



INDIRA GANDHI NATIONAL TRIBAL UNIVERSITY

(Central University Established by an Act of Parliament)

Lalpur-Amarkantak - 484887 (M.P.)

EXAMINATION SECTION

Ref. No. IGNTU /CoE/..080../2020

Dated 20/07/2020

Circular

In accordance with the UGC Revised Guidelines and Recommendations of the Dean's Committee, the Competent Authority has accorded approval for following Guidelines to conduct the End Semester Examinations (AY 2019-20) for Terminal/Backlog Semester students and Promotion guidelines for Intermediate Semester students in view of COVID-19 Pandemic.

Terminal End Semester Examinations (for UG and PG programs):

1. The terminal end semester examinations (UG- Sem VI & VIII, PG- Sem IV & VI and Diploma- II Year) shall be conducted in the month of August, 2020 through Blended mode (Online mode + Offline mode) as per prescribed schedule.
2. The duration of Terminal Examination is 2 Hours. Additional 20 Minutes will be given to upload the scanned Answer script of examination to assigned e-mail / whatsapp id of the Examination Incharge.
3. No student shall be barred from appearing in the examination on attendance ground.
4. The detailed schedule of the examination shall be notified at least 15 days in advance.
5. After the announcements of examination schedule all the students shall have to fill the examination form according to the notified schedule.
6. The examination fee shall be submitted through online mode only, and the students must keep the receipt for further and necessary use.
7. All the HoDs shall create a separate Google Meet group, E-mail and notify Whatsapp number for each and every semester, enlisting all the students of the particular semester. They may designate different teachers as semester in charge for the purpose; such teachers shall share the Question paper through Google Meet and monitor the whole process of examination as per prescribed procedure. If required, the incharge teacher may conduct the 'Mock-Test' to understand the whole process of examination well in advance.
8. The consent of every student towards understanding of examination process shall be obtained through online mode.
9. After display of QP in Google Meet group, the student will have to write the answer on A4

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size papers.

10. After completion of the examination, student will have to upload the scanned copy of Answer script to assigned e-mail/ Whatsapp id of Examination Incharge within 20 minutes.
11. The students will be monitored through video and voice throughout the exam duration. If any unfair means practices found during the examination, the examination of concerned student is liable to be cancelled.
12. The minimum passing marks in the theory exams shall be 40 per cent including both continuous evaluation and end semester examination marks except programmes running under PCI (B.Pharm., M.Pharm. & D.Pharm) and NCTE (B.Ed.).
13. The students shall continue to avail improvement/compartement/repeat examination facility as specified in the University examination manuals viz., odd with odd and even with even semester examinations.
14. The Heads of departments running professional programmes may prepare their examination pattern as per the guidelines issued by their Apex Body, if any, in addition to these guidelines.
15. There shall be at least ONE-DAY GAP between the papers.

Practical examinations for courses with practical components:

- a. The practical examinations will be conducted through Blended mode. The examination will be conducted in two parts (1. Written Examination 2. Viva-Voce).
- b. The practical examination and Viva-voce examination may conduct through Google Meet, Skype or other meeting aps.
- c. The students may be given to solve the problems based on models, procedures and protocols from practical syllabus (completed before 16th March, 2020). The duration of examination will be 2 hours.

Dissertation/project works:

- a. For students who have completed their lab-work/fieldwork and are in the writing phase of the report, shall be allowed to submit the soft copy of the report to their respective supervisors.
- b. Students with pending or incomplete major lab-work/fieldwork will be required to write a comprehensive review on the allotted topic and submit the soft copy to their supervisors.
- c. If there is tutorial component/presentation in respect of the dissertation, the same may be conducted through Google Meet, Skype or similar platforms by the respective Head of the Department.

Excursion/Field tour

The concerned department shall ask the students to collect online information of the proposed

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area, and submit a written report to the department latest by 30th July 2020.

Internships/activities: The concerned department shall adopt the following measures for internship and other related activities and ask the students to submit a written report to the department latest by 30th July 2020.

1. Allow the students to take up online internship/activities including the activities that can be carried out digitally or otherwise from home.
2. Engage them to work as interns on ongoing projects.
3. Reduce the period of internship clubbing with assignments etc.

The tentative schedule of terminal semester examination:

Last date for submission of internal assessments, assignments, dissertation/project work etc.	30 July 2020
Start of the filling up of online examination forms (for 2 nd , 4 th , 6 th & 8 th semesters only)	27 July 2020 onwards
Last date for submission of online examination forms	10 August, 2020
Last date for payment of examination fee	10 August, 2020
Download of hall tickets	from 12 August, 2020
Conduct of end semester theory examinations	17 – 31 August 2020
Evaluation of answer scripts	18 Aug – 05 Sept. 2020
Declaration of results	Up to 15 Sept 2020

A. Intermediate End Semester Examinations (for UG and PG programs):

1. All such students shall be promoted to the next semester and attend their classes as per the schedule.
2. For preparation of result, the grading of the students shall be composite of 50% marks on the basis of the pattern of Internal evaluation and the remaining 50% marks will be awarded on the basis of performance in previous semester only (if available). In the situations where previous semester grades are not available, 100% evaluation will be done on the basis of internal assessments.
3. The HoDs will ensure the timely submission of subject wise Foil/C-foil of marks to the Office of CoE as per the schedule notified.
4. If the student wishes to improve the grades, he/she may appear in special exams for such subjects during next semester.
5. Provision given in clause (1) to (4) for intermediate semester examination is only for the

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current session (A.Y. 2019-20).


B. Backlog Examinations (for UG and PG programs):

1. There shall be NO GENERAL PROMOTION for students having backlog.
2. The Backlog examination of students of Terminal / Intermediate semester will be conducted on similar manner as defined in guidelines of Terminal End Semester Examination.
3. The students of Backlog examination will ensure to submit the examination form as per the schedule notified.
4. The Backlog Examination will be conducted as per the University policy i.e. Even semester backlog with Even Semester examination and Odd semester backlog with Odd Semester examination.

C. General Instructions

1. The Director of Regional Campus Manipur, Imphal and Collaborative Institutions of the University (i.e. IITTM, ICI and IGRMS) will take appropriate measures to conduct the End Semester Examinations (Terminal and Intermediate semester) as per above guidelines and submit the same to the University for necessary approval.
2. The Heads of departments running professional programmes will prepare their examination pattern as per the guidelines issued by their Apex Body, if any, in addition to these guidelines.
3. These guidelines are dynamic, subject to continuous modification and rectification, as and when required.

Therefore Heads of all the Departments are here by requested to go through the above guidelines and act accordingly for smooth conduct of the Semester Examinations.


20/08/2020.
Controller of Examinations (I/c)
Prof. N.S.H.N. Moorthy
Controller of Examination I/c
IGNTU, Amarkantak (M.P.)

Copy to:-

1. PS to Hon'ble Vice Chancellor
2. Director, RCM
3. Deans of All the Faculties
4. Dean, Academics
5. Directors of All the Collaborative Institutes
6. Heads of All the Departments
7. System Analyst (For E-Circulation)
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