

THE GANDHIGRAM RURAL INSTITUTE – DEEMED UNIVERSITY
Re-Accredited by NAAC with ‘A’ Grade

Dr.M.SUNDARAMARI
CONTROLLER OF EXAMINATIONS



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NOTIFICATION

Sub: GRI - End Semester Examinations April 2017 Constitution of **Question Paper Board** and setting of question papers for UG / Diploma for (VI,VIII Semesters) Programme under CBCS – Notification issue – reg.

This notification is with regard to the setting of question papers by the Internal examiners for UG students studying under CBCS (VI,VIII semesters)

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 2017

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 **two sets of question papers for each course of all UG Programmes** for ESE from the concerned course teacher in the prescribed format. The materials 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 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 question paper to the Chairperson of the Question Paper Board for scrutiny and for 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

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The schedule of the Question Paper Board :

<i>Sl. No.</i>	<i>Details</i>	<i>Last Date</i>
1.	Constitution of Question Paper Board	10.03.2017 Friday
2	Sending soft copy of the question papers and scheme of valuation to the E-mail ID of Controller of Examinations	14.03.2017 Tuesday
3.	Receipt of Question Papers(printout of the soft copy) from the concerned course teachers by the Chairperson	14.03.2017 Tuesday
4.	Convening the Board meeting for scrutiny	17.03.2017 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.	21.03.2017 Tuesday

Kindly adhere the above schedule of work and extend your cooperation for smooth conduct of Semester Examinations, April 2017.


28/2/17
CONTROLLER OF EXAMINATIONS

To

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

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

Copy to: The Registrar, GRI/The Private Secretary, Office of the Vice-Chancellor, GRI.