



INDIRA GANDHI NATIONAL TRIBAL UNIVERSITY

इन्दिरा गाँधी राष्ट्रीय जनजातीय विश्वविद्यालय

AMARKANTAK (M.P.), अमरकंटक (म.प्र.)

(A National University established by an Act of Parliament)

(संसद के अधिनियम के आधीन स्थापित राष्ट्रीय विश्वविद्यालय)

Ref. No. IGNTU/CoE/225/2021

Date: 17 / 11 / 2021

Circular

(Special Examination December-2021)

The University is conducting a Special Examination as one time measure for those UG/PG students who have completed their maximum time limit for completing concern programme but couldn't passed due to any backlogs and constraints of COVID-19 pandemic.

The details of Special Examinations are given hereunder.

Sl.No.	Particulars	Duration
01	Online payment of Examination fees & Submission of Examination Forms	1 st to 10 th December 2021
02	Duration of Practical Exam	6 th to 10 th December-2021
03	Duration of Theory Exams	13 th to 17 th December-2021

*Note- For Examination schedule students should contact with their respective Departments.

Eligibility for Special Examinations

1. All the students admitted in UG Programmes for session 2015-16, 2016-17 and PG Programmes for session 2016-17 and 2017-18, who have yet to complete their degree after completion of the maximum time period allowed to clear their backlog in theory, practical, internal, viva-voce, dissertation etc exams in all semesters at the UG and PG levels are allowed to appear Special Examinations as one time measure.
2. All the regular students who have failed in their Internal Examinations at the UG and PG level are allowed to appear Special Examinations as one time measure.

Conduct of Special Examination:

1. All such students would apply through the Department concerned and pay the requisite fees.
2. The special examination shall be conducted through Blended mode (Online mode + Offline mode) as per the prescribed schedule.
3. The duration of Examination is 2 Hours. Additional 30 Minutes will be given to upload the scanned Answer script of examination to assigned e-mail / whatsapp id of the Examination In-charge.

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4. After the announcements of examination schedule all the students shall have to fill the examination form according to the notified schedule.
5. 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 in-charge teacher may conduct the 'Mock-Test' to understand the whole process of examination well in advance.
6. The consent of every student towards understanding of examination process shall be obtained through online mode.
7. After display of Question Paper in Google Meet group, the student will have to write the answer on A4 size papers.
8. After completion of the examination, student will have to upload the scanned copy of Answer script to assigned e-mail/ Whatsapp id of Examination In-charge within 30 minutes.
9. 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.
10. 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.).

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. 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.


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- 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

- a) The concerned department shall ask the students to collect online information of the proposed area, and submit a written report to the department latest by 10th December 2021.
- b) 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 10th December 2021.
 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.

Copy to:

1. PS to Hon'ble Vice-Chancellor
2. The Director, RCM
3. Dean, Academics & Research
4. Directors, Collaborative Institutes
5. All Deans
6. All Heads
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