

डॉ० हरीसिंह गौर विश्वविद्यालय, सागर (म०प्र०)
DOCTOR HARI SINGH GOUR VISHWAVIDYALAYA, SAGAR (MP)
(केन्द्रीय विश्वविद्यालय/A Central University)

कुलसचिव
Registrar



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No. CBCS Exam./2024/

07 June 2024

**Top Priority
Most Urgent**

To

- (1) All Deans
- (2) All HoD's

Subject: CONDUCT OF CBCS (UG/PG) EXAMS: MANDATORY ATTENDANCE OF TEACHING FACULTY & SUPPORT STAFF IN ALL SCHOOLS/DEPTS REGARDING.

1. The Date Sheet (Time Table) for CBCS II, IV, VI, VIII & X End semester (UG/PG) Examinations: for 2023-24 has been published for all subjects/ disciplines, the Exam which is scheduled from 11 June 2024 during the Afternoon shift.
2. The conduct of Examinations is an essential duty which requires the presence of all teaching faculty, support staff of Deptts/Schools, officers & staff in Examination Branch and Director Academic Affairs (DoAA) Office.
3. As Per Ordinance -14 of The Vishwavidyalaya *"Every teacher shall undertake to take part in such activities of the University and perform such duties in the University as may be required by and in accordance with the Act, the Statutes and Ordinances framed there-under, for the time being in force, whether the same relate to organization of teaching, research, extension, examination of students, their discipline, welfare, and generally to act under the direction of the authorities of the University."*
4. It is therefore informed that all teaching faculties are called upon to perform their respective examination duties compulsorily and without fail **from 11 June 2024**, so as to ensure smooth conduct of examinations. Same restrictions will also apply on associated staff of Examination Branch, DOAA and Administrative Departments. This is the standard practice adopted every year during the exam period.
5. In case, teaching faculty, support staff etc. have to avail leave due to compelling reasons/situations, the Leave Application will be routed with due recommendations of concerned HoD/Dean and Chief Coordinator (Exams) with their remark for approval by the Hon'ble Vice Chancellor. For support staff, leave will be sanctioned by the Registrar with due recommendation of concerned Deptt/Branches, and Chief Coordinator (Exams) and they may proceed on leave, only after submitting the evaluated Answer books, Foils/Counter Foils with Examination Branch. This is to ensure for the timely publication of the results.
6. Please ensure aforesaid instructions for strict compliance.

By Order,

[Signature]
07/06/2024
Registrar

Copy to:-

1. Prof Ratnesh Das, Chief Coordinator, CBCS Exam 2023-24.
2. DoFA
3. Establishment Branch
4. Administrative Branch
5. Finance Branch
6. All Concerned Faculty Members
7. All Concerned Officers
8. All Concerned Empolyees
9. Secretary to VC for information of the Hon'ble Vice Chancellor please
10. PA to Registrar
11. File

for information & necessary action.

[Signature]
07/06/2024
Asstt. Registrar (Exam)