

Ref. No. CUJ/COE/2024/89/6016

Dated: - 19 / 11 / 2024

**OFFICE COMMUNICATION (ODD SEMESTER EXAMINATION - 2024)**

It is notified for information and necessary action by all the Heads/Deans (in case of Coordinator) of the Departments that:

- As per recommendation of the Examination Committee and approval of the Hon'ble Vice Chancellor the Integrated UG/PG ~~Even Semester Examination~~ 2024 is scheduled from 10<sup>th</sup> December to 23<sup>rd</sup> December, 2024 of (1<sup>st</sup>, 3<sup>rd</sup> and 5<sup>th</sup> Semester of Integrated UG/PG and 1<sup>st</sup> and 3<sup>rd</sup> semester of 2 Years PG programme and 1<sup>st</sup>, 3<sup>rd</sup> & 5<sup>th</sup> Semester of 3 Years UG programme of all departments.
- All the HODs/Coordinators are requested to send two sets of question paper of each subject (Hard Copy of All question papers must be as per the enclosed sample question format as attached at Appendix - A) in a sealed envelope and soft copy should be sent to the e-mail ID: [coe-exam@cuj.ac.in](mailto:coe-exam@cuj.ac.in) on or before 26/11/2024 by 4.00 P.M. positively for moderation and printing of Questions Papers well before the Scheduled Examination.
- It must be ensured that the Paper Name/Paper Code/Semester Name is correct in question papers before submitting (Hard and Soft Copy) to the undersigned. All set - 1 and set - 2 questions papers should be in a separate envelop duly superscribed as follows on the top of the Envelope:

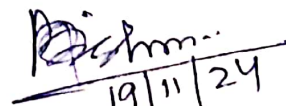
ODD SEMESTER EXAMINATION - 2024	
Paper Name	
Paper Type	(Regular or Back)
Paper Code	
Semester	
Type of Course	(Theory/Lab/Dissertation/Viva-Voce, etc.)
Question Paper Setters Name	
Answer Script Evaluator Name	
Total Number of Question Paper Required	

- As per Examination Calendar for the session 2024-25, All Heads/Coordinators are requested to finalize the Practical/Lab/Dissertation/Project work/Internship Report (if any) (1<sup>st</sup>, 3<sup>rd</sup> and 5<sup>th</sup> Semester of Integrated UG/PG and 1<sup>st</sup> and 3<sup>rd</sup> semester of 2 Years PG programme and 1<sup>st</sup>, 3<sup>rd</sup> & 5<sup>th</sup> Semester of 3 Years UG programme of all departments of Odd Semester Examination 2024 and upload the marks in Samarth Portal latest by 31<sup>st</sup> December, 2024 positively.
- Five external names (Contact number, email ID, Correspondence Address) for question paper setting for each Paper/Subject along with Syllabus, Course Code, Course Structure should be submitted to the Controller of Examinations (e-mail ID: [coe-exam@cuj.ac.in](mailto:coe-exam@cuj.ac.in) on or before 26/11/2024 by 4.00 PM positively.  
This is issued with the approval of the Hon'ble Vice Chancellor.

Sd/-  
CONTROLLER OF EXAMINATIONS

**Copy to:**

- PS to the Vice Chancellor
- PS to the Registrar
- PS to the Finance Officer
- DAA/All Deans/Heads/Coordinators
- ~~PS~~ I/c Tech Cell/System Analyst to kindly upload in our University website

  
19/11/24  
CONTROLLER OF EXAMINATIONS