



**Office of the Controller  
Examination Branch  
Mahatma Gandhi University  
Nalgonda**

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**CIRCULAR**

Date: 18<sup>th</sup> October, 2021.

All the U.G. College Principals are directed to follow the below mentioned guidelines in the conduct of the AECC/SEC/GE Examinations:

1. Conduct All the AECC/SEC/GE Examinations after the completion of the UG Sem II Regular and Sem III & V Backlog Examinations.
2. You are also directed to conduct the AECC/SEC/GE exams **for the Covid affected students (for all semesters)**, whose list which is already submitted to the Controller's Office.
3. Conduct the examinations in between **23rd to 26<sup>th</sup> October, 2021 (Exclude 24<sup>th</sup> October [Sunday])**.
4. Use the Practical booklets (12 pages) for these examinations.
5. The question paper has to be set by the college itself following the previous non-core question paper pattern (Covid 19 model).
6. Separate D form will be sent to individual college logins for marking of the attendance (without the D forms/attendance statements examination is considered as void).
7. Valuation and entry to be conducted by & at the college itself.
8. All the AECC/SEC/GE marks to be uploaded by the colleges as usual.
9. All the D Forms /Attendance statements, Marks list along with the Answer scripts need to be submitted in the Examination Branch **On or before 2nd November, 2021**.
10. Submit the Covid affected students Award List directly to the Controller's Office (after valuation)- Entry will be done by the Exam Branch(for Covid Students only), Rest all college needs to enter.
11. The Results will be kept on hold if fail to submit all the above mentioned documents.
12. Any misconduct or manipulation in the conduct of the examinations such college results will be on hold or suspended.

**Controller of Examinations**