



# 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/Exam/453 /2022

Date: 16 / 12 / 2022

## Circular

### Special Semester Examinations January -2023

The University is conducting Special Semester End Examinations for those students of UG and PG Programmes who have not appeared the Semester Examinations December-2022 due to participation in Sports/Yoga competition and students having medical emergencies with valid documents.

#### **2021-22 Batch (As per National Education Policy (NEP))**

<b>UG: 2<sup>nd</sup> Semester (Regular)</b>	<b>PG &amp; B.Ed: 2<sup>nd</sup> Semester (Regular)</b>
<b>D.Pharm: 1<sup>st</sup> Year (Regular)</b>	

#### **Other Batches**

<b>UG: 5<sup>th</sup> &amp; 7<sup>th</sup> Semesters (Regular)</b>	
<b>PG &amp; B.Ed: 1<sup>st</sup> &amp; 3<sup>rd</sup> Semesters (Backlogs)</b>	<b>UG: 1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup> &amp; 7<sup>th</sup> Semesters Backlogs</b>
<b>D.Pharm, B.Pharm &amp; M.Pharm: Backlog for all Semester / Years.</b>	

**Note: No backlog examination for 1<sup>st</sup> semester students admitted in 2021-22 batch.**

**The details of semester end examinations schedule are given hereunder.**

Sl.No.	Particulars	Date
1	Submission of Eligible Students to write the exam	05/01/2023
2	Payment of exam fee (online only) (If not paid earlier)	06/01/2023 to 09/01/2023
3	Submission of Exam Form, Semester fee receipt & exam fee receipt (If not submitted earlier)	09/01/2023
4	Issue of Hall Tickets after the signature of CECS & COE	09/01/2023
5	Submission of two sets of Question Papers	05/01/2023
6	a. Submission of Time - table b. Course Structure with complete Credit c. Generic Elective, vocational and inter-disciplinary subjects details of the students of the Department.	05/01/2023
7	Submission of Internal Assessment marks (If not submitted earlier)	05/01/2023
8	Issue of printed Question papers to Departments (As per the Examination Schedule)	09/01/2023
9	Duration of Special Semester Exams	10/01/2023 to 17/01/2023
10	Submission of Evaluated Answer scripts & Award lists	19/01/2023

*M. K. Ram*  
16/12/2022

**National Education Policy (NEP) Common Time Table of UG Programme is as follows:**

Sl.No	Date	Time	Subject	Programme
1	10/01/2023	10 am to 01 pm	Value Added Course / Computer Fundamentals	UG II Sem
2	11/01/2023	10 am to 01 pm	Vocational Course	UG II Sem
3	13/01/2023	10 am to 01 pm	Disciplinary Major	UG II Sem
4	14/01/2023	10 am to 01 pm	Disciplinary Minor	UG II Sem
5	16/01/2023	10 am to 01 pm	Inter-Disciplinary Major	UG II Sem
6	17/01/2023	10 am to 01 pm	Inter-Disciplinary Minor	UG II Sem

**\*Apart from this common Time table, the Department of Education, Department of Pharmacy and all the Departments for PG programmes have to submit their individual time table in the Examination Section.**

The answer scripts shall be evaluated in the concerned Department under the supervision of the concerned HoD.

The Head chamber /Separate room shall be denoted as Evaluation centre.

### **Time-Table**

The time table of compulsory courses (Except 2021-22 batch) are as follows:

Sl.No	Date	Time	Subject	Programme
1	10/01/2023	02 pm to 05 pm	English Communication Backlog	UG I Sem.
2	10/01/2023	02 pm to 05 pm	Generic Elective Backlog	PG I Sem.
3	11/01/2023	02 pm to 05 pm	Generic Elective Backlog	UG I Sem.
4	13/01/2023	02 pm to 05 pm	Generic Elective Backlog	UG III Sem.

The Heads shall prepare their department time table taking the cognizance of the common slots and submit the same to the Exam Section by 05/01/2023 so that the Exam Section would release the consolidated time table by 06/01/2023.

### **Question Papers 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 (theory) to the Head of the Department concerned who in turn submit them in sealed covers to the Exam Section. The Exam Section shall hand over the printed question papers to the Chief Examination Centre Superintendent (CECS) to conduct the exams.


### **Conduct of Semester End Exam**

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

1. Time - Table and exam hall numbers are prominently notified on the notice board.

*M. K. K. K.*  
16/12/2022

2. The invigilation duties are assigned to the permanent /contractual faculty working in the department through a proper notice. The Department, as per as possible, avoid assigning invigilation duties to the PhD Scholars and Non-teaching staff. However, PhD Scholars can be used as relievers.
3. Heads of Departments will be the Examination 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 Examination 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 notice board at least 10 days prior to the commencement of examination.
5. The sealed Question Papers are 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 duly signed admit cards to the examination hall and produce the same on demand and the invigilators have to verify the same.
7. Heads of Department shall announce their respective notice board the list of students who are eligible to write the end semester examination after resolving attendance issues. If any.
8. Heads of Department shall ensure that all exams are held in two sessions only i.e. Forenoon and Afternoon session i.e. from 10.00 am 1.00 pm and 2.00 pm to 5.00 pm.
9. Heads of Department shall hold all exams as per the time table notified.
10. Heads of Department shall arrange drinking water facility for the students. Writing the semester end examination.
11. Every students has to obtain a 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.
12. No students shall be allowed to write the semester end examinations without having enrolment number.
13. 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.

  
16/12/2022  
**Controller of Examinations**  
Prof. N.S.H.N. Moorthy  
Controller of Examination  
IG, Amarkantak (M.P.)

**Copy to:**

1. PS to Hon'ble Vice-Chancellor
3. Deans of all the Faculties
4. Dean, Academics
5. Heads of all the Departments
6. PS to Registrar
7. PS to Finance Officer
8. System Analyst for e-circulation
9. Concerned File (E/IGNTU/2017/155-PF)
10. Office Copy

