

**THE GANDHIGRAM RURAL INSTITUTE – DEEMED TO BE UNIVERSITY**  
(Ministry of Education, Govt-of India)  
Accredited by NACC with ‘A’ Grade (3rd cycle)

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



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Ref: E12/2021-2022/

Date : 25.04.2022

**NOTIFICATION**

Sub: GRI - EVEN Semester Examinations June 2022 - Constitution of **Question Paper Board** and setting of question papers for PG/UG/ P.G Diploma Diploma and B.Voc / D.Voc / Certificate 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 the II Semester of all the UG / PG/ PG Diploma/ Diploma / B.Voc / D.Voc / Certificate programmes for the students admitted from the academic year 2021-2022.**
- **Allied, Language, Foundation courses offered in the Even semesters of all the UG/P.G / P.G Diploma/ Diploma / B.Voc / D.Voc / Certificate programmes for the students admitted from the academic year 2021-2022.**

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 2022**.

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 **only ONE question paper 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

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in the Institute's Website ([www.ruraluniv.ac.in](http://www.ruraluniv.ac.in)) under the "DOWNLOADS" link and **hand over the print out as well as the soft copy of the question paper to the Chairperson of the Question Paper Board** well within the deadline for scrutiny and onward transmission to the Controller of Examinations after scrutiny. 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

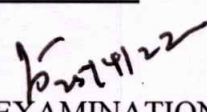
The schedule of the Question Paper Board:

<i>Sl. No.</i>	<i>Details</i>	<i>Last Date</i>
1.	Distribution of syllabus and examination materials to Question paper setters by HOD under intimation to Controller of Examinations.	<b>29.04.2022</b>
2.	Constitution of Question Paper Board	<b>04.05.2022</b>
3.	Receipt of Question Papers from the concerned course teachers by the Chairperson	<b>10.05.2022</b>
4.	Convening the Board meeting for scrutiny	<b>17.05.2022</b>
5.	Despatching the scrutinized Question Papers by the Question Paper Board to the Controller of Examinations.	<b>23.05.2022</b>
6.	Sending soft copy of the scrutinized question papers to the E-mail ID i.e. ( <a href="mailto:controllerquestions@gmail.com">controllerquestions@gmail.com</a> )	<b>23.05.2022</b>

Kindly adhere to the above schedule of work and extend your cooperation for smooth conduct of *Even semester (II Semester Examinations) June 2022*.

Deans/HODs/Directors are also requested to send the list of Question Paper setters along with Course title and Course Code for our reference on or before **04.05.2022**.

**Last date for submission of Student Exam application form is 20.05.2022.**

  
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.

Copy to

1. The Private Secretary to the Registrar.
2. The Private Secretary, Office of the Vice-Chancellor
3. File.