicate will be issued for which the candidate is required to request in the Examination Section and required to pay the specified fee.
4. Candidates **should not carry notes, log-table, money, wallets, mobiles, smart watches, smart bands, fitness bands, programmable calculators, calculator covers, or any sort of electronic gadgets** to the examination hall.
5. Candidates should make sure that he/she has **no unauthorized book or paper** in the hall/pocket with him/her or on the desk. Candidate should check his/her hands for any written matter.
6. The candidate is required to bring all stationary items, including a calculator, for writing the examination. Borrowing from others is strictly prohibited.
7. Only one single answer book of 44 pages will be issued. No additional answer books are permitted.
8. Once the answer book is issued, the candidate should check whether it is UG or PG answer book. (BE students: UG answer booklet and for MBA, MBA-IEV, and MCA students: PG answer booklet).



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9. The candidate should check the answer booklet for any discrepancy in stapling, or incorrect number of pages, if found, should bring it to the notice of the room invigilator.
10. The candidate should use a **Black Ballpoint pen only**.
11. The candidate should carefully write his/her USN, subject name, subject code, date, and semester and append signature at the appropriate place on the front page of the answer booklet.
12. The candidate should not write USN other than on the front page of the answer book and question paper. Writing USN elsewhere is considered malpractice.
13. Revealing identity in any other place of the answer booklet, other than the front page, is considered malpractice.
14. The candidate should read all the instructions on the 2nd page of the answer booklet.
15. If the candidate wants to change the pen, he/she has to inform the same to room invigilator and the room invigilator will attest change of ink in Form B.
16. The candidate should write USN at the appropriate place on the question paper and should not write anything else (even tick marks are not allowed) on the question paper.
17. No candidate is allowed to leave the examination hall in the **first 45 minutes** after the commencement of examinations.
18. No candidate is allowed to leave the examination hall in last 10 minutes of the examination.
19. If any candidate wishes to leave the examination hall before the last bell he/she has to surrender his/her question paper to the room invigilator along with the answer booklet.



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20. No candidate shall be permitted to go to the toilet during the period of examination. **In case a student leaves the exam hall to go to the toilet, or for any other reason, he/she will not be allowed to enter the hall again.**
21. The candidate should write question numbers correctly in the margin.
22. The candidate shall write answers on both sides of pages of the answer book. All rough work must be done in the space provided at the end of the answer booklet and not on the question paper.
23. Squad team will visit the examination halls. Students are requested to cooperate with the squad team for checking.
24. The answer book should be handed over personally to the Room Invigilator before leaving the examination hall.
25. The candidate should see that the room invigilator has appended his/her signature at the specified space on the answer booklet before he/she hands over the answer booklet to the room invigilator.
26. **Avoid indulging in malpractices, as a heavy penalty may be imposed and results of the appeared exams shall be declared as void.**

Dr Rohan Pinto
Controller of Examinations