



ST. JOSEPH'S DEGREE & PG COLLEGE

(Autonomous), Affiliated to Osmania University
Re-accredited by NAAC (3rd Cycle) with B⁺⁺ Grade
King Koti Road, Hyderabad

REF: SJC/68/06-05-2025/332

Date: 06-05-2025

NOTICE TO PG (MA & MBA) STUDENTS (IMPORTANT INSTRUCTIONS)

All Post Graduate students are required to adhere to the following guidelines **STRICTLY** for the upcoming even semester main examinations and Backlog examinations - MAY 2025.

1. Reporting Time

- Morning session:** Students must be seated in the examination hall by 8:45 AM.
- Afternoon session:** Students must be seated in the examination hall by 12:45 PM.
- Entrance checking will commence at 8:35 AM for the morning session and 12:35 PM for the afternoon session.
- No student is allowed strictly after the scheduled time.

2. Permitted Items

- Students are allowed to carry only the required stationery like pen, pencil etc..., **color hall ticket**, and college ID card.
- Carrying any unauthorized/forbidden material will result in necessary action as per the examination rules.

3. Hall Ticket Guidelines

- In case students forget their hall ticket, they must obtain a duplicate hall ticket by paying a fee of Rs. 200/-.
- Students must verify their hall ticket to ensure that the correct examination dates are printed as per the timetable. Any discrepancies should be reported immediately to the Controller of Examinations.

4. Backlog Students

- Backlog students must refer to the backlog timetable available on the college website.
- For any clarifications, students are instructed to visit the Examination Branch.
- No re-examination will be conducted for missed backlog exams

5. General

- Any omission or clash of courses may be intimated to the Controller of examination, St. Joseph's Degree & PG College.
- The responsibility of obtaining correct question paper from the invigilator at the Examination hall rests with the candidate. Answering a wrong question paper may lead to cancellation of results.
- Students are strictly advised to come in formal dress.

Prof. R. Anita
Controller of Examinations

Rev. Fr. Anthony Sagayaraja
Principal