

Notification
Schedule and Guidelines for Conducting Practical Examinations
Odd Semester, Academic Year 2025–26

In accordance with the approved Academic Calendar and directions from the competent authority, the Practical Examinations for all UG and PG programs of the Odd Semester (2025–26) are scheduled to be conducted from 17th November 2025 to 22nd November 2025.

Guidelines for Conducting Practical Examinations

- Each department must prepare a detailed Practical Examination Timetable, duly approved and signed by the respective Dean, and submit the same to the Examination Cell on or before 15th November 2025 for final approval.
- Answer sheets for conducting practical examinations should be collected by the exam coordinators from Room No. SVH 211/212 prior to the commencement of the examinations and distributed to their faculty members.
- The evaluated marks must be entered and uploaded on the ERP system within 48 hours after completion of each practical examination.
- Hard copies of the mark sheets, duly signed by the faculty members, Course Coordinator, and HoD, should be maintained in the respective Department Office for internal audit and future verification.
- Departments are instructed to ensure that all laboratory equipment, consumables, and internet facilities (if applicable) are in proper working condition before the commencement of examinations.
- Students must report to their respective laboratories at least 15 minutes prior to the scheduled start time of the examination.
- Any instance of malpractice or unfair means during the practical examination will be strictly dealt with as per University Examination Regulations.



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12/11/2025