

**SVKM's Narsee Monjee College of Commerce and Economics
(Autonomous)
Vile Parle (West), Mumbai - 400056**

17th February, 2024

INSTRUCTIONS TO THE STUDENTS FOR HSC BOARD EXAM 2024

1. Carry your Hall-Ticket and college identity card with you, all the time, during examination period.
2. Occupy your seat 45 minutes before the commencement of examination in each subject. No student shall be allowed entry after 10.30 am. for the morning session and 2.30 pm. for the evening session.
3. **Do not bring any books, notes, annotations or scribbled papers or any objectable material or speak or communicate in any manner with any other candidate(s), person(s) during the examination.**
4. **Mobile phones, smart watches or fitness band and such other gadgets are not allowed during the examination session. If you are found with any such gadget, you will be considered to have used 'Unfair Means' during the exam and strict action shall be initiated against you, as per the examination rules of the Maharashtra State Education Board.**

No mobiles to be carried to the Examination centre.

5. **You will be thoroughly frisked before entering the exam block.**
6. You are required to sit in the designated seat with your seat number pasted on it.
7. **There will be no separate 'Reading time' for the students. However, the duration of the exam has now been extended by 10 minutes. This means that the morning sessions shall be from 11 a.m. to 2.10 p.m. & the evening sessions shall be from 3 p.m. to 6.10 p.m.**
8. You are required to reach the examination centre one hour prior to the scheduled time to check if there are any changes in the seating arrangements. Generally seating arrangements remain the same for compulsory subjects viz. English, OCM, Economics, BK & A/C. and is likely to change for optional subjects like Math & Stats / SP, Hindi / Marathi / Gujarati / French.

9. Answer-book must be submitted to the Supervisor, in person, before leaving the examination hall. Do not leave the answer book unattended on the Teacher's table and do not leave without taking the permission of the Supervisor.
10. No student will be allowed to leave the examination hall before the end of the session.
11. Unused Exam stationery should be returned to the Supervisor.
12. Do not tear any part of the exam stationery.
13. If you are found indulging/involved in any of the unfair means, you will have to face the consequences of the same. Strict action will be taken against students found copying or adopting any kind of malpractice during the exams. Please note that the parents shall have to be called and involved in any such case of malpractice or cheating.
14. You cannot bring your bag in to the exam room. You are required to carry your stationery out, collect your bag and leave the campus immediately after the examination session.
15. To go to the rest room you shall be thoroughly frisked both, before and after. An attendant may accompany you to the rest room and back as per HSC Board rules.
16. The college is not responsible for any loss of valuables.
17. You are required to bring your own stationery items to avoid sharing during the session. Use only blue or black pen for writing the exam.
18. You are allowed to bring only transparent pouches for carrying examination stationery.
19. Nothing should be written on the hall ticket or stationery carried for the exam. If found so, it will be considered as Unfair Means and strict action shall be initiated as per examination rule of Maharashtra State Education Board.

Mrs. Bhavana Menon
Vice Principal
Chief Conductor
Center Number 3630

Dr. Parag Ajagaonkar
Principal