



# Bhagat Phool Singh Mahila Vishwavidyalaya

Khanpur Kalan (Sonapat), Haryana-131305

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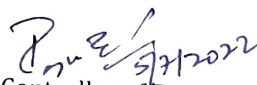
## Examinations Branch

### NOTIFICATION

#### Conduct of Theory and Practical University Examinations for Even Semesters of May 2022 Session and Issuance of Guidelines Thereof

Consequent to the meeting of the Dean Academic Affairs/Chairpersons/Principals/ Directors/ Heads & In-charges held on 01.07.2022 and approval of the same by the Hon'ble Vice Chancellor, the following instructions and guidelines are notified for information of the concerned:

1. The mode of University Examinations for May 2022 Session will be OFFLINE.
2. The examinees (excluding the students of BAMS) may attempt any five questions (where there is no compulsory question) and any four questions (where one question is compulsory) from the given question paper.
3. The dates for the said examinations will be as following:
  - Practical Examinations: 09.07.2022 to 15.07.2022
  - Theory Examinations (terminating semesters ): 16.07.2022 to 03.08.2022
  - Theory Examinations (non-terminating semesters): 01.08.2022 to 03.09.2022 (Approx.)
4. The examinations branch will issue the date sheet for the aforesaid examinations accordingly.
5. The aforesaid examinations will be conducted at the Department / College / Institute / Centre level under the overall supervision of the concerned Chairpersons/Principals/ Directors/Heads / In-charge.
6. Deployment of the staff on examinations duty shall be as following:
  - Superintendent-in-Chief: Concerned Chairperson/Principal/Director/Head / In-charge
  - Centre Superintendent : to be appointed by the examinations branch
  - Dy. Centre Supdt : to be appointed by the examinations branch
  - Invigilators : The list of invigilators will be provided by The Examination branch and duties will be assigned by the concerned Centre Supdt.
  - Support Staff : to be deployed by the concerned Supdt.-in-Chief
7. The answer sheets submitted by the examinees shall be retained by the concerned Superintendent-in-chief for evaluation by the faculty members authorized by the examinations branch.
8. The concerned Chairpersons/Principals/Directors/Heads/In-charge is requested to ensure that once the evaluation is completed, the marks be uploaded on the given portal within the specified dates.
9. After the awards are uploaded, the evaluated answer sheets along with the other examinations material including the unused answer sheets be submitted in the examinations branch with a signed cover note in this regard.
10. The question papers shall be supplied to the Superintendent-in-Chief through email / physical mode before commencement of the listed examination.
11. All the rules and regulations prescribed for university examinations be adhered to in letter and spirit.
12. The staff deployed on examinations duty shall be paid entitled remuneration.
13. It is the responsibility of the concerned Chairperson/Principal/Director/in-charge to ensure completion of working days required by arranging extra classes.
14. The students, who are suffering from COVID-19 or are having symptoms, should not come for the examinations. Such candidates will submit a request to her Head of the Department, well in time alongwith a Medical Certificate/COVID report duly issued by the competent authority (should not be older than 48 hours).The examination for such students will be conducted later on.
15. In case if any assistance, Examination Branch can be contacted at [coe@bpswomenuniversity.ac.in](mailto:coe@bpswomenuniversity.ac.in) or 01263-282330.

  
Controller of Examinations