

**SVKM's Narsee Monjee College of Commerce and Economics
(Empowered Autonomous)**

6th October, 2025

NOTICE

SYJC

First Terminal Common Examination October 2025

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 by 5.00 p.m. on 7th October 2025.
 - 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, send mail to sakshi.chalke@nmcce.ac.in and Sushant.sawant@nmcce.ac.in mentioning the student details like SAP id, Division and Roll number, by 8th October 2025 before 3.00 p.m. The subject of mail should be **NOT RECEIVED TERMINAL EXAM HALL TICKET**
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. The room number will be mentioned in the hall ticket.
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 malpractice.**
10. Check carefully if you are given the QR code 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 meant for barcode sticker.** 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 in any other place on the answer booklet will be treated as malpractice.**
13. Seating for PC/LD students is in a separate room/block (Room. 24B, 6th floor) PC/LD students shall be given a **RED STRING** to be tied to the left top corner, even

if **NO SUPPLEMENTS** are attached. Also alternate pages of answer booklet will have PCLD stamp.

14. Unused exam stationery should be returned to the block supervisor. Do not tear any part of the exam stationery.
15. **No mobiles to be carried to the exam 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. **Students who indulge in unfair means will have to face stringent punishments as per HSC Board rules.**
19. You cannot bring your bag into 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 and 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. If any student remains absent due to medical reasons or Sports participation, the parents should visit the college immediate next day and meet the Vice Principal to intimate about the same.
23. In case of poor health during the examination session, the students should inform the block invigilator about the same immediately.

Ms. Bhavana Menon
Vice-Principal

Dr. Parag Ajagaonkar
Principal