SHARDA UNIVERSITY
AGRA

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OFFICE OF CONTROLLER OF EXAMINATIONS

Instructions to Students – End Semester Examination & Backlog Examination Odd Semester- November- 2026

1. **ESE (Regular III/V Sem. & Backlog III Sem.Batch-2024)** – Odd Semester, will be conducted offline at Sharda University Agra campus.
2. Students are advised to carry Admit Card & University Identity Card in Original (No colour Photostat allowed) failing which they will not be allowed to appear in examination. No Student shall be allowed to appear in examination on Photocopy of SUA ID.
3. Students must enter the examination hall 15 minutes before the commencement of the examination. Late comers may be allowed subject to a maximum by 15 minutes from the commencement of examination on exceptional grounds on written permission of CoE / In-charge Flying Squad only.
4. **STUDENTS WILL NOT BE ALLOWED TO CARRY MOBILE PHONE/ELECTRONIC DEVICE INSIDE EXAMINATION ROOM UNDER ANY CONDITION WHAT SO EVER. THEREFORE, STUDENTS ARE ADVISED NOT TO CARRY MOBILE PHONES INSIDE THE EXAM HALL DURING THE EXAMINATION.**
5. Wallets/Bags/books/Written-Notes/Smart Watches/Electronic devices/hearing devices etc. or any type of Programmable Calculators shall not be allowed in the exam hall. The University shall not be responsible for any type of losses/breakages etc.
6. Students are instructed to fill the OMR Carefully Answer Scripts without filled OMR bubbles will be treated as null and void. Use blue/black pen only to fill the bubbles in the OMR Grid.
7. Students are advised to read and follow instructions printed on the answer booklet and check the answer booklet for number of pages and for its condition before writing.
8. Exchanging or borrowing of water bottle, pen, pencil, eraser, scale, calculator etc. during examination is prohibited.
9. **No student is allowed to use toilet or washroom during First & last hour of ESE.**
10. Student cannot leave the examination hall before the stipulated exam time.
11. Students must sit according to their seating plan.
12. No supplementary sheet will be provided. Rough work can be carried out on the right-hand side margin or at the end of the answer booklet.
13. Students are advised not to make any type of identification mark on the answer booklet as that would be considered as an act of use of unfair means.
14. Students are not allowed to take away the answer book/sneak out of the examination hall (with the answer booklet), such acts will be treated as a malpractice and **if found guilty, student will not allowed to appear in any further examinations as well as disciplinary action be taken.**
15. Students should not talk with any other examinee and should not disturb anyone during the examination. Any such act will be treated as a malpractice / UFM.

Controller of Examinations

13/11/26

SUA