

Hamdard Institute of Legal Studies and Research (HILSR)
School of Law
Jamia Hamdard, New Delhi

Dated: 12.07.2021

**Guidelines for the conduct of End Semester Examination of BALLB 2nd Semester –
August 2021**

1. All the students shall email a *clearly* scanned copy of **EXAMINATION FORM** along with the necessary **FEE RECEIPTS** (clubbed in a single PDF file) at szhussain@jamiahamdard.ac.in by **July 25, 2021 5:00 p.m.** A copy of the examination form has been circulated along with the guidelines.
2. Students of 2018 and 2019 Batches who have backlogs in any course in BALLB 2nd Semester may also apply by following the same procedure contained herein. However, they are required to pay a fee of Rs. 2000/- per course and attach the receipts with the examination form. They shall mention “Backlog” in the subject line of email.
3. Question Papers shall be sent on the registered email IDs to each student on the day of the examination **05 minutes** before the commencement of examination.
4. The duration of the examination shall be 3 hours. However, students will be given an additional time of **30 minutes** for sending the *clearly scanned HANDWRITTEN ANSWER SCRIPTS* (clubbed in a single PDF file) at the same email ID where from they have received the Question Paper of a particular paper. Any answer script received after the deadline shall not be entertained.
5. All the students must ensure that they mention their name, roll number and the registered email ID on every page of the scanned **HANDWRITTEN ANSWER SCRIPT**. The pages of the answer script shall also be numbered.
6. For clarifications or any explanation about the Question Paper, the concerned teacher/s shall remain available during the examination of her/his paper on **Google Meet/ Google Classroom**. Attendance shall also be marked using the same platform.
7. In case of any other queries regarding examination, please send them at szhussain@jamiahamdard.ac.in.

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