



GENERAL INSTRUCTIONS FOR STUDENTS
I/III/V SEMESTER UG and I/III SEMESTER PG
END SEMESTER THEORY EXAMINATION NOV/DEC 2025
[Exam Code: 1UNOV25/1PNOV25]

1. Students should bring the **Identity Card** and **Hall Ticket** during the examinations without fail. Students are not allowed to write examination if they do not bring both **ID card and hall ticket**.
2. Students are required to bring their original, valid college ID card for the examination. Damaged ID cards or those with unclear or faded photographs will not be permitted for use during the examination.
3. Students should be present in the Examination Hall 15 minutes before the commencement of the examination.
4. The facing sheet information has to be filled up legibly as given below:

Month & Year of Examination: NOV 2025

Exam Code: 1UNOV25/1PNOV25

Programme: BCA / BSC / BCOM / BBA / BA **Semester:** I/III/V

Programme: MCOM / MSC / MA / MCA **Semester:** I/III

Course Title: <Fill Appropriate subject title as given in the question Paper and hall ticket>

Course Code: <Fill Appropriate course code as given in the question paper and hall ticket>

- Paste the bar code sticker in appropriate location on the facing sheet (Space provided on the top right with labeling "AFFIX BAR CODE HERE")
 - Write the Register Number in the space provided at the bottom of the facing sheet. Student has to sign in the space provided at the end of the facing sheet.
5. In case the student has not brought the ID card they should contact security office near Chavara Square to get duplicate ID card after paying the fine amount.
 6. In case a student fails to bring the Hall Ticket, the student must write a request letter addressed to the Controller of Examinations (CoE). This letter should be duly signed by the CoE/Assistant CoE and submitted to the Examination Office (Admin Block – First Floor). After submission, the student may obtain a duplicate Hall Ticket/ID Card (valid only for that particular day) upon payment of the prescribed fine amount.
 7. Students are informed to strictly follow formal dress code (Tie and Blazer not Mandatory) and grooming rules during the examination days. Students without proper grooming/dress code will not be allowed to appear for the End semester Examination.
 8. **Once students are seated in the Examination hall for examination they are not expected to have any sort of communication among themselves. This will be considered as malpractice.**
 9. **Control Room for the End Semester Examination is EXAMINATION OFFICE (Admin Block, First Floor)**
 10. Students should verify whether the answer booklet they received does not have any damage before

writing anything on it. If any damage is observed report to the invigilator immediately before writing anything in it.

11. **Malpractice of any sort will be seriously dealt with.**
12. **Students are not allowed to scribble on the Question Papers. Scribbling on the Question Paper is considered as an act of malpractice. Students are supposed to write only their Register No. on top of their question paper.**
13. **Students are not allowed to have additional sheet for the End Semester Theory Examinations. All the answers are to be written in the main answer booklet itself.**
14. Students are not supposed to carry mobile phones, EarPodes, earphones, smart watches or any other AI enabled device or electronic gadgets(except calculators) to the campus on examination days. If the student possesses any of those during the examination, then it is considered as an act of malpractice.
In addition:
 - If student possesses mobile phone during the examination a fine amount of Rs. 1000 has to be paid for getting back the confiscated mobile.
 - If student possesses smart watch/EarPods/ AI incorporated device during the examination a fine amount of Rs. 500 has to be paid for getting both the confiscated device and ID Card.
 - If the mobile kept inside the bag rings/vibrates(due to an incoming call / alarm popping out) during the examination then it will be confiscated and in order to release the same student has to pay a fine amount of Rs. 500.
15. **Borrowing or exchange of writing materials, calculators, scales, or any other items during the examination is strictly prohibited.**
16. Students can keep their bags and books inside the examination hall near the black board. Students should not keep anything on the window pane.
17. Students who leave the exam hall before the stipulated hours of the examination should submit their question paper along with answer scripts to the Invigilator.
18. No candidate shall be permitted to enter the examination hall after 30 minutes from the commencement of the examination.
19. Students are not permitted to leave the examination hall during the examination for any reason such as using the toilet, drinking water, or similar purposes.
20. If the student changes his writing pen during the course of examination he/she has to get the initial from the respective invigilator stating "Change of Pen" in the answer script.
21. Students who leave the examination hall before the stipulated time must maintain silence in the verandah and leave the examination floor immediately.
22. Students are not allowed to keep their personal Tables (Statistical, Mathematical or financial) during examinations. The same will be provided by the Invigilator on request.
23. **Students should check the seating arrangement given in the hall ticket as the seating arrangement may be different for each session of the examination.**
24. Students should make sure that the number of pages and graph sheet used are properly written on the first page of the main sheet before handing over answer scripts to the Invigilator.
25. Students should write the serial number of the main answer booklet along with signature on the

invigilator diary provided.

26. Students are not supposed to tear any page from the answer booklet. They may use the last page in the answer booklet bundle for rough work and strike the contents in the rough work page afterwards.
27. Students are requested to cross out the blank pages with cross mark (X).
28. Students are expected to come in gentle dress code during the examinations.
29. Hall Ticket for eligible candidates shall be downloaded from the ERP solutions. Details regarding the same shall be shared to you shortly.
30. Students are requested to read and follow instructions given in the reverse side of the facing sheet of the answer script.

**Controller of Examinations,
Kristu Jayanti Deemed to be University, Bengaluru.**