



ST ALOYSIUS
(DEEMED TO BE UNIVERSITY)
MANGALURU 575003 - INDIA

(Recognised under Section 3 of the UGC Act 1956)

The Office of Controller of Examinations

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Reference: SADU/I-VI SEM-UG/I-IV-PG/2025-2026

Date: 14.October.2025

CIRCULAR

Subject: Conditions for Issuance of Admit Cards for undertaking End Semester Examinations

All students are hereby informed that **admit cards** for the end semester examination will be issued only to those who fulfil the following conditions:

Conditions for Issuance of Admit Card:

- 1. Full Payment of Fees:**
All academic and examination fees must be cleared. Students with pending dues will not be issued admit cards.
- 2. Minimum Attendance Requirement:**
Students must have maintained the minimum required attendance as per institutional norms (usually 75%) in each subject.
- 3. Submission of Required Document: (Document such as admission appraisal of I Year such as TC, SSLC, PUC document etc)**
All necessary documents (e.g., examination forms, identity proof, photographs, etc.) must be submitted before the stipulated deadline including any document to be submitted for eligibility purpose.
- 4. No Disciplinary Actions Pending:**
Students involved in any disciplinary proceedings or misconduct cases may be barred from receiving the admit card until cleared by the concerned authority.
- 5. Library Clearance:**
Students must return all borrowed library books and clear any dues to obtain a library clearance certificate.
- 6. Hostel Dues:** If any.

However, the formative assessment submissions have to be monitored by the respective course instructor, Head of Department, Dean and Director.

Students are advised to ensure compliance with the above conditions at the earliest to avoid any inconvenience. No admit card will be issued under any circumstances after the final date of issuance.

For further queries, contact the Office of Controller of Examinations during the working hours.

Issued by:

Dr Arati Shanbhag
Controller of Examinations
St Aloysius (Deemed to be University) Mangaluru