

UNIVERSITY OF JAMMU

(NAAC ACCREDITED 'A + GRADE' UNIVERSITY)

Baba Sahib Ambedkar Road, Jammu-180006 (J&K)

Academic Section

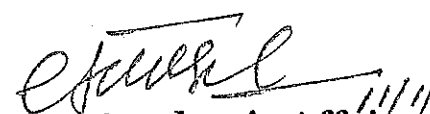
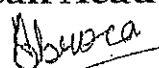
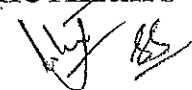
E-mail: academicsectionju14@gmail.com

C I R C U L A R

It is hereby circulated for the information of all concerned that the matter w.r.t. issuance of examination stationery (answer sheets/copies) from the Examination Wing for the conduct of end semester examinations of UG/PG courses in the University Campuses was deliberated thoroughly by the Committee in its meeting held on 03.11.2025 in the office chamber of the Dean Academic Affairs, University of Jammu wherein the following was resolved:

1. The Examination Wing shall issue answer sheets to the departments strictly upon written request from the concerned Head of Department.
2. A proper record of issuance and receipt of answer sheets shall be maintained by the Stationery Section of the Examination Wing.
3. The Head of Department (HoD) shall be responsible for maintaining the record and ensuring the safekeeping of examination stationery in the department.
4. It is further emphasized that any misuse, loss, or irregularity in the use of examination stationery shall render the concerned office of the Head of Department accountable for the same.

All Heads/Directors of the teaching departments/Rectors/Directors of the Offsite Campuses are requested to adhere the above instructions for the smooth conduct of Examinations in the Departments/Offsite Campuses of the University of Jammu.


Dean Academic Affairs



No. F. Acd/I/25/12316-415

Dated: 11/11/2025

Copy to:-

1. Special Secy. to the Vice-Chancellor, University of Jammu for the kind information of the Hon'ble Vice-Chancellor please.
2. Sr. P.A. to the Dean Academic Affairs
3. Sr. P.A. to the Registrar/ Controller of Examinations
4. All Heads/Directors of the University Teaching Departments
5. All Rectors/Directors of the Offsite Campuses of the University
6. Director, CITES&M for directing the concerned to upload the notification on the University website.
7. Guard file

AP-I
