

NOTIFICATION : End Semester Exams

1. As per the provisions of the Examination Rules 2009, the End Semester examination of departments are conducted under the overall guidance/direction of the Deans of the Schools. In view of this, the Deans may issue the Time Table of the End-semester Examinations (Regular, Repeat/Improvement and Ph.D. Course Work) for the eligible students, commencing from 07 December 2018 and ending on 18 December 2018 as per the Academic Calendar of the University. The timing for the examinations in all the Schools should be maintained as follows:

**Morning session : 09:00 AM to 12:00 Noon**

**Evening session : 02:00 PM to 05:00 PM**

2. Examination relating to Lab and field-based components (e.g. practical, viva-voce on dissertation, etc.) may be held even during the period one week prior to 07 December 2018 to ensure that **all examinations are over by 18 December 2018.**
3. All necessary arrangement for smooth conduct of examinations as per requirements may be made timely schedule of End Semester Exams, including the duties of invigilators and staff, submitted by Head/Coordinators of Departments/Courses to the Dean of School concerned shall be finalized by the Dean. The copy of the final schedule of examinations shall be sent by the Dean office to the concerned Heads/Coordinators for information to the students.
4. All the departments are requested to collect Examination Forms from the Examination Section from 13.11.2018 and duly filled forms of the **ELIGIBLE CANDIDATES ONLY** should be **submitted to the COE office latest by 30.11.2018** for which necessary action may be taken and the students intimated accordingly. **A list of students alongwith examination form may also be submitted for issue of Roll numbers. In case of examination forms will not be submitted by 30.11.2018, the COE office will not be responsible for non-issue of admit cards.**
5. The Answer books may also collect from the Examination Section from 13.11.2018.
6. Further, The End Semester Examinations will be conducted under the overall guidance/direction of the Dean of the Schools as per previous practice. However, the Answer books in respect of Core courses, for which question paper setting will be done externally, are to be handed over to the Controller of Examinations by the Dean of concerned School after the examination on the same day for the needful.
7. **The compliance of circular No.- 437/COE/BBAU/2018 dated 08.10.2018 may be strictly adhered.**

This issues with approval of the Competent Authority.

  
Controller of Examinations

**Copy to the following for information and necessary action:**

- 1) Deans of all Schools, BBAU, Lucknow.
- 2) Heads/Coordinators of all Departments, BBAU, Lucknow.
- 3) Registrar, BBAU, Lucknow.
- 4) Proctor, BBAU, Lucknow.
- 5) SO, to VC Sectt., BBAU, Lucknow.
- 6) DR (Exam.), BBAU, Lucknow.
- 7) PS to FO, BBAU, Lucknow.
- 8) Incharge (Security), BBAU, Lucknow: for necessary security arrangements.
- 9) AR (Academic), BBAU, Lucknow.
- 10) AR (Sanitation), BBAU, Lucknow.
- 11) Notice Boards, BBAU, Lucknow.
- 12) University Website, BBAU, Lucknow.

  
Controller of Examinations