



INDIRA GANDHI NATIONAL TRIBAL UNIVERSITY

(Central University Established by an Act of Parliament)

Lalpur-Amarkantak - 484887 (M.P.)

EXAMINATION SECTION

Ref. No. IGNTU /CoE/093/2020

Dated 28/07/2020

Circular

In reference to the IGNTU Circular no- IGNTU/CoE/080, Dtd-20.07.2020, the University is conducting Terminal Semester End Examination for the outgoing students of UG 6th /8th (B.Pharm)/ 4th (B.Ed), PG 4th, 6th (MCA), D.Pharm 2nd year (As per the PCI norms) programmes offered at IGNTU and RCM including Backlog students (Even semester) to write the examination along with the outgoing Students. .

The details of Semester End Examination are given hereunder.

Last date for submission of marks of internal assessments, dissertation/project work etc.	30 July 2020
Last date for submission of Time Table	30.July 2020
Filling & Submission of the online examination forms & Payment of Examination Fees for students of Terminal Semester as well as Intermediate Semesters (UG 6 th /8 th (B.Pharm)/ 4 th (B.Ed), PG 4 th , 6 th (MCA), B.Voc 3 rd Sem., D.Pharm 1 st & 2 nd year including Backlog students)	27 July 2020 to 10 August 2020
Last Date for submission of 02 sets of Question Paper	03 August 2020
Download of hall tickets	from 12 August, 2020
Conduct of Practical Examination	10 to 16 August 2020
Last date for Submission of marks for Intermediate Semester Examinations	Up to 05 August 2020
Submission of Practical Marks	20 August 2020
Conduct of end semester theory examinations	17 – 31 August 2020
Evaluation of answer scripts at Department level	18 Aug – 05 Sept. 2020
Last date for submission of Theory Marks	05 Sept.2020
Declaration of results	Up to 15 Sept 2020

***Note-** submission of Online Examination Forms along with payment of Examination Fees is mandatory for all students appearing Terminal Semester Examination, Intermediate Semester including backlog students.

Question paper setting

1. Question papers are set at the Department level under the supervision of the Heads of Departments and the Heads shall moderate the question papers and make changes if required.
2. Each faculty should submit two question papers per subject in soft copy (Theory) to the Head of the Department concerned who in turn submit them in Soft Copy to the Exam Section by e-mail only to coe@igntu.ac.in. The Competent Authority shall pick up one of the two question papers for printing. The Exam Section shall hand over the question papers to the Chief Exam Center Superintendent (CECS) to conduct the exams.

U. K. Singh
28/07/2020

3. Short answer type questions for all subjects shall be prepared by the concerned Faculty member. Exams shall be conducted through online blended mode on Google Meet platform. Faculties may monitor the examination through Google Meet.
4. Short answer type question with internal choices will be given in question paper. Each question will carry 12 marks (for Pharmacy & B.Ed programmes as per the Apex body norms). Answer of each question must not exceed 250 words.
5. Concerned Teacher in-charge of Examination of the respective paper shall display his/her e-mail id & whatsapp number along with the Question paper on Google meet for students to upload their answer sheet after completion of the respective Examinations.
6. All students appearing the Examinations have to fill complete information on the first page of the Answer Sheet like Name, Enrolment No. Programme Name, Paper, Semester etc.
7. All students appearing the Examinations have to compulsorily write Page No. & Enrolment No. on every page of the Answer Sheet.

The Heads shall prepare their departmental time table, submit the same to the Exam Section by **30.07.2020** so that the Exam Section would release the consolidated time table in time.

S.N	Date	Time	Subject	Programme
01	27.08 .2020	10 am to 12 pm	3- Environmental Science (Backlog) 4- Foundation course- Environmental Science (Backlog Batch 2015-2018)	UG 2 nd Sem. UG 2 nd Sem.
		2 pm to 4 pm	2. Generic Elective (Backlog)	PG 2 nd Sem.
02	28.08 .2020	10 am to 12 pm	2. Generic Elective (Backlog)	UG 4 th Sem.
			2- Foundation Course - Computer Science (Backlog Batch 2015-2018)	UG 6 th Sem.
03	29.08 .2020	10 am to 12 pm	1-Generic Elective (Backlog)	UG 2 nd Sem
			2-Foundation Course- English (Backlog Batch 2015-2018)	UG 4 th Sem.

Evaluation


1. Heads of Departments by virtue of their position are appointed as Chief Exam Centre Superintendents (CECS) to conduct theory and practical exams of all programmes offered in their respective departments.
2. The Programme Coordinator of Vocational Department (B.Voc.) shall act as the Chief Exam Centre Superintendents (CECS) of the Department.
3. The Head of the Department/Programme Coordinator will conduct the Department level Evaluation and have to submit the answer sheets along with attendance and foil/counter foil of the Examinations to the office of the CoE after completion of the evaluation process on or before **05.09.2020**.

N. S. Panik
28/07/2020

Conduct of Semester End Exam

Heads of Departments are to ensure that the following guidelines for the conduct of semester end examination at IGNTU and RCM, IITTM, ICI:

1. Time-table shall prominently notified on the University Website.
2. The invigilation duties are assigned to the permanent/contractual faculty working in the department through a proper notice.
3. As stated in the University Ordinance Heads of Departments will be the Exam Centre Superintendents or Heads can appoint the senior most Professor or the senior most Associate Professor (if Professor/Associate Professor is not available then the Assistant Professor) as an Exam Centre Superintendent, if Heads are not available in the Centre. The nomination of Centre superintendent shall be informed to the Controller of Examinations within the stipulated time.
4. The Exam-time table of the examination is displayed on the University Website at least 10 days prior to the commencement of examination.
5. The Encrypted Question Papers will be sent to the Chief Examination Centre Superintendents in their respective e-mail and the password for the Encrypted QPs will be communicated to all Chief Examination Centre Superintendents 30 minutes prior to the commencement of Examinations.
6. Heads of Department shall announce the list of students who are eligible to write the end semester examination one week prior to the commencement of examination after receiving the registration details.
7. Heads of Department shall ensure that all exams are held in two sessions with 02 hours duration only i.e., Forenoon and Afternoon session i.e. from 10.00 am 12.00 pm and 2.00 pm to 4.00 pm. Additional 20 minutes for uploading of the Answer Sheets.
8. Heads of Department shall hold all exams as per the time table notified.
9. No leave shall be considered during the Semester-End-Examination, in exceptional cases any type of leave will be sanctioned by the Hon`ble Vice- Chancellor


28/07/2020
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, all Collaborative Institutes
6. Heads of all the Departments
7. PS to Registrar
8. PS to Finance Officer
9. System Analyst for e-circulation
10. Concerned File(E/IGNTU/2017/155-PF)
11. Office Copy