

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

10th October, 2024


**NOTICE
FYJC/SYJC**

**INSTRUCTIONS TO THE STUDENTS FOR FIRST TERMINAL
EXAMINATION, OCTOBER 2024**

1. Students must report 30 minutes before the commencement of the exam.
2. Hall Tickets shall be mailed to each student on the email id provided by him/her for the college records (two days prior to the commencement of the exam). The hall ticket will have the details of your examination room for each subject.
 - You are required to take a hardcopy/print of the Hall Ticket and bring the same to college for every exam. Keep extra copies with you.
 - If you do not receive the Hall Ticket mail, please send email to sakshi.chalke@nmcce.ac.in with subject **Terminal exam hall ticket not received**, atleast one day prior to the exam. Mention all details like name, Division and Roll number and SAP id of the student in the body of the mail.
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 shall be 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 correct QR code and the strip 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. Ensure that the QR Code sticker **DO NOT GET COVERED** by the Holocraft sticker.

12. On the Main answer-book, write the **SAP number** only in the place provided for **Seat Number**. Revealing your identity on any other place in the answer booklet will be treated as malpractice.
13. Seating for PC/LD students is in a separate room/block (Room 402 - 4th floor). PC/LD students shall be given a **RED STRING** to be tied to the left top corner, even if **NO SUPPLEMENTS** are attached.
14. Unused Exam stationery should be returned to the Supervisor. Do not tear any part of the exam stationery.
15. **No mobiles to be carried in to the Examination centre.**
16. Do not bring any books, notes, annotations or scribbled papers or speak or communicate in any manner with any other candidate(s), person(s) during the examination.
17. **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 Board Examination rules.
18. 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 as per Board Examination rules.
19. You cannot bring your bag in to the exam room while the exam is still in session. You are required to carry your stationery out, collect your bag and leave the campus immediately after completing your exam & submitting your answer booklet to the invigilator.
20. 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 leave without taking the permission of the Supervisor.
21. 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.
22. In case of poor health, the parents should inform the authorities instantly.


Mrs. Bhavana Menon
Vice Principal


Dr. Parag Ajagaonkar
Principal