

**SREE SANKARACHARYA UNIVERSITY OF SANSKRIT, KALADY**

No. PG ENT/4142/SSUS/2018  
09.05.2018

Date:

**M.A./M.Sc/M.S.W./M.PEd/M.F.A. ENTRANCE EXAMINATIONS, MAY**  
**/ JUNE 2018**

Instructions to Campus Directors / Head of the Departments

1. All procedures of the University Examination shall be observed in conducting the Entrance Examination for M.A./M.Sc/M.S.W./M.PEd/M.F.A. degree programmes.
2. No candidate shall be allowed to take the examination if they arrive after 30 minutes of the commencement of the examination for M.A./M.Sc/M.S.W./M.PEd/M.F.A.
3. The duration of the entrance examination is 2 hours (1 hour for MFA) and punctuality shall be maintained.
4. No candidates shall be allowed to write the examination without his / her admit card, duly affixed passport size photograph, attested by a Gazetted Officer.
5. The Heads of Departments of Main Centre, Kalady are directed to take necessary steps to handover the answer scripts to the Office of the Pro-Vice-Chancellor, immediately after the end of Entrance examinations.
6. The HODs/Campus Directors are instructed to draw required fund from the respective head of account provided to the Department / Centre in the current year's budget for the conduct of Entrance Examinations.
7. All Answer bundles from Regional Centres should be forwarded to the office of the Pro-Vice-Chancellor on the very next day of exam either through speed post or through messenger.
8. The HODs/CDs may ensure that they receive sufficient number question papers at the earliest.

9. HODs/CDs may make necessary arrangements for examination halls and invigilators as per the number of students in the nominal roll.

Sd/-

**Pro-Vice-Chancellor**