

THE GANDHIGRAM RURAL INSTITUTE – DEEMED TO BE UNIVERSITY
(Ministry of Education, Govt. of India)
Accredited by NACC with ‘A’ Grade (3rd cycle)

Dr. P.ANANDHARAJAKUMAR
CONTROLLER OF EXAMINATIONS i/c



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Ref: E12/2022-2023/

Date: 16.02.2023

NOTIFICATION

Sub: GRI (DTBU)-Odd Semester Examinations March 2023 - Constitution of **Question Paper Board** and setting of question papers for I semester of Certificate/Diploma/ D.Voc./B.Voc./UG/M.A.(Integrated) and PG Diploma in Sustainable Social Development programmes under CBCS –Notification – reg.

This notification is issued with regard to setting of question papers by Internal Examiners for all the courses / papers offered in the I Semester of all the Certificate/Diploma/ D.Voc./B.Voc./UG/M.A.(Integrated) and PG Diploma in Sustainable Social Development programmes of the academic year 2022-2023.

All the Deans/HODs/Coordinators/Directors are requested to constitute a **Question Paper Board**, as mentioned below for scrutinizing the question papers and the same may be intimated to the undersigned.

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

The Chairpersons are informed to receive **only ONE question paper for each courses** for ESE from the **concerned course teacher** in the prescribed format. The materials viz., 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 **hand over the print out as well as the soft copy of the question paper to the Chairperson of the Question Paper Board** well within the deadline for scrutiny and onward transmission to the Controller of Examinations. Specification 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

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The schedule for the Question Paper Board is as follow:

<i>Sl. No.</i>	<i>Details</i>	<i>On or Before</i>
1.	Distribution of syllabus copy and examination materials to Question paper setters by HOD.	01.03.2023
2.	Constitution of Question Paper Board.	03.03.2023
3.	Receipt of Question Papers from the concerned course teachers by the Chairperson.	06.03.2023
4.	Convening the meeting of Question Paper Board for scrutiny.	08.03.2023
5.	Submitting the scrutinized Question Papers (Soft & Hard copy) by the Question Paper Board to the Controller of Examinations alongwith minutes of meeting of Question paper Board.	13.03.2023

Note: Soft Copy of the Question Paper may be sent to Controller of Examination at the E-mail ID controllerquestions@gmail.com.

Kindly adhere to the above schedule of work and extend your cooperation for smooth conduct of examinations.

The Deans/HODs/Directors are also requested to send the list of Question Paper setters along with Course title and Course Code for reference on or before **10.03.2023**.


CONTROLLER OF EXAMINATIONS i/c

To

1. All Deans/HODs/ Directors/Coordinators
2. The Director, Computer Centre, GRI - with a request to upload this Notification in GRI website and intranet.

Copy to

1. The Private Secretary, Office of the Vice-Chancellor.
2. The Private Secretary to the Registrar.
3. File.