

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

Dr. N.D.MANI
CONTROLLER OF EXAMINATIONS i/c



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Ref : E5/2019-2020/

Date : 26.02.2020

NOTIFICATION

Sub: GRI - End Semester Examinations April 2020 - Constitution of
Question Paper Board and setting of question papers for PG/UG/Diploma
programmes under CBCS – Notification – reg.

Ref : Minutes of the 54th meeting of Academic Council vide item No.873/2018/Ac.VI
Dt.13/06/2018

This notification is issued with regard to the setting of question papers by Internal Examiners for the following courses:

- **All the courses / papers offered in the II Semester of all the PG/UG/Diploma programmes for the students admitted from the academic year 2018-2019.**
- **Allied, Language, Foundation courses offered in the Even semesters of all the UG/Diploma programmes for the students admitted from the academic year 2015-2016 onwards.**

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 2020.

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 as 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 send the soft copy of the question paper to the **EMail ID** i.e.(controllerquestions@gmail.com) 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. 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 of the Question Paper Board:

<i>Sl. No.</i>	<i>Details</i>	<i>Last Date</i>
1.	Constitution of Question Paper Board	05.03.2020 ✓
2.	Sending soft copy of the question papers and scheme of valuation to the E-mail ID i.e. (controllerquestions@gmail.com)	12.03.2020 ✓
3	Receipt of Question Papers from the concerned course teachers by the Chairperson	16.03.2020 ✓
4.	Convening the Board meeting for scrutiny	19.03.2020 ✓
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.	24.03.2020 ✓

Kindly adhere the above schedule of work and extend your cooperation for smooth conduct of End Semester Examinations April 2020.


CONTROLLER OF EXAMINATIONS

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.
3. The Director (Academic)
4. The Private Secretary to the Registrar.
5. The Private Secretary, Office of the Vice-Chancellor
6. File.