

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

28th December, 2023

**INSTRUCTIONS TO THE STUDENTS FOR SYJC PRELIMINARY
EXAMINATION/ FYJC FIRST TERMINAL SUPPLEMENTARY
EXAMINATION, JANUARY 2024**

- Carry your Hall-Ticket and college identity card with you, all the time, during examination period.
- Occupy your seat 30 minutes before the commencement of examination in each subject.
- 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.
- **No mobiles to be carried in to the Examination centre.**
- You are required to sit in the designated seat as per the door plan.
- 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 / IT.
- 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.
- Students should not reveal their identity by writing their division, roll number, SAP id etc on the answer booklet, other than the space meant for the same. If found doing so, it will be considered as an Unfair Means Case.
- No student will be allowed to leave the hall after the warning bell.
- **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.
- Unused Exam stationery should be returned to the Supervisor.
Do not tear any part of the exam stationery.

- 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.
- 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.
- 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.
- The college is not responsible for any loss of valuables.
- You are required to bring your own stationery items.
- In case of poor health please inform the authorities instantly.



Mrs. Bhavana Menon
Vice Principal



Dr. Parag Ajagaonkar
Principal