

Office of the Controller of Examinations

Date: 09-09-2020

**NOTE**

**Sub: Conducting of final semester examinations for the outgoing students – Regarding**

Ref: Vice Chancellor's approval dated 9-9-2020

In continuation to the Circular dated 1-9-2020 on conduct of end semester special exams for the outgoing Integrated PG, PG and M.Tech students the following points are further clarified:

1. The students need not register for the end semester special exam.
2. Hall Tickets will not be issued to the students for the end semester special exam.
3. The Controller of Examinations office will be sending out a list of outgoing students to Deans and Heads of the Academic units whose results were declared based on continuous assessment and performance in their previous semesters (Academic Regulations dated 11-5-2020) with their courses, mobile No., email address and the marks scored out of 25+25+50. There will be a provision for making entry of marks in the adjacent column based on the end semester special exams. The Deans and Heads may share this information to the concerned faculty. In case of guest faculty the Deans and Heads may make arrangements for conduct of end semester special exams.
4. The outgoing students can write all their exams in either the September, 20 or in October, 20 cycle or partially in both spells for different courses, however, no student will be allowed to write the exam for a course twice in both the spells.
5. The end semester exams have to be conducted for theory courses out of 50 marks and lab/practical/dissertation and project courses out of 100 marks. The Deans and Heads are requested to advise all faculty members conducting exams to keep evidence of the exams conducted in the format possible and submit to the office of Controller of Examinations if required.
6. All outgoing students who had exercised the option of “zero” or were “Absent” in continuous assessment had to write a continuous assessment scaled to 25 marks. The Academic units are permitted to decide the mode of conduct of the continuous assessment exams.
7. The outgoing students having backlogs in any semester and pursuing them in Jan- June-20, semester may also write exams as explained above.
8. As this is a special exam and there will not be any Supplementary, Improvement or Special Supplementary exam so the student's may write any of these exams in Nov/Dec-2020.
9. The Foundation courses and open electives exams may be conducted on 23-9-20 for the first spell and on 13-10-20 for the second spell if there are eligible students in such courses.
10. The Academic units have been authorized to conduct the exams in any mode as mentioned in the UGC letter dated 6-7-2020. They may add a few days before or after the spells mentioned to complete all the exams, if required, and on the request of students. The timings may be decided by the faculty in consultation with the students to avoid any clash of exams etc.

Devesh Nigam  
(Controller of Examinations)

To

All the Students concerned

All Deans and Heads of the Schools/Departments/Centres to circulate to all faculty members for information.