

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

Dated: 05.12.2020

Guidelines for the conduct of ONLINE Open Book End Semester Examination of
BALLB 2nd, 3rd, 4th and 5th Semesters

1. All the students shall register their email IDs and phone numbers with the department. An email has already been sent to all the students to this effect for confirmation of the necessary details.
2. Question Papers shall be sent on the same registered email IDs to each student on the day of the examination **05 minutes** before the commencement of examination.
3. The duration of the examination shall be 3 hours. However, students will be given an additional time of **15 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.
4. 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.
5. For clarifications or any explanation about the Question Paper, the concerned teacher/s shall remain available during the examination of her/his paper on the official Whatsapp group created by the department for every semester. A link to join the group will be sent to all the students three days before the commencement of semester examination. The concerned teacher will be added to the group a day before her/his paper after which she/he will leave the group.
6. Examination of the **BACKLOG PAPERS**, if any, shall be conducted in future.
7. In case of any other queries regarding examination, please send them at burhanmajid@jamiahamdard.ac.in or quratulainm@jamiahamdard.ac.in.

Sd/-
Dean
HILSR
School of Law