



Kristu Jayanti College of Law

Bengaluru

Affiliated to Karnataka State Law University

Approved by Bar Council of India | An Institution Managed by CMI Fathers

GENERAL INSTRUCTIONS FOR STUDENTS

BA / BBA / B Com LLB – End Semester Examination JUNE/JULY 2018

1. Students should bring the Identity Card and Hall Ticket during the University examinations.
2. In case the student has not brought the Hall Ticket / ID Card they should write a request letter addressed to the Director/Principal (Kristu Jayanti College of Law) and get it signed by the Director/Principal. This letter duly signed letter has to be submitted to the college office and the student has to avail duplicate hall ticket(valid only for that particular day) / provisional ID from the office after payment of the fine.
3. Students should be present in the Examination Hall 15 minutes before the commencement of the examination.
4. The following details are to be filled up legibly in the Facing Sheet of the Answer Booklet
 - University Register No. (written and OMR shading)
 - Centre Code: 453
 - Subject: Title of the Subject as mentioned in the Hall Ticket/Time Table
 - Examination: BA / BBA / B Com LLB June/July 2018
 - Paper: Subject Code (as mentioned in the Hall Ticket/Time Table)
 - Medium: Medium of writing the Examination
 - Signature of the Candidate:
 - Left Hand Thumb Impression:
5. Register No. of the candidate shall be mentioned in the first page only(in the appropriate space provided). Writing register no. in any other part of the answer script is considered as malpractice.
6. Invigilators should verify whether the students have signed in the hall ticket in the space provided.
7. Control Room for the university examination is Room No. 605 (UG Block, Fifth Floor). Examination Halls will be (Room No.'s 601, 602, 603 & 604. In UG Block, Fifth Floor)
8. Students should verify whether the answer booklet they received does not have any damage before writing anything on it. If any damage is there report to the invigilator immediately before writing anything in it.

9. See that the answer-book supplied to you bear the signature of the Supervisor and date.
10. Write on both sides each page in the answer booklet. Do not write in the margins.
11. Begin answering new questions on a new page. Write question numbers in the margin only.
12. Students can use blue/black ball point pen for writing the examination.
13. Do not leave any blank page between your answers. Answers written beyond blank pages may not be assessed, if by accident a page is left blank write on it “P.T.O” in bold letters.
14. **Malpractice of any sort will be seriously dealt with.**
15. **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 University Register No. on top of their question paper.**
16. **Students are not allowed to have additional sheet for the University examinations. All the answers are to be written in the main answer booklet itself.**
17. **Students are not supposed to carry mobile phones to the campus during examination days.**
18. Borrowing of writing materials, calculators, scales etc. is not allowed.
19. Students can keep their bags and books outside the examination hall. Students should not keep anything on the window pane. The institution / invigilator is not responsible for any valuables the students might have kept inside their bags.
20. Students who leave the exam hall before the stipulated 3 hours of the examination should submit their question paper along with answer scripts to the Invigilator.
21. No candidates are allowed to enter the examination hall half an hour after the commencement of the exam.
22. Students are not allowed to leave the examination hall for reasons like (Toilet, drinking water & so on).
23. Student shall not be allowed to leave the Examination Hall during the last ten minutes of the Examination.
24. If the student changes his writing pen during the course of examination he has to get the initial from the respective invigilator stating “Change of Pen” in the answer script.

25. Students who leave the exam hall before the stipulated time should not make noise on the corridors and leave the floor immediately.
26. 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.
- 27. Students should see the notice board before entering the examination hall everyday as seating arrangement may change everyday.**
28. At the end of examination, answer-book whether written or blank, must be handed over to the room supervisor before leaving the examination hall.
29. A warning bell will be given ten minutes before the close of the examination. At the second bell, you must stop writing and be ready to hand over your answer-book to the supervisor. You must not leave your seat until all answer-books are collected by the supervisor.
30. Students are not supposed to tear any page from the answer booklet. If any page is spoiled/damaged, put a line across it.
31. Students are requested to cross out the blank pages with cross mark (X).
32. Students are expected to come in gentle dress during the examinations.