

18th March, 2024

NOTICE

FYJC

Second Terminal Common Examination Mar/Apr. 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.
 - 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 approach the college office atleast one working day before the exam.
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 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.** Ensure that the QR Code sticker **DO NOT GET COVERED** by the Holograft 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. PC/LD students shall be given a **RED STRING** shall to be tied to the left top corner, even if **NO SUPPLEMENTS** are attached.

Mrs. Bhavana Menon
Vice-Principal