

GOVERNMENT OF PUDUCHERRY
Kanchi Mamunivar Govt. Institute for Postgraduate Studies and Research (Autonomous)
Puducherry

No: KMGIPSR /COE/2026/31

Puducherry, 16/10/2026

To

The Heads of Departments

KMGIPSR, Puducherry

Madam/Sir,

Sub: Submission of Question Papers and Panel of External Examiners for the Semester-End Examinations – November 2026 and January 2027 – Reg.

The Heads of Departments are requested to comply with the following instructions in connection with the forthcoming Semester-End Examinations scheduled for November 2026 and January 2027.

1. Question Papers and Schemes of Valuation

All Heads of Departments are requested to collect **two question papers along with their respective schemes of valuation** from the concerned subject teachers. The question papers and schemes of valuation shall be scrutinised at the departmental level before being submitted to the office of the Controller of Examinations by e-mail to **COEKMGPISR@GMAIL.COM**.

1. Question Papers strictly adhere to the prescribed syllabus and the question pattern approved by the Board of Studies.
2. Questions are clear and of appropriate Academic Standard.
3. The expected word limit for each question is clearly specified, wherever applicable, to guide students in providing answers of appropriate length and detail.
4. Schemes of valuation are comprehensive and appropriate to ensure uniform, objective, and fair evaluation of answer scripts.
5. Questions are not repeated between the two Question Papers.
6. Strict Confidentiality is maintained throughout the question paper setting and handling

2. Panel of External Examiners

All Heads of Departments are requested to submit a panel of external examiners for consideration for external evaluation of the Semester-End Examinations.

The panel shall consist of a minimum of **eight members**, with the following details for each examiner

- Name
- Designation
- Contact details (e-mail address and phone number)

All Heads of Departments are requested to submit **both the question papers along with their respective schemes of valuation and the panel of external examiners on or before 2 ~~December~~ ^{November} 2026.**

Your cooperation in ensuring the smooth and effective conduct of the examinations is appreciated.

Thanking You,


(Dr. SASI KANTA DASH)

DIRECTOR

Copy to 1) Office
2) Notice Board
3) Website