

SVKM's Narsee Monjee College of Commerce and Economics (Autonomous)
Vile Parle (West), Mumbai 400 056.

31st October, 2023

NOTICE

FYJC

First Terminal Common Examination November 2023

1. Students must report 45 minutes before the commencement of the exam.
2. Hall Ticket is mailed to each student on the email id provided by him/her for the college records.
 - You are required to take a hardcopy/print of the Hall Ticket and bring the same to college for every exam.
 - If you have not received the Hall Ticket mail, please send a mail on sakshi.chalke@nmcce.ac.in.
3. **DO NOT LAMINATE THE HALL TICKET.** It needs to be signed by the Supervisor every day.
4. **BRING THE SAME HARD COPY** of the **HALL TICKET ON ALL DAYS** of the exam as the Supervisor's signatures must be taken on the same sheet.
5. No stickers of seat numbers are pasted on the benches.
6. The Seating Plan is pasted on the door of each room.
7. The seating starts from the bench/row closest to the door/entry.
8. Seating has to be serpentine/continuous across rows.
9. **Sitting in the wrong seat shall be treated as a malpractice.**
10. Check carefully if you are given the sticker bearing your own student number/ SAP number, Division and Roll number, before pasting the same on the Attendance sheet.
11. Paste the QR Code given to you in the space provided for the same on the Main Answer-book. **ALIGN the QR code TO THE RIGHT EXTREME INSIDE THE BOX.**
12. On the Main answer-book, write the SAP number in the place provided for Seat Number.
13. Seating for PC/LD students is in a separate room/block (402 on 4th floor). PC/LD students shall be given a **RED STRING** to be tied to the left top corner, even if **NO SUPPLEMENT** is attached.



Mrs. Bhavana Menon
Vice-Principal