

Controller of Examinations
Shaheed Benazir Bhutto Women University, Peshawar

Dated: 19-02-2021

Phone: 091-9224716



To,

- The Principals,
1. Govt. Frontier College for Women, Peshawar
 2. GGDC Jamrud, Khyber Agency
 3. GGDC, Charsadda
 4. GGDC, Ekka Ghund
 5. GGDC Hayatabad
 6. Govt City District College, Peshawar
 7. GGDC Parachinar
 8. GGDC, Bacha Khan Kohat Road Peshawar
 9. GCGC Gulbahar
 10. GGDC Alizai
 11. GGDC Kalaya

Subject: **Examination Schedule for Final Term Exam March 2021**

Enclosed please find herewith the Examination Schedule for the forthcoming Examinations in BS-4 Year Programs under Semester System of Examination of the following semester's alongwith their respective sessions. Kindly direct the concerned staff of your department to comply with the schedule in letter and spirit in the best interest of the students.

Semester – I ----- Session: 2020 -2024

Semester- III-----Session 2019-2023

Semester- V-----Session: 2018-2022

Semester- VII-----Session: 2017-2021

General Schedule for Final Term Exam

<ul style="list-style-type: none">• Duration of Examinations	9 th March 2021 to 16 th March 2021
<p>The following should be submitted to the Controller's office:</p> <ul style="list-style-type: none">• Departmental Date Sheets• Students' Strength• Demand for Answer Books & Continuations Sheets having mentioned exact No. of students appearing in each paper• Submission of Examination Fee @Rs. 1500/- per eligible student• Filled proforma for common papers (if any)	22 nd February 2021, Monday
<ul style="list-style-type: none">• Collection of sealed packets of Question Papers and Answers Books	8 th March 2021, Monday
<ul style="list-style-type: none">• Submission of packets of Marked Answer Books of students to the Controller's office alongwith Award Lists and relevant Attendance Sheets.• Return of unused stationery alongwith requisite stationery utilization proforma & certificate	24 th March 2021, Wednesday

Note: The following instructions must strictly be followed during exams:

1. Wear a mask at all times when in a public space on campus.
2. Maintain social / physical distancing of six feet in class room, laboratories, library, cafeteria, offices, corridors, stair cases and lift.
3. Maintain good hygiene practice. Wash your hands thoroughly with soap and water or use a hand sanitizer, dry the hands before leaving the bathroom. Use a tissue (and dispose it properly) or the crook of your elbow when coughing or sneezing.
4. Use only the designated entrance and exits.
5. In case of violation of any of the above instructions, the student shall stand ineligible to attempt the exam.
6. The students must bring their own transparent water bottle.
7. Before starting and closing of examination, common surfaces like table tops, arm rests of chairs, handles of doors and common instruments etc. should be properly disinfected.
8. UPS / Generator must be arranged by the college for the examination centers for the non-interrupted supply of electricity.
9. Strict check of SOPs should be monitored by the principal / coordinator / COE concerned. The principal is allowed to charge fine / penalty on the individual for not following the SOPs.
10. Students will not be allowed to talk in groups and unnecessarily even outside the hall.

Violation of above mentioned SOP's will lead to the cancellation of Paper / Exam.

Dr. Rubi Bilal
Controller of Examinations
Shaheed Benazir Bhutto Women University Peshawar