



To,

The Head / Principal,
Department / College of _____
Mizoram University, Aizawl.

Subject : Panel of Practical Examiners/Question Paper/Exam Routine/Examination Form –
Submission of.

Sir/Madam,

This is to inform you that Odd Semester Examination for **Post Graduate, B. Arch., B. Tech., M.Tech., MBA, IMBA and B. Voc.** will commence from **1st – 18th December, 2023** as per extant Academic Calendar. In this connection, you are hereby kindly requested to submit the following items to the undersigned without fail for smooth conduct of the forthcoming Examination, December 2023:

| Sl. No | Items | Last Date of Submission |
|--------|---|---------------------------------|
| 1 | Submission of Repeater Application | 6 th October 2023 |
| 2 | Panel of Practical Examiners | 18 th October, 2023 |
| 3 | Examination form and Roll Sheet (one copy) Hard and Soft copy for Regular & Repeater (upto 3 rd Nov., 2023 by paying the required late fee Rs. 1000/- as per MZU fee structure). | 25 th October, 2023 |
| 4 | Examination Routine | 1 st November, 2023 |
| 5 | Two sets Moderated Question Papers for CBCS and NEP and One set for non-CBCS and NEP along with soft copy (Paper Setter must be a Regular Teacher (Course-in-Charge) of this University) | 1 st November, 2023 |
| 6 | Entry of C ₁ and C ₂ marks in the web-portal & submission of hard copy | 10 th November, 2023 |
| 7 | Date of IMj Examination (1 st Semester) | 1 st December, 2023 |
| 8 | Date of IMn Examination (1 st Semester) | 4 th December, 2023 |
| 9 | Date of IMn Examination (3 rd Semester) | 5 th December, 2023 |
| 10 | Submission of Answer Script and Mark book (C ₃ marks) | 20 th December, 2023 |

Notes:

1. In case of **external examiners**, Panel of Practical Examiners with at least **3 (three) names** who are not retired from service, indicating their valid complete address, contact nos. and E-mail ID to be furnished. In case of **internal examiners** if external examiners are not available **three members** internal committee may be formed. Committee more than 3 (three) Internal members shall not be accepted.
2. All Heads of Academic Department are requested to submit the Examination Routine to the undersigned and Director, IQAC, MZU.
3. All necessary fees for the Semester should be cleared by the students, failing which no examination form would be accepted.
4. Self attested photocopies of University Registration Card and Grade Card of last examination should be submitted along with the Examination form by the students (**Both Regular & Repeaters**).
5. Applications of the candidates along with Grade Card to repeat any Course(s) should be duly forwarded by the concerned Head. Repeaters should fill up the Examination Forms only **after getting necessary permission from the Examination Department**.

Yours sincerely,

Sd/-

(Prof. LALNUNTLUANGA)
Controller of Examinations

Copy to:

1. P. S. to Vice Chancellor, Mizoram University, Aizawl.
2. P. S. to Registrar, Mizoram University, Aizawl.
3. P. S. to Finance Officer, Mizoram University, Aizawl.
4. P. A. to Controller of Examinations, Mizoram University, Aizawl.
5. P. A. to Librarian, Mizoram University, Aizawl.
6. All Deans of Schools, Mizoram University, Aizawl.
7. Director, IQAC, Mizoram University, Aizawl.
8. System Administrator, ICT Centre, Mizoram University, Aizawl with a request to upload the above notification in the MZU website.

Controller of Examinations