

**GUIDELINES FOR THE END SEMESTER EXAMINATIONS: MAY- JUNE 2025**

**1. Checklist for appearing in examinations**

- College ID
- Hall Ticket
- Black Ball point pens (2)
- Calculator (without cover)

2. Make sure you occupy the correct seat, ***at least 10 to 15 minutes before*** the commencement of the examination and fill the ***correct seat number*** and other details in the space provided in the answerbook

3. If you have forgotten your hall ticket, then

- ❖ If you are an FE or BE student, download a copy of the hall ticket, get it stamped from the exam cell (II floor)
- ❖ If you are an SE or TE student, obtain a duplicate of your hall ticket from the exam cell (II floor), by paying the necessary charges

4. If you have forgotten your ID card, then

- ❖ Write a letter addressed to the Senior Supervisor, requesting you to be allowed for that exam and get it stamped from the Senior Supervisor (Fr. Bosco Hall, II floor A wing)

5. In case you have completed answering your paper, ***you will be allowed to leave the exam hall only after the lapse of one hour after the commencement of the examination.***

6. All candidates who do not sit through the entire duration of the examination, ***will have to submit their question papers along with the answer sheets.***



7. In the exam hall, you are not allowed to bring

- ❖ Bus/train tickets/passes
- ❖ Mobile phones/Smart watches
- ❖ Writing pads
- ❖ Notes/material related or unrelated to the examination

8. Maintain silence, sit straight and concentrate on writing your paper

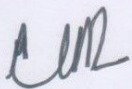
9. A warning bell will ring 10 minutes before the end of the exam.

- ***You will not be allowed to submit your answer book and leave the exam hall after that warning bell. You will have to wait till the final bell for that***
- ***You will not be getting supplements after that warning bell***

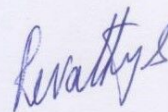
10. Please attempt the paper in the best way you can, without indulging in any unfair means. ***Please note that action for cheating in exam will be taken based on University Rules which may be annulling (making null and void) the entire semester.***

**NO COPY BE HAPPY**

**ALL THE BEST!**



Dr. Sudhakar Mande  
(Principal)



Dr. Revathy Sundararajan  
(Controller of Examinations)