



INDIRA GANDHI NATIONAL TRIBAL UNIVERSITY

(Central University Established by an Act of Parliament)

Lalpur-Amarkantak - 484887 (M.P.)

EXAMINATION SECTION

Ref. No. IGNTU /COE/434/2019

Dated 9./7./2019

Circular

The University is conducting PhD course work examination in the Department of Environmental Science, Geography, Zoology and Linguistics along with all PG Diploma programmes offered at IGNTU. The details of Exam proceedings are as under.

01	Submission of eligible students (attendance) to write exam	22.07.2019
02	Payment of Exam Fees (online only)	23.07.2019 to 28.07.2019
03	Submission of Exam forms	30.07.2019
04	Issue of Hall Tickets after signature of CECS & COE	31.07.2019
05	Submission of 02 sets of Question Papers (both hard copy & soft copy)	22.07.2019
06	Submission of Time table & Course Structure with complete credits (both hard copy & soft copy)	22.07.2019
07	Submission of Internal Assessment marks	25.07.2019
08	Issue of Printed Question Papers to the Departments	As per the Exam Schedule
09	Duration of Theory Exams	05.08.2019 to 10.08.2019
10	Submission of Foil/Counter Foil of marks along with Answer Scripts and attendance	On or before 16.08.2019

Question Paper Setting

1. Question papers are set at the Department level under the supervision of Heads of Departments and the Heads shall moderate the question papers and make changes if required.
2. Each faculty shall submit two sets of question papers per subject along with soft copy (Theory) to the Head of the Department concerned who in turn submit them in sealed covers to the Exam Section. The Competent Authority shall pick up one of the two question papers for printing. The Exam Section shall handover the printed question papers to the Chief Exam Center Superintendent (CECS) to conduct the Exams.

Conduct of Semester End Exam

Heads of the Departments are to ensure that the following guidelines for conduct of semester end examination at IGNTU are complied with:

1. Time table and Exam hall numbers are prominently notified on the notice board.
2. The invigilation duties assigned to the permanent/contractual faculty working in the Department through a proper notice.

3. Heads of Departments will be the Exam Center Superintendents or Heads can appoint the senior most Professor or senior most Associate Professor (if Professor or Associate Professor are not available then Assistant Professor) as an Exam Center Superintendent, if Heads are not available in the center. The nomination of Center Superintendent shall be informed to the Controller of Examinations within the stipulated time.
4. The Time table of the Examination is displayed on the notice board atleast 10 days prior to the commencement of examinations.
5. The sealed question papers are to be opened in the examination control room and the signature of two students and one/two invigilators are taken as witnesses.
6. Students are told to bring their ID cards and dully signed admit cards to the examination hall and produce the same on demand and the invigilators have to verify the same.
7. Heads of Departments shall announce on their respective notice boards the list of students who are eligible to write the end semester examination one week prior to the commencement of examination after resolving issues if any.
8. Heads of Departments shall hold all exams as per the time table notified.
9. Heads of Departments shall arrange drinking water facility for the students writing the semester end examination.
10. Every student has to obtain minimum of 75% attendance both in theory and practical and any student who fail to obtain the required percentage of attendance should not be permitted to appear for theory and practical exam.



Controller of Examinations (I/c)

Copy to:-

1. PS to Hon'ble Vice Chancellor
2. Director, Academics
3. All Deans & All Heads
4. PS to Registrar
5. System Analyst for E-Circulation
6. Office Copy

Prof. N.S.H.N. Moorthy
Controller of Examination
IGNTU, Amarkantak (M.P.)