

THE GANDHIGRAM RURAL INSTITUTE

(Deemed to be University)

(Ministry of Education, Govt. of India)

Accredited by NAAC with 'A' Grade (3rd Cycle)

Dr.M.G.SETHURAMAN
CONTROLLER OF EXAMINATIONS i/c



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Ref: E12/2020-2021/

Date: 14.06.2021

CIRCULAR

Sub: ESE examination – regarding
Ref: Approval of the VC dated 14.06.2021.


The Dean / HOD / Director of School / Department / Centre are requested to ensure the following with regard to the conduct of online ESE Examinations:

1. The Course Teachers may be informed to open a separate e-mail for each subject for the receipt of the answer sheets and mention the e-mail id clearly in the question paper itself.
2. An hour before the start of the Examinations question paper will be sent to the course teacher by the HOD. The course teacher will send the question paper 5 minutes before the commencement of Examinations to the students.

Note: question paper will be administered by the Dean / HOD/ Director only for those courses that are offered by the concerned School / Departments / Centre.

For example: For the Tamil Paper offered to B.Sc. Physics, the question paper will be administered by Tamil HOD and not by the Physics HOD.

3. The course teacher may instruct the students to write the exam with the video – ON.
4. The students may be instructed to write the Register number in the right hand side top corner of every page.
5. After the examination is over students are required to scan the answer sheet and convert them into PDF files. **The register number of the candidate should be the file name.**
6. The scanned answer sheets should be sent to the course teacher before 1pm for the forenoon session and before 5pm for the afternoon session.
7. Student may be informed that the answer sheets received beyond the stipulated time will not be evaluated by the course teacher.
8. It is the responsibility of course teacher to forward a folder containing copy of the answer sheet to the HOD and keeps another copy for evaluation.
9. Teachers are required to evaluate the answer sheet within 10 days and forward the mark list through the HOD to the Controller of Examinations along with absentees list.
10. The HODs are required to send the following with regard to various courses
 - a) Scanned answer sheets written in a CD of all courses offered by the department.
 - b) The second CD containing date wise list of absentees.
 - c) Mark lists are also to be sent to the Controller of Examinations.
11. The concerned HODs / Deans / Directors are requested to ensure smooth conduct of the online ESE.


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To

All the Deans / HODs / Directors.

Copy to: The Director, Computer centre, GRI-with request to upload this Notification in GRI website and intranet circular.