

THE GANDHIGRAM RURAL INSTITUTE – DEEMED TO BE UNIVERSITY  
(MINISTRY OF HUMAN RESOURCE DEVELOPMENT)  
Accredited by NACC with ‘A’ Grade( 3<sup>rd</sup> cycle)

Dr. M.SUNDARAMARI  
CONTROLLER OF EXAMINATIONS



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Ref : E5/2018-2019/

Date : 28.03.2019

**CIRCULAR**

This is to inform that the **EVEN Semester Examinations – APRIL 2019** will commence tentatively from 02.05.2019.

The Deans/HODs/Directors are requested to complete the Practical Examinations and Continuous Formative Assessment etc. and send the following details to the Office of the Controller of Examinations as noted below:

1.	The Attendance Statement ( <b>Lack of Attendance only with percentage</b> )	<b>22.04.2019</b> <b>Monday</b>
2.	Continuous Formative Assessment(CFA) Marks Statement <b>with signatures of Course Teacher, HOD and students</b>	<b>26.04.2019</b> <b>Friday</b>

The above details relating to Foundation/Language/Allied/Elective courses should be routed through the Dean / HOD / Director of the Programme.

A copy of the **CFA marks (with the students' signatures) and attendance statements are to be displayed on the respective Notice Board** before sending the same to the office of the Controller of Examinations. **CFA Marks Statement without the signatures of either Course Teacher, HOD or students will not be accepted at any cost.** Any request from the staff for **any alteration in the Attendance/CFA marks** after it is received in our office **will not be entertained.**

The Deans//Directors/HODs are requested to bring this information to the notice of their staff and students.

  
28/3/19  
CONTROLLER OF EXAMINATIONS

To

All Deans/ HODs / Directors / Co-ordinators / Deputy Librarian of GRI.

✓ The Director, Computer Centre, GRI - with a request to upload this Notification in GRI website and intranet.