

Dated: 22.02.2021

Revised Guidelines for the conduct of End Semester Examination of BALLB Ist Semester

1. All the students shall email a *clearly* scanned copy of **EXAMINATION FORM** along with the necessary **FEE RECIEPTS** (clubbed in a single PDF file) at szhussain@jamiahamdard.ac.in by March 05, 2020 5:00 p.m. A copy of the examination form has been circulated along with the guidelines. **However, the examination form shall be submitted only after you have been assigned an Enrolment Number and have submitted the Enrolment Form to the office of HILSR.**
2. Students of 2018 and 2019 batches who have backlogs in any course may also apply by following the same procedure contained herein. However, they are required to pay a fee of Rs. 2000/- per course.
3. All the students shall register their email IDs and phone numbers with the department. An email will be shortly sent to all the students to this effect for confirmation of the necessary details.
4. 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.
5. 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.
6. 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.
7. 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.
8. In case of any other queries regarding examination, please send them at burhanmajid@jamiahamdard.ac.in or quratulainm@jamiahamdard.ac.in.

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HILSR
School of Law