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

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Registrar

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No. NEP/CBCS Exam./2026/ 11918

18 Nov. 2026
Top Priority
Most Urgent

To

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

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

1. The Date Sheet (Time Table) for NEP/CBCS III, V, VII & IX semester (UG/PG) Examinations: for 2026-27 has been published for all subjects/ disciplines, the Exam which is scheduled from 30 Nov. 2026 during the Morning shift & Evening 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 30 Nov. 2026**, 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 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 strict compliance of the above mentioned instructions.

By Order,
Registrar 18/11/2026

Copy to:-

1. **Prof Sushil Ku. Kashaw**, Chief Coordinator, NEP/CBCS Exam 2025-26.
2. **DoFA**
3. **Establishment Branch**
4. **Administrative Branch**
5. **Finance Branch**
6. **All Concerned Faculty Members**
7. **All Concerned Officers**
8. **All Concerned Empolyees**

   } for information & necessary action.

9. **Secretary to VC** for information of the Hon'ble Vice Chancellor please
10. **PA to Registrar**
11. **File**

Satish Kumar
Dy. Registrar (Exam)