

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 : E5/2019-2020/

Date : 07.08.2019

**NOTIFICATION**

Sub: GRI - End Semester Examinations November 2019 - Constitution of  
**Question Paper Board** and setting of question papers for PG/UG/Diploma  
programmes under CBCS – Notification – reg.

Ref : Minutes of the 54<sup>th</sup> meeting of Academic Council vide item No.873/2018/Ac.VI

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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 I / III Semesters of all the PG/ UG/ Diploma programmes for the students admitted from the academic year 2018-2019 onwards**
- **Allied, Language, Foundation courses offered in the ODD semesters of all the UG/Diploma programmes for the students admitted from the academic year 2016-2017 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 November 2019.

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)**
3. **Only Two Question Paper Boards can be constituted in a School/ Department/ Centre viz. One for all the UG Programmes and another for PG Programmes.**
4. **Dean/HOD/Director shall be the Chairperson for both the Boards.**
5. **The Scrutinized Question papers shall be forwarded by the Dean/ HOD/ Director only.**

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 (OBE/Non-OBE Pattern)** provided in the Institute's Website ([www.ruraluniv.ac.in](http://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](mailto: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:

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Format : Microsoft Word only  
Font Style : Times New Roman  
Font Size : 12  
Line Spacing : 1.5  
Encryption :

The Schedule of the Question Paper Board:

<i>Sl. No.</i>	<i>Details</i>	<i>Last Date</i>
1.	Constitution of Question Paper Board	20.08.2019
2.	Sending soft copy of the question papers and scheme of valuation to the E-mail ID i.e. ( <a href="mailto:controllerquestions@gmail.com">controllerquestions@gmail.com</a> )	20.09.2019
3	Receipt of Question Papers from the concerned course teachers by the Chairperson	20.09.2019
4.	Convening the Board meeting for scrutiny	27.09.2019
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.	01.10.2019

Kindly adhere the above schedule of work and extend your cooperation for smooth conduct of End Semester Examinations November 2019.

  
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.