



# Mahatma Gandhi University

Priyadarsini Hills P.O., Kottayam – 686 560

(Established by Kerala State Legislature by Notification  
No: 3431/Leg.Cl/85/Law, dated 17<sup>th</sup> April 1985)

EN V/CIRCULAR/03/2017.

Dated 07.03.2017.

## INSTRUCTION TO EXAMINATION CENTRES

**Sub:- Semester VI & Semester IV CBCSS (U.G) Examinations March/April 2017 – Change in Mode of Collection of Answer Scripts –Intimation- reg.**

Examination Centres are directed to note the change in mode of forwarding of Answer Scripts for valuation.

1. The earlier practice of forwarding of the Answer Scripts by colleges to zonal camp centers after the examination has been dispensed with for the time being and any change in the respect will be intimated from time to time.
2. Collection of Answer Scripts will be done directly by the University.
3. Collection will be effected in four stages from the very next day of commencement of Examination. Hence scripts may be packed on daily basis from the first day itself.
4. Answer Script shall be packed QP code wise and as far as possible there shall be one bundle only For one QP code and if there are more bundles it should be marked as **1/3,2/3,3/3 etc pattern**. Utmost care may be rendered while uploading of details of candidates appeared and absentees and packing of answer scripts. Any lapse in packing will be the liability of the centres.
5. Centres shall hand over the packets to University collection team under proper Acknowledgement with a **list of QP Code in duplicate**.

Sd/-

**Deputy Registrar – VIII (Exam)**