



गुजरात केन्द्रीय विश्वविद्यालय
(भारत की संसद के अधिनियम सं. 25, 2009 के तहत स्थापित)
CENTRAL UNIVERSITY OF GUJARAT
(Established by an Act of Parliament of India, No 25 of 2009)

Darshan G. Maru
Controller of Examinations

By Fax/ Hand/E-Mail/Speed Post

F.No.1-8/2025-COE/ PC/406

02/04/2025

To,
All Deans/Chairpersons/HoDs
Central University of Gujarat

Subject: Submission of Question-papers for End-Semester Examinations Winter - 2025

Respected Madam/Sir,

In continuance to the above cited subject and in accordance with Academic Calendar the current academic cycle is marching towards the End-Semester Examinations for **Winter – 2025** in an offline mode for **UG/PG/UG-PG Integrated Programme**.

The Schools/Centres/Departments are hereby requested to arrange the submission of two sets of question papers to the CoE office **latest by 15th April 2025 (Tuesday)**. The paper-setter(s) for the End-Semester Examinations shall prepare two sets of question-papers having distinct questions. Both the sets shall be submitted in “**Scaled Envelope**” marked as ‘**Confidential**’ to the CoE Office (**Kundhela Campus Only**). The envelop for each set must be super-scribed by details regarding set number, programme name, course code, course title, number of question-papers and answer-sheets required, name(s) of paper-setter(s), signature of paper-setter(s) and should be counter signed by Dean of School/ Chairpersons of the Centre/ Head of the Department. (**Annexure I & II to be checked carefully – attached herewith**)

Note: The paper setters are advised to thoroughly review the questions in both sets;

1. To eliminate the scope of any potential repetitive similarities.
2. To maintain consistency on the sealed envelope and question-paper inside the sealed envelope with regard to course code, course title, content of question-paper etc.
3. Kindly indicate proper marks/marks distribution for each question on the question-paper clearly.


Controller of Examinations

Enclosures:

1. Specimen for masthead of question paper (**Annexure I**)
2. Specimen for envelop (**Annexure II**)

Copy to: (1) PS to VC (2) Registrar (3) All Deans, Chairpersons and Head of Departments (4) All Faculty Members (5) DSW/Provost (6) ICT Department - for uploading on university website.