



Bhartiya Skill Development University Jaipur

Examination - Section

1004/BSDU/EXAM/82

01 March 2024

Notice

Sub: Guidelines for the smooth conduction of the upcoming In-Semester Examinations (Winter Semester 2023-24)

As per the Academic Calendar 2023-24, Please take note of the following guidelines for the smooth conduction of the upcoming In-Semester Examinations (Winter Semester 2023-24), which will be held in the 4th week of March 2024 (1st In-Sem.) and 3rd Week of May 2024 (2nd In-Sem.) respectively.

1. The In-Semester Examinations will be administered and conducted by the respective faculty/schools during the scheduled **course class timetable**, including **Open Elective courses** related to respective faculty/schools. (The exams for General Education subjects will also take place during the regular class period and will be supervised by the **Faculty of General Education**).
Note: The list of Open Elective students will be shared by the Faculty of General Education with all faculty/schools and the Examination department.
2. All faculty/schools must inform and share their **examination timetable/date sheet** with students at least one week in advance. Additionally, a signed scanned copy of the timetable should be sent to the examination section via email and in a hard copy duly signed by the Dean.
3. The respective faculty must adhere to the specified timeline provided in the Academic Calendar for the conduction of the In-Semester Examination.
4. The Examination Section will issue the required number **of In-Sem. Theory & Practical Answer Copies**. Therefore, all examination coordinators are requested to collect them from the Examination Section before the exam.
5. After the exam, all faculty/schools are required to submit **one set of the question paper with the answer key, and the attendance sheet (in a duly signed hard copy) to the examination section**. Additionally, **consolidated marks should be submitted through the provided award list on Google Drive**, on or before April 05, 2024 (for the 1st In-Semester Examination) & May 25, 2024 (for the 2nd In-Semester Examination).

6. The examination section will share the formats of **award sheets, question papers, and attendance sheets** with all faculty/schools before the commencement of the examination.

7. These guidelines and procedures are subject to any further instructions or modifications from the examination section or university administration.

Please ensure that you comply with these guidelines to ensure a smooth and efficient examination process.

Thank you for your cooperation.




Deputy Controller of Examinations

Copy to:

1. All the Deans, BSDU
2. Registrar
3. President
4. PS to Registrar