

Sub: **TERM-END EXAMINATION (NEW GUIDELINES)**

Hon'ble Vice-Chancellor has accorded his kind approval for bringing the following changes in the procedure of Term-end Examinations w.e.f. June, 2018 TEE.

Change in schedule of exam form submission and fee structure –

The last date of submission of exam forms has been reduced by five days and also the late fee of Rs.500/- been abolished. The approved schedule is as below –

JUNE TEE	LATE FEE	DECEMBER TEE	LATE FEE
1 ST March to 30 th April	Nil	1 st September to 31 st October	Nil
1 st May to 10 th May	*Rs.1000/-	1 st November to 10 th November	*Rs.1000/-

***Exam forms received with late fee of Rs.1000/- will be allotted exam centre in the Regional Centre city only.**

Finalization of the Term-end Examination Date Sheet –

As the schedule of submission of exam form begins from 1st of March (for June TEE) and 1st September (for December TEE), it has been approved that before the commencement of the submission of the exam form the date sheet for the exam shall be finalized. Therefore, it is approved that the date sheet should be finalized latest by 20th February (for June TEE) and 20th August (for December TEE). And the finalized date sheet be uploaded on University website before opening of the on-line link for the respective exam (June/December).

Printing of Attendance Sheet, List of Examinees and Abstract for the exam centres

After finalization of the examinees data SED will provide the soft copy/data base of the Attendance Sheet, List of Examinees and Abstract to all the Regional Centres. The Regional Centre shall organize Centre Superintendents, (exam centre) meeting between 28th - 30th (June/December) and orient centre superintendents, their staff and provide the following print outs - (i) Attendance Sheet, (ii) List of Examinees, (iii) Abstract. Apart from providing the soft copy of the same to respective Regional Centre the same will also be uploaded by SED on the University website (www.ignou.ac.in) as it is decided to go on-line/virtual mode for speeding up operations smoothly and timely for timely handling by the Regional Centres/SED.

All the Study Centres/PSCs Centres are requested to display the information on the notice board of the SC/PSC for information of the students and stakeholders.

With regards,

Yours Sincerely,

(Dr. M. S. Parthasarathy)

Regional Director