

THE GANDHIGRAM RURAL INSTITUTE – (DEEMED To be UNIVERSITY)  
Ministry of Education, Govt.of India  
Accredited by NAAC with ‘A’ Grade( 3<sup>rd</sup> Cycle)

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



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Ref : Exam /2020-2021/

Date : 19.04.2021

**NOTIFICATION**

Sub: GRI - Even Semester Examinations JUNE 2021 - Constitution of **Question Paper Board** and setting of question papers for PG/UG/ P.G Diploma Diploma and B.Voc- programmes under CBCS – Notification – reg.

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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 All Semester of all the UG / PG/ P.G Diploma/ Diploma / B.Voc programmes for the students.
- Allied, Language, Foundation courses offered in the Even semesters of all the UG/P.G / P.G Diploma/ Diploma / B.Voc programmes for the students.

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 Even Semester Examinations to be held in **JUNE 2021**

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 **One set of question paper (details sent separately ) 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 herewith 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

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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:

Format : Microsoft Word only  
Font Style : Times New Roman  
Font Size : 12  
Line Spacing : 1.5  
Encryption : No

The schedule of the Question Paper Board:

<i>Sl. No.</i>	<i>Details</i>	<i>Last Date</i>
1.	Constitution of Question Paper Board	<b>26.04.2021</b>
2.	Receipt of Question Papers from the concerned course teachers by the Chairperson	<b>30.04.2021</b>
3	Convening the Board meeting for scrutiny	<b>03.05.2021</b>
4.	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.	<b>05.05.2021</b>
5.	Sending soft copy of the scrutinized question papers and scheme of valuation to the E-mail ID i.e. ( <a href="mailto:controllerquestions@gmail.com">controllerquestions@gmail.com</a> )	<b>10.05.2021</b>

Kindly adhere to the above schedule of work and extend your cooperation for smooth conduct of **Even semester Examinations JUNE 2021.**

  
CONTROLLER OF EXAMINATIONS i/c

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.