OFFICE OF THE CONTROLLER OF EXAMINATIONS

SACRED HEART COLLEGE (AUTONOMOUS)

THEVARA, KOCHI -13

(Affiliated to Mahatma Gandhi University, Kottayam) exam@shcollege.ac.in; controller@shcollege.ac.in: 0484-2870614, 15, 16



IMPORTANT INTRUCTIONS TO THE CANDIDATES

- Occupy your seats at least 15 minutes before the commencement of the examination.
- Before the commencement of the examination, fill in the information asked for on the facing sheet.
- Students should bring their hall tickets and ID card. (Any photo ID in case college ID is not with them).
- Students can download their Hall ticket from the student's login till 6 June 2020.
- Do not possess any paper/slip other than your hall ticket and ID card. No open books/loose sheets are allowed inside the examination hall. Candidates are not permitted to leave the examination hall before the allotted time.
- Keep your bags and valuables in the space identified.
- Unsealed/stamped hall ticket will be seized during the End Semester Examination.
- Write your register number in the box provided on the facing sheet of the answer booklet.
- Do not write your register number anywhere on the answer booklet.
- Marking any religious symbol or code on the answer booklet should not be done.
- Hand over the answer book personally to the invigilator before leaving the examination hall; do not leave the answer booklet at your seat.
- No restroom break during the exam hours.
- Any kind of malpractice will be dealt with severely as per the Examination Rules.
- Write the **Question code** in the space provided on the facing sheet.
- Write the total number of additional sheets used, in the space provided on the facing sheet.
- Mobile phone/any electronic gadget is not permitted inside the examination hall, and if found, will be confiscated and will not be returned. The candidate may be debarred from taking up the examination for such violations
- Writing pads are not allowed inside the Examination Hall.

Controller of Examinations

