



महात्मा गाँधी केन्द्रीय विश्वविद्यालय, बिहार
MAHATMA GANDHI CENTRAL UNIVERSITY, BIHAR

[विश्वविद्यालय संसद के एक अधिनियम द्वारा स्थापित एक केन्द्रीय]

[A Central University established by an Act of Parliament]

डॉ अम्बेडकर प्रशासनिक भवन, ओपी थाना के पास, मोतिहारी - 845401, जिला - पूर्वी चंपारण, बिहार

F.No.1-3/MGCUB/CoE/2020 (Part-II)/1777

Date: 21st November 2024

NOTICE

Subject: Conduction of End-Semester Examinations of Odd Semester (Semester-I,III, V & VII) of various UG/PG Programmes & Back Paper Examinations (Semester-I, III, V, & VII) - Regarding.

1. This is with reference to the office order No. MGCU/Acad./ Academic Calendar/2024-25/, dated 09th July 2024 and MGCU/Acad./Academic Calendar/2024-25 dated 30th August 2024.
2. This is hereby notified for information of all the Heads of various teaching departments to conduct the End-Semester Examinations of odd semester (1st 3rd 5th & 7th, semester) as Centre Superintendent at departmental level, under offline mode with the following schedule.

Sr. No.	Subject	Date-Schedule
1.	Preparation of End-Semester Examinations and Practical Examinations i.e., Project Work/Field Work-Report/Training Report/ Dissertation /Seminar etc.	25November 2024 to 04 December 2024
2.	Theory Examinations (Odd Semester)	05 December 2024 to 16 December 2024
3.	Submission of Result/Award Sheets after uploading of marks on Samarth Portal (in the prescribed proforma) to the O/o CoE (Answer Scripts are to be kept for record, at departmental level)	Latest by 20 th December 2024

3. In this regard, all Heads of various teaching departments are informed to notify the Scheme/Time Table of End-Semester Examinations (in the prescribed Proforma, copy enclosed) at the level of department after approval of the respective Dean of school and copy of the same is to be communicated to the office of CoE, respective Campus Director and Chief Proctor; latest by 01stDecember 2024.
4. The pattern of Question Paper shall be same as prescribed in the Ordinance No. 20.
5. The students who have Back-Papers/F-Grades (in the respective semester (s) i.e., semester I, III, V & VII of B.Tech., B.Com, B.A.J.M.C., B.L.I.Sc. & PG Programmes) shall be considered for End Semester Examinations as per provisions of section 20 of Ordinance No. 20, after submission of Back Paper/Re-Examination form with deposition of requisite amount of fee.
6. Campus Directors of different campuses of the University are hereby authorised to take necessary action to ensure free and fair End Semester Examinations.

This bears the approval of the Competent Authority.

(Dr. Krishna Kant Upadhyay)
Controller of Examinations

Enclosure: As stated above.

Copy of the above forwarded to the following for information and necessary action.

1. The OSD (Administration) (I/C), OSD (Finance) (I/C) and Campus Directors.
2. All the Deans of different Schools-**Supervision to ensure free and fair ESE.**
3. The Director (RDC), DSW, Proctor, Provost and Vigilance Cum Verification Officer.
4. Professor In-charge Examinations-**for information and necessary supervision of ESE.**
5. All the Heads of different teaching Departments- **for information and necessary action related to the Submission of Award Sheets after uploading of Marks.**
6. Deputy Registrar/Associate Controllers.
7. Dr. Umesh Patra, Department of English & Dr. Vipin Kumar, Department of CSIT; members of the Team, Effective Implementation of Academic Modules of E-Samarth - **For needful action related to the portal.**
8. Member Secretary, University Website Committee - **to upload the same on the University website.**
9. OSD to VC /PRO for kind information of Hon'ble Vice-Chancellor.
10. Section Officers (Estt./Finance).
11. Guard File.
12. Office records.

(Manish Kumar Jaiswal)
Section Officer, Examinations



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Proforma

End Semester Examination (Theory), December 2024

Department:

Time- Table

Name of the programme					Semester -				
Morning Shift, Time: 10:00 AM to 01:00 PM					Evening Shift, Time: 02:00 PM to 05:00 PM				
Sl.	Date	Course Code	Course Title	Room No./Name	Sl.	Date	Course Code	Course Title	Room No./Name

Date:

(Signature of the Dean with date)

(Signature of the HoD)