

**Faculty of Sciences, Humanities and Social Sciences**

**INTERNAL EXAMINATION CELL**

Ref: TU/FSHS/IEC/2025-26/SEP/002 Dated: 10.09.2025

**CIRCULAR**

Sub: Conducting Examination for Continuous Assessment Test-I to R25 Students***.***

This circular is to notify all staff and students about the upcoming continuous assessment test. The continuous assessment test-I will be held from **15.09.2025** to **22.09.2025**. The syllabus for the internal assessment test will cover one and half units. The exam should be conducted 50 marks with the following pattern.

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| --- | --- | --- |
| **Part A (5X2=10 Marks)** | **Part B (3X10=30 Marks)** | **Part C (1X10=10 Marks)** |

All faculty members are requested to prepare the question papers in the prescribed format and submit the ***Question Paper*** soft copy to the email id: **examcell@takshilauniv.ac.in** and hard copy with self-attestation and School In-charge Signature to the Internal Examination Cell on or before **12.09.2025**. All School In-charges are requested to submit the ***Feedback*** before commence of examination on **13.09.2025.**

All faculties are hereby instructed to complete the Google Spread Sheet (Test, MCQ, and Assignment) on or before **24.09.2025.** The format of question paper, result analysis and mark statement to be collected by concerned internal exam cell members. The detailed time table, including courses, and date, will be posted on the notice board and the official whatsapp group by **13.09.2025.**

**\*Note:**

1. Assignments should be collected from the students as per the date mentioned in the Academic Calendar.
2. Before the completion of CAT, MCQ should be completed for the respective exam on the same date from 10.20 AM to 10.40 AM.

\*Enclosures:

1. CAT-I Time Table
2. Question Paper Template

**(Prof.) Dr. S. DEEPA**

INTERNAL EXAM COORDINATOR DEAN-FSC & I/C FHSS

Copy to

1. Dean Academic affairs
2. The Controller of Examinations
3. All School In-charges
4. All Faculty Members
5. Time Table to be circulated in all Classes
6. Time Table to be displayed on Notice Board

Copy Submitted for

1. The Hon’ble Vice Chancellor
2. The Respected Registrar



**Faculty of Sciences, Humanities and Social Sciences**

**IMPORTANT INSTRUCTIONS FOR STUDENTS**

* **Punctuality:** You must be in the examination hall at least **10 minutes (10.50 AM)** before the scheduled start time. Latecomers will not be allowed to enter the hall.
* **Required Materials:** Bring your own pens (black and blue), pencils, erasers, and other necessary stationery. Sharing of any materials is strictly prohibited.
* **Academic Integrity:** Any form of academic malpractice, including cheating or possession of unauthorized materials, will result in immediate disqualification from the examination and severe disciplinary action.
* **Electronics:** Mobile phones, smart watches, and any other electronic gadgets are **strictly prohibited** inside the examination hall. Any student found with such a device will have it confiscated and their examination will be cancelled.
* **Seating Arrangement:** The seating plan will be displayed on the examination hall door. Please find your designated seat before the exam begins.
* **ID card & Dress Code:** Every student should wear ID card with proper dress code when enter the examination call.
* **Retest:** The retest will be conducted for students who got pre permission with valid reason.

Coordinator of Exam Cell Dean-FSC & I/C FHSS

**IMPORTANT INSTRUCTIONS FOR STAFF**

|  |  |
| --- | --- |
| 25-08-2025 | Circular will be circulated to Staff |
| 26-08-2025 | Circular will be circulated to Students |
| 28-08-2025 | Last day for question paper submission |
| 01-09-2025 | CAT-I Starts |
| 09-09-2025 | CAT-I Ends |
| 10.20 AM to 10.40 AM | Conducting MCQ-I Test by course handling staff |
| 10.40 AM to 10.50 AM | Break Time |
| 10.40 AM | Collecting Exam Papers and Question Papers from Exam Cell (Room No.201) and Sign the Attendance Record |
| 10.50 AM | Assembling students inside of the Exam Hall. |
| 10.57 AM | Distribute question papers to the students |
| 11.00 AM | Examination Starts |
| 11.30 AM | Block the Fees Due Students from Exam Hall |
| 01.00 PM | Submit the Answer Booklet to Exam Cell (Room No.201) and Sign the Exam Duty Record |
| 12-09-2025 | Submission of CAT-I Analysis, Mark Statements, and Progress Report |

Coordinator of Exam Cell Dean-FSC & I/C FHSS