

OFFICE OF THE CONTROLLER OF EXAMINATIONS
JAMIA HAMDARD, HAMDARD NAGAR

JH/Exam/Notice/2025-06

17.10.2025

CIRCULAR

The Odd Semester/Annual Examinations – 2025 is to be held as per the following schedule : :

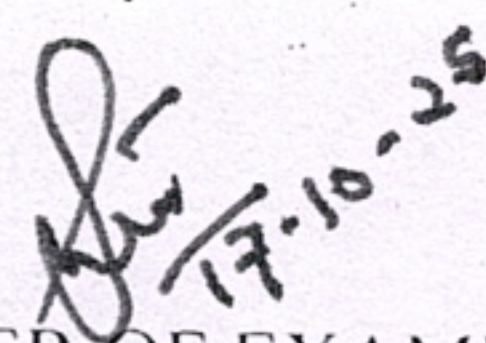
S.No.	Action	Timeline
1.	Commencement of ODD End-Semester/Annual Exams	1.12.2025 to 24.12.2025
2.	Submission of Date Sheet from the Schools/Centres (as per SOPs)	Till 30.10.2025
3.	Publication/Notification of Date sheet by the Examination Section	06.11.2025
4.	List of Invigilators (Internal) from the Schools/Centres (as per SOPs)	Upto 10.11.2025
5.	Filling up Examination Forms/Opening of Portal	01.11.2025 to 15.11.2025
6.	Closure of Filling up/Submission of Examination Forms (without fine)	15.11.2025
7.	After closure submission of Examination Forms with late Fine of Rs. 50/- per day (No Examination Form will be accepted after 20.11.2025)	Upto 20.11.2025
8.	Submission of Panel of Examiners	On or before 10.11.2025
9.	Submission of Three sets of Question Papers for approval to the office of Controller of Examinations	On or before one week of commencement of exams
10.	Issuance of Admit Cards from examination section	Atleast 3 days before commencement of exams
11.	Evaluation of Answer Sheets in Centralized Manner (Venue to be decided by COE)	Starts from 2 nd day of completion of paper Latest by 05.01.2026
12.	Results Declaration	Latest by 15.01.2026
13.	Issuance of Marksheets	15.01.2026 to 30.01.2026

Remarks : No student will be allowed to appear in the examination without payment of all due full 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.

Copy of SOPs dated 17.3.25 is attached herewith for kind reference.

This has the approval of the Vice chancellor dated 16.10.2025.


17.10.25
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

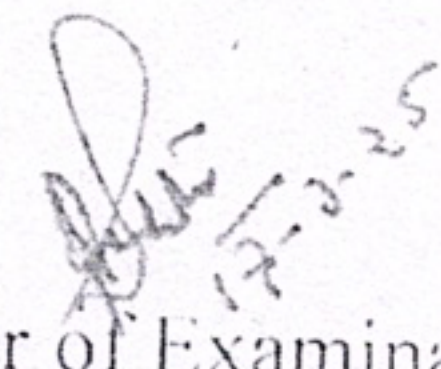
*Mr. Rameez for upload on
University website.*
MJ
17.10.2025

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

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.

