

डॉक्टर हरीसिंह गौर विश्वविद्यालय, सागर (म.प्र.)
Dr. Harisingh Gour Vishwavidyalaya, Sagar (M.P.)
(केन्द्रीय विश्वविद्यालय / A Central University)



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Ref. No./Exam./2020/ 5443

10 June 2020

To

All HoDs
Dr. Harisingh Gour Vishwavidyalaya,
Sagar, MP

Subject: General Guidelines/Instructions For Conduct of End Semester Examinations For Terminal (Outgoing) Semester: 2019-20.

Sir/Madam

1. Please refer to Revised Academic Calendar issued vide No. DoAA/2020/57 dated 13 May 2020 and Office Order No. R/2020/7/459 dated 19 May 2020.
2. The End Semester (Theory) Exam for Terminal (Outgoing) Semester are scheduled from 13 July 2020.
3. The HoDs are requested to conduct Examination for Terminal Semesters (Outgoing Semesters) on same pattern, as were conducted by the departments before year 2014.
4. HoDs are requested to ensure following, so as to adhere to stipulated timelines:-
 - (a) Online feeding of marks of Mid-I Exam to be completed by 15 June 2020.
 - (b) Online feeding of marks of Mid-II Exam from 28 June to 04 July 2020.
 - (c) HoDs will confirm to Examination Branch by 05 July 2020, if there is any student(s), who don't fulfil prescribed Attendance criteria of min 75%, also if anyone debarred due to not appearing in Mid-I or Mid-II exams.
 - (d) Feeding of marks of Practicals Exam from 12 July 2020 to 21 July 2020.
 - (e) Setting of Question Papers by Course Coordinators/Teacher nominated by HoD, including Moderation & Finalization/Printing under supervision of respective HoDs in all programmes and subjects (Codes) to be completed by 30 June 2020.
 - (f) Conduct of End Semester Exam (Outgoing Semester) from 13 July to 27 July 2020 in two shifts under the supervision of respective HoDs for all codes of PG Programmes.
 - (g) Conduct of End Semester Exam of outgoing Semester from 13 July to 27 July 2020 in two shift's under respective HoDs for all codes for UG Programmes (Where the course strength is less than or equal to 50).
 - (h) Further to para (g) above, if the strength exceeds 50, then Central Coordination will conduct the exams of UG programmes, so that social distancing can be maintained with distribution of students in number of exam halls & Exam Conducting Staff (Chief Coordinator, Coordinator, Superintendent, Invigilators etc) ensure collection & distribution of exam material to concerned HoDs before & after exam.


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- (i) For subjects/codes, where the numbers are large (such as Foundation Course, Environmental Science etc) and the Question Paper is common to students of more than one department, concerned Dean will ensure one Course Coordinator is earmarked to set paper and will also depute more than one teachers to evaluate the answer sheets and will forward Awards duly completed to Examination Branch in sealed envelopes.
- (j) All HoDs are requested to instruct all Evaluators to forward Award List (Foil & Counter Foil) to examination Branch (Confidential) from 15 July 2020 till 04 August 2020, so that results can be prepared and declared by 14 August 2020. Balance Question Papers and used Answer Sheets will be kept by Departments in safe custody & will not be disposed off for minimum one year to entertain queries related to complaints/RTI complaints.
5. Para (a-e) of Guidelines on the Terminal Semesters (Outgoing Semester) Examination & Academic Session : 2019-20 may please to be taken note of and Backlog Examination also to be conducted with in one month i.e. from 14 September 2020 onwards.
6. All HoDs are requested to prepare Time Table for all PGs Programmes and UG Programmes at department level & distribute among students by 17 June 2020 (online/Univ Website). In case of codes, where numerical exceed 50, the concerned Deans may prepare Time Table alongwith Examination Branch to ensure no overlap of Schedule by various departments.
7. Kindly ensure strict compliance, also adherence to stipulated time lines, as the window for conduct to Exam till declaration of Results is very small.
8. Clarification on conduct of examinations, if any, must be sought on emergent basis, so that preparation for examination, conduct of examination & evaluation work don't get hampered, thus affecting the conduct of exams in any manner.
9. This is issued with approval of the competent authority.


(Col RM Joshi)

Copy to:-

1. All Deans.
2. DOAA/DOSA.
3. Controller of Examination.
4. Dy Registrar Examination.
5. Asst Registrar Examination.
6. AR to Registrar.
7. PS to VC – for information of Hon'ble VC please.
8. Section Officer (Exam./Confidence).
9. File.


Assistant Registrar (Exams)