

THE GANDHIGRAM RURAL INSTITUTE – DEEMED UNIVERSITY
MINISTRY OF HUMAN RESOURCE DEVELOPMENT
Accredited by NACC with ‘A’ grade(3rd cycle)

Dr. M.SUNDARAMARI
CONTROLLER OF AMINATIONS



GANDHIGRAM-624 302
DINDUGAL DISTRICT
TAMIL NADU, INDIA

Phone: 91-451-2454222	EPABX :+91-451-2452371 to	E-mail: controller@ruraluniv.ac.in
Fax:+91-451-2452222	2452376	

Ref : E5/2017-2018/

Date : 12.02.2018

NOTIFICATION

Sub: GRI - End Semester Examinations April 2018 Constitution of
Question Paper Board and setting of question papers for UG/Diploma
programmes under CBCS – Notification – reg.

This notification is with regard to the setting of question papers by Internal examiners for **UG students for the courses viz., Allied Papers ,Language papers etc., and for the programmes viz B.Sc (Agri) (VIII Semester), B.Tech. (VIII Semester),PDCH (II Semester), D.Agri.(II Semester & IV Semester),Dip.in Textile Technology .(II Semester & IV Semester).**

All the Deans/HODs/ Coordinators/Directors are requested to constitute a **Question Paper Board**, as mentioned below, under intimation to the Controller of Examinations for scrutinizing the question papers to be set by the course teachers for conducting End Semester Examinations to be held in April 2018.

- 1.The Head of the Department shall be the Chairperson of the Question Paper Board.**
- 2.Two Members are to be nominated by the HOD (on the basis of seniority and by rotation)**

All the Chairpersons are informed to receive **one/ two sets of question papers for each course of the Programmes mentioned above** for ESE from the concerned course teacher in the prescribed format. The materials viz .,syllabus copy, question pattern, guidelines etc., for setting question papers are being sent separately to the respective Chairperson of the Question Paper Board. Please insist all the setters to type the question paper script **only** in the **template of Question Paper** provided in the Institute’s Website (www.ruraluniv.ac.in) under the “**DOWNLOADS**” link and and send the soft copy of the question paper to the **E Mail ID of the Controller of Examinations** and hand over the print out of the question paper to the Chairperson of the Question Paper Board for scrutiny and onward transmission to the Controller of Examinations after scrutiny by the Board. Specifications for the soft copy of the question paper is given below:


Format	: Microsoft Word only
Font Style	: Times New Roman
Font Size	: 12
Line Spacing	: 1.5
Encryption	: No

: 2 :

The schedule of the Question Paper Board :

<i>Sl. No.</i>	<i>Details</i>	<i>Last Date</i>
1.	Constitution of Question Paper Board	02.03.2018 Friday
2.	Sending soft copy of the question papers and scheme of valuation to the E-mail ID of Controller of Examinations	12.03.2018 Monday
3	Receipt of Question Papers from the concerned course teachers by the Chairperson	14.03.2018 Wednesday
4.	Convening the Board meeting for scrutiny	16.03.2018 Friday
5.	Despatching the scrutinized Question Papers by the Question Paper Board along with the detailed scheme of valuation, solutions to problems and keys to objective type questions etc to the Controller of Examinations.	20.03.2018 Tuesday

Kindly adhere the above schedule of work and extend your cooperation for smooth conduct of End Semester Examinations April 2018.


12/2/18
CONTROLLER OF EXAMINATIONS

To

1. All Deans/HODs/ Directors/Coordinators
2. The Director i/c, Computer Centre, GRI - with a request to upload this Notification in GRIwebsite and intranet.
3. The Director (Academic)
4. The Private Secretary to the Registrar.
5. The Private Secretary, Office of the Vice-Chancellor
6. File.