



Date: 02-02-2026

CIRCULAR

Instructions for collecting of the question paper during examination.

1. The Chairperson or Principals of affiliated colleges or their authorised confident teaching faculty should collect the QP packets from the Examination Section on the day of exam. They have to present their college ID Card and authorisation letter to the Examination Section.
2. The authorised faculty member must record their name, contact number, date, and time of collection in the checklist maintained at the Examination Section.
3. While collecting the question papers from the Examination Section, the authorised faculty member must verify the number of question papers against the checklist and ensure that the count matches the details reflected in the UUCMS portal.
4. Examination Centers are strictly instructed to unseal the question papers only under CCTV surveillance. The recorded footage must be preserved and produced as and when required by the examination section.
5. The authorised faculty member is required to obtain a Question Paper Acknowledgement from the Examination Section. During the unpacking process, the number of packets received, the number of packets utilized and the number of unused packets returning must be clearly recorded in the acknowledgement. This document must be signed by the Chairperson/Principal and submitted to the Examination Section on the following working day.
6. Examination Centres must return all unused sealed question paper packets to the Examination Section along with the duly completed Question Paper Acknowledgement.

Registrar (Evaluation)
Registrar (Evaluation)

Bengaluru City University
College Campus
Bengaluru - 560 001

Copy to,

1. Chairpersons of the departments and all principals of affiliated colleges,
Dr. Manmohan Singh Bengaluru City University, Bengaluru.