

OFFICE OF THE CONTROLLER OF EXAMINATIONS  
JAMIA HAMDARD, HAMDARD NAGAR

10.03.2026

JH/Exam/Notice/2026-01

**CIRCULAR**

The EVEN Semester/Annual Examinations – 2026 is to be held as per the following schedule : :

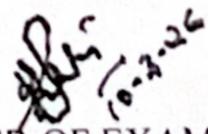
Commencement of Practical Exams 04.05.2026 to 08.05.2026  
Commencement of Theory Exams 11.5.2026 to 01.06.2026

S.No.	Schedule	Timeline
1.	Submission of Date Sheet from the Schools/Centres to the Examination Section (as per SOPs)	Till 10.04.2026
2.	Publication/Notification of Date sheet by the Examination Section	15.04.2026
3.	List of Invigilators(Internal) from the Schools/Centres (as per SOPs)	Upto 24.04.2026
4.	Filling up Examination Forms/Opening of Portal	15.04.2026 to 30.04.2026
5.	Closure of Filling up/Submission of Examination Forms (without fine)	30.04.2026
6.	After closure submission of Examination Forms with late Fine of Rs. 50/- per day (No Examination Form will be accepted after 05.05.2026)	Upto 05.05.2026
7.	Submission of Panel of Examiners, if applicable	On or before 17.04.2026
8.	Submission of Two sets of Question Papers for approval to the office of Controller of Examinations	On or before 30.04.2026
9.	Issuance of Admit Cards from examination section	Atleast one week before commencement of exams
10.	Commencement of Practical Exams	04.05.2026 to 08.05.2026
11.	Commencement of Theory Exams	11.5.2026 to 01.06.2026
12.	Evaluation of Answer Sheets in Centralized Manner at the respective Schools/Centres	Starts from 2 <sup>nd</sup> day of completion of paper Latest by 15.06.2026
13.	Results Declaration	Latest by 30.06.2026
14.	Issuance of Marksheets	15.07.2026 onwards

**Remarks :** No student will be allowed to appear in the examination without payment of all due fees and without the valid Admit Card issued by the Examination Section only.

- All the Deans/Directors/HODs are requested to kindly ensure strict adherence to the above schedule for timely conduct of examinations and declaration of results.
- All courses/classes kindly be completed before the commencement of examinations and no other activities be conducted during the period of examinations, except with the prior approval of the Competent Authority.
- No leaves (CL/EL/DL/Sp.L) will be allowed during examination period under any circumstances, except in exigency.
- Copy of SOPs dated 17.3.25 is attached herewith for kind reference.

This has the approval of the Vice chancellor dated 10.03.2026.

  
CONTROLLER OF EXAMINATIONS

**Distribution to :**

- All Deans/Directors
- All HODs through their respective Deans/Directors
- All examination staff
- UMS team
- HAH-CIT – for uploading on website

**OFFICE OF CONTROLLER OF EXAMINATIONS  
JAMIA HAMDARD, HAMDARD NAGAR**

17.03.2025

**STANDARD OPERATING PROCEDURE**

The following Action Plans are being circulated for implementation by the Schools/Centres :

1. The Deans/Directors will provide a tentative date sheet to the Controller of Examinations at least one month before the commencement of examinations and all the University Examinations will be scheduled uniformly
2. Examination notification/date sheet will be issued by the office of the Controller of Examinations after receipt of Date Sheets from the School/Department.
3. The Date for filling of Examination Form by the students will be at least one month before the Commencement of Examinations. Student Examination Form portal will be opened/closed by the UMS team for the same, accordingly.
4. Two sets of Question Papers will be provided by the Dean/Director of the School to the Controller of Examinations at least three weeks before the examination.
  - a. The sets of Question Papers will be sent to the Vice chancellor for the final approval for the printing of Question Paper.
  - b. A set format for the question paper will be provided by the Controller of Examinations to all the Schools keeping in view Council's regulations, if any.
5. The Question Papers will be printed by the Examination Section. After printing Question Papers will be sent to the Schools/Centres on the same day or one day before the examination by the Examination Section.
6. The venue of the exams will be the respective schools. Admit Cards will be issued to the respective school through the office of Controller of Examinations, at least 3 days prior to the exams.
7. Invigilators will be 50 percent from the concerned school and 50 percent from the other school/departments. The list of invigilators will be prepared in consultation with HODs and order issued from the office of Controller of Examinations.
8. The sealed answer sheets will be sent back to the examination section immediately after completion of examination (within one hour/same day).
9. The examination related stationary items will be provided to the Schools at least one week before the commencement of examinations.
10. The letter for evaluation will be sent by the office of Controller of Examinations to the examiners for evaluation of answer books, as per approval of the Vice Chancellor after recommendation by the BOS/School Board in consultation with the respective Heads.
11. Centralised evaluation process will be done in a specific room/hall which will be strictly dedicated for the purpose. The space would be either in the examination section or in the School/Centre.
12. An evaluator should evaluate minimum of 40 answer sheets in a day.
13. The tabulation process will be carried out as per prevailing practice in the Examination Section only.

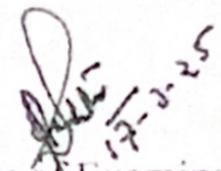


14. All examinations for all the Schools will be conducted as per approved Academic Calendar of Jamia Hamdard, as EVEN Semester/Annual examinations between 1 May to 30 May and ODD Semester/Annual(Prof.) examinations between 1 December to 31 December.

a. Supplementary examinations will be conducted by the Examination Section as per Rules & Regulations/Manual of Examination Section/Regulatory bodies as applicable.

15. An Examination Committee is constituted under the Chairmanship of Dean (Academics) with all the Deans as Members and Controller of Examinations as Secretary to resolve all the examination related emergent issues.

16. All the results will be published within 30 days after the completion of examination, reason will be cited, if not published within 30 days.

  
Controller of Examinations