



ST. JOSEPH'S DEGREE & PG COLLEGE

(Autonomous), Affiliated to Osmania University

Re-accredited by NAAC (3rd Cycle) with B⁺⁺

King Koti Road, Hyderabad

INSTRUCTIONS TO CANDIDATES

1. Every student who is eligible to write the examination shall register and submit his/ her application for the college examination of the relevant semester in which s/he will obtain promotion to the next semester.
2. Candidates should ensure that they download their hall tickets at least two days prior to the examinations, provided they have adequate attendance and paid required examination fees.
3. They should bring their hall tickets on all days of the examination failing which they will not be admitted to the examination hall.
4. If the hall ticket is lost, they should write a request letter to Chief Superintendent to allow him to write the examination.
5. The candidates should enter the examination room at least 15 minutes before the commencement of examination.
6. No candidate shall be allowed to leave the examination room after the commencement of examinations and can leave only in the last half hour before the end of the examination timings.
7. Candidates are permitted to use only blue or black ink pens for writing examinations. No other coloured inked pens are allowed for writing the exam.
8. No materials except writing materials and hall tickets should be allowed in the examination room.
9. Mobile phones, programmable calculators, digital watches and other electronic equipment are strictly prohibited in the examination room. Logarithm tables, calculators and other drawing equipment may be allowed only if they are required for answering questions and the question paper contains a note to this effect.
10. Instances of malpractice such as copying using manuscripts, copying from other candidates, smuggling of answer books, indecent behavior in the examination room, use of unfair means etc., are liable to be punished as per College rules.
11. The candidate should write their roll numbers, name of examination etc., in the appropriate places in the answer books. Instructions given in the answer books and question paper should be strictly followed. They are not permitted to write any identification mark anywhere inside the answer paper. Also they are not permitted to write roll numbers anywhere over additional/ main books.

12. They should not write anything on the question paper other than his/her hall ticket number. The last page of the main question booklet can be used for rough work.
13. Strict silence should be maintained in the examination hall. Candidates are not allowed to get clarification from other students. In case of any doubt, they can seek the help of the invigilator.
14. They should return all answer books and unused additional sheets before leaving the room. Candidates are not permitted to leave the examination hall without the permission of the invigilator during the course of the examination.
15. Candidates are forbidden to ask questions of any kind during the examination. The Chief Superintendent is instructed to refuse to answer any inquiries whatsoever related to the question papers, whether as explanation of meaning or correction of typographical errors.
16. Students need to take the signature of the concerned invigilator daily in the space provided in the hall ticket for the invigilators' signature.
17. **In emergency: Leaving examination hall early/Surrender of Question Paper:** No candidates shall be allowed to leave the examination hall till the expiry of one hour after a question paper has been given. Such candidates who leave the examination hall should surrender their question papers with their name and register hall ticket number to the invigilator.
18. Candidates who leave the hall refusing to surrender the question papers, as stated above, shall not be allowed to appear for examinations on subsequent days and the matter may be reported to the chief superintendent and CoE.
19. Candidates shall be permitted to leave the examination hall only after his/her answer book is taken charge of by the invigilator on duty in.
20. **Exclusion of candidates for misbehavior :**
 - o Candidates appearing for an examination shall be under the disciplinary control of the Chief Superintendent, and shall obey his/her instructions. In the event of a candidate disobeying instructions of the Chief Superintendent or invigilator or behaving insolently towards the Chief Superintendent or any invigilator, without prejudice to any other action that may be taken against him/her, the candidate may be excluded from the day's examination and if s/he persists in misbehavior, s/he may be excluded from the rest of the examinations by the Chief Superintendent. In all such cases, a full report of each case shall be sent to the CoE and the Examination Review Committee, after granting an opportunity to present his/her case may according to the gravity of the offense, ratify the action taken by the Chief Superintendent or further punish a candidate by canceling the Examination taken by him either in whole or in part or debarring him from appearing for any Examination in the college for a specified period or permanently.


Controller of Examination


Principal