



**SHARDA**  
**UNIVERSITY**  
AGRA

18 KM, Stoue, Agra-Delhi Highway NH-2,  
Keetham, Agra 282007 [UP]  
Website : [www.agra.sharda.ac.in](http://www.agra.sharda.ac.in)  
Email : [info@agra.sharda.ac.in](mailto:info@agra.sharda.ac.in)  
Contact No. : +91-120-6879222

## OFFICE OF CONTROLLER OF EXAMINATIONS

Ref. /SUA/CoE/2025/044

28-11-2025

**Subject: ID Card Mandatory for Theory and Practical Examination**  
**Mandatory Use of Valid University ID Card and Admit Card for Mid semester and End Semester Examinations – Strict Compliance**

All students are hereby informed that **carrying both a valid University ID Card and the official Admit Card is mandatory** for all **Theory and Practical examinations**. Entry to the examination hall will strictly be based on the verification and scanning of these documents for **attendance authentication and mark entry purposes**.

### Mandatory Instructions:

- Entry will **not be permitted** without **both** the original University ID Card and Admit Card.
- The ID Card and Admit Card must be **original, untampered, and clearly display the student's photograph, name, and QR credentials**.
- Students must **protect the QR code** from any damage, alteration, or duplication.
- During scanning, if any mismatch, tampering, invalid QR code, or displaying another student's credentials is detected, it will be treated as a **serious Unfair Means (UFM) violation**.
- No **soft copy, photocopy, screenshot, or temporary ID** will be accepted under any circumstances.

### Important:

This policy will be enforced **strictly**, and **no relaxation will be granted on exam days**.

All **Deans Heads of Departments (HoDs), Examination Cell Coordinators, Class Coordinators, and Mentors** are requested to inform the students and ensure strict compliance.

Let us uphold **academic discipline, authenticity, and integrity** in the examination process.

Controller of Examination



### Copy to:

- Honourable Vice Chancellor
- Registrar
- All Deans/Directors/head of the Departments
- All the Faculty and Staffs
- All the Students
- CoE office File