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ST JOSEPH'S UNIVERSITY

Ref: SJU/Exam/443/25-26 **Date: 23.10-2026**

NOTIFICATION: END SEMESTER EXAMINATION – OCTOBER 2026
INSTRUCTIONS TO THE STUDENTS

All students appearing for the End Semester Examinations in October 2026 must read and strictly follow the following guidelines.

1. Reporting Time and Examination Sessions

- Students are advised to arrive on campus **ONE HOUR before** their respective examinations.
- The examination sessions are scheduled as follows:
  - **First Session:** 9:00 AM
  - **Second Session:** 11:30 AM
  - **Third Session:** 2:00 PM

2. Seating Arrangements

- The seating arrangements for UG, PG and UG Honours Core Papers have been published on the University website and will remain the same throughout the examination period.
- The seating arrangements for Research Methodology, Multidisciplinary Elective (MDE) and Skill Development courses differ from those of the Core Papers. Students must check the respective seating arrangements on the University website before coming to the examination hall to avoid confusion.
- Supplementary seating arrangements will be displayed on the University website one day before the examination and on the examination notice board.
- If a registration number is not listed in the seating arrangement, the student must approach the **Examination Help Desk outside the COE Office**.

3. Hall Tickets and Student ID Cards

- Students must bring their hall tickets and student ID cards on all examination days.
- Students who do not have their ID cards or hall tickets must obtain a one-day admit note from a Dean. The designated locations for obtaining the admit note are:
  - **N Block:** Reception
  - **PG Block:** Dean's Room
  - **A Block:** Pro-Vice-Chancellor's/Deans' Room
- The hall ticket is the primary evidence of eligibility to write the examination. The student ID card is an additional form of identification and is not compulsory for writing the examination; however, it is mandatory for entry to the campus.

The following combinations will be accepted for examination eligibility:

- **Hall ticket alone:** Student is eligible.
- **One-day admit note from a Dean + Student ID card:** Student is eligible.
- **One-day admit note from a Dean + soft copy of the hall ticket shown before the examination:** Student is eligible.

4. Availability of Deans for One-Day Admit Notes

Deans will be available in their respective offices **30 minutes before each examination session**. Students may obtain a one-day admit note from any Dean, irrespective of their School.

Dr. Bojamma A M
Dr. Paul Newman
Dr Nalini G Sundaram
Dr Parinitha L Shinde
Dr Padma Nandanan
Dr.Susan Mary Philip
Dr.Arul Mani
Dr Parul Goel
Dr. Alan Godfrey

5. Replacement of Misplaced Hall Tickets: If a hall ticket used for previous examinations has been misplaced, students may bring a fresh printout of the hall ticket and use it for the remaining examinations.

6. Entry into the Examination Hall

- Students will be permitted to enter the examination hall only **10 minutes before the commencement of the examination**. Students must not occupy classrooms or wait in corridors before the permitted entry time.
- Students will not be permitted to enter the examination hall after **10 minutes from the commencement of the examination**.
- Students must remain seated for at least **30 minutes after receiving the question paper**, irrespective of the duration of the examination.

7. Personal Belongings and Stationery

- Students must leave their bags near the door inside the examination hall before taking their seats.
- Students must bring their own pens, calculators, dictionaries and other permitted materials. Borrowing is not permitted without the invigilator's permission.
- Students must keep all electronic gadgets inside their bags. Possession of prohibited electronic devices will be treated as malpractice.

8. Dress Code:

- Students are strictly instructed not to wear caps, cargo pants or jackets during the examination.
- Students must keep both ears clearly visible throughout the examination to facilitate proper monitoring.

9. Writing Instructions

- Answers must be written using a **black ink pen only**. The use of pencils for writing or drawing is prohibited.
- Students must not write their registration numbers inside the answer booklet.
    - **Regular students:** Must write their registration numbers only in the space provided on the question paper.

- **Supplementary students:** Must not write their registration numbers on the question paper.
- Students must allow invigilators to affix the QR code/barcode and registration number sticker only after verifying the details.
- Students must write the correct course code number as printed on the question paper.

10. Prohibited Materials and Malpractice

Students are strictly prohibited from bringing the following items into the examination hall:

- Mobile phones, even when switched off.
- Smartwatches, Bluetooth devices and other electronic gadgets.
- Books and notes, except a permitted dictionary.
- Writing pads and pencil pouches, including transparent pouches.

Important: Any prohibited items confiscated and reported as malpractice will not be returned to the students under any circumstances.

Mere possession of any prohibited item will be treated as malpractice. Writing on any part of the body will also be considered malpractice.

Students are not permitted to write anything related to the examination on desks or benches. If any such material is found before the commencement of the examination, it must be reported to the invigilator. Failure to report such material will be treated as malpractice.

11. Communication During the Examination

- All queries must be addressed only to the invigilator.
- Communication between students during the examination is strictly prohibited.

12. Use of Washrooms

Students are not permitted to use the washroom during the examination, except in cases involving medical conditions. Such conditions must be communicated in advance.

13. Answer Booklets and Additional Sheets

For regular students, the answer booklets provided are as follows:

- **Core Course:** 28 pages.
- **Multidisciplinary Elective/Language Courses/General English:** 12 pages.
- **Graph sheets/maps:** Attached wherever required.

No additional sheets will be provided to candidates.

All students are instructed to follow these guidelines strictly to ensure the smooth and fair conduct of the End Semester Examinations.

Controller of examinations

CONTROLLER OF EXAMINATIONS
St Joseph's University
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36, Lalbagh Road
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ST JOSEPH'S UNIVERSITY Bengaluru - Seoul