

Letter No. 134/COE/BBAU/2024

Date 20/05/2024

NOTIFICATION : Special Examinations

The Competent Authority is pleased to approve for conduct of 'Special Examinations' during the period from 08.07.2024 to 12.07.2024 for final semester/year students, who are interested to clear/pass or improve their grades of any papers(s) of any semester of their program. The procedure for the same is as under.


1. Such students may submit their application to the concerned Head of the Department on or before 20.06.2024 for conducting the Special Examination. The Deans may issue the Time Table of the Special Examinations for the eligible students. The timing for the examinations in all the Schools should be maintained as follows:

Morning session : 10:00 AM to 01:00 PM

Evening session : 02:00 PM to 05:00 PM

1. All necessary arrangement for smooth conduct of examinations as per requirements may be made timely. Schedule of Special Exams, including the duties of invigilators and staff, submitted by Head/Coordinators of Departments/Courses to the Dean of School concerned shall be finalized by the Dean. The copy of the final schedule of examinations shall be sent by the Dean office to the concerned Heads/Coordinators for information to the students.
2. All the departments are requested to collect Examination forms from the Examination section from 20.06.2024 and duly filled forms of the ELIGIBLE CANDIDATES ONLY should be submitted to the COE office latest by 02.07.2024. A list of student's alongwith examination forms may also be submitted for issue of Admit Cards. In case of examination forms will not be submitted by 02.07.2024, the COE office will not be responsible for non-issue of admit cards.
3. In case examination is conducted by the Departments without issue of admit cards, COE office will not be responsible/bound to declare the results.
4. The Answer books may also be collected from the Examination section during 3 PM to 4 PM from 02.07.2024 on submission of requisition in the prescribed format.
5. Further, The Special Examinations will be conducted under the overall guidance/direction of the Dean of the Schools.
6. The concerned Dean of School is requested to submit the results of aforesaid Special Examinations upto 18.07.2024 to COE Office for its timely declaration.

This issues with approval of the Competent Authority.


Controller of Examinations

Copy to the following for information and necessary action:

1. Dean/Director(I/C), All Schools/Satellite Campus, Amethi, BBAU, Lucknow
2. Dean (Academic Affairs), BBAU, Lucknow
3. Head/Coordinator of all Departments/Programs, BBAU, Lucknow.
4. Registrar, BBAU, Lucknow.
5. Proctor, BBAU, Lucknow.
6. AR to VC Sectt., BBAU, Lucknow.
7. AR (Exam.), BBAU, Lucknow.
8. Nodal Officer, Examination Module SAMARTH
9. Security Officer, BBAU, Lucknow: for necessary security arrangements.
10. AR (Academic), BBAU, Lucknow.
11. AR (Sanitation), BBAU, Lucknow.
12. Notice Boards, BBAU, Lucknow.