



# ST. JOSEPH'S DEGREE & PG COLLEGE

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

REF: SJC/68/06/01/2025/488

Date: 06-01-2025

## NOTICE TO ALL UG STUDENTS (IMPORTANT INSTRUCTIONS FOR INTERNAL EXAMINATIONS)

### 1. Reporting Time (Strict Compliance Required)

- **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 begin at **8:30 AM** (morning) and **12:30 PM** (afternoon).
- **No student will be permitted after the scheduled reporting time.**
- **Note: Gates will be closed at 8:40 AM sharp for the morning session and 12.40pm for the afternoon session. Late entry will not be entertained under any circumstances.**

### 2. Permitted Items

- Students must carry only **essential stationery** (pen, pencil, etc.) and a **college ID card**.
- Carrying any **unauthorised or forbidden material** will invite **strict disciplinary action**, as per examination rules.

### 3. Malpractice

- **Any student caught in malpractice will be debarred from writing the concerned paper and remaining papers, and already written papers will not be evaluated**
- Writing anything on the question paper **except the Roll Number** will be treated as malpractice.

### 4. General Instructions

- Candidates are responsible for ensuring they receive the correct question paper from the invigilator. Writing the wrong paper may lead to **cancellation of results**.
- Students must come in **formal dress**.
- **No re-examination** will be conducted for absentees or missed examinations.
- Kindly go through the internal examination instructions carefully and adhere to them.

Prof. R. Anita  
Controller of Examinations

Rev. Fr. Anthony Sagayaraja  
Principal