

File No-01(31)/2016-IGDTUW/EXAM/329 (a-3)

Date: 01.11.2018

Subject: Instructions regarding 3rd Minor for faculty members and HOD's

- 1) The 3rd Minor exam is scheduled for students who have missed any of the Regular Minor-I/Minor-2 or who have made request in the concerned department regarding their unavailability in the Minor-II examination of this current semester with valid reasons and the same is duly verified by concerned HODs of the department.
- 2) The Syllabus for 3rd minor will be the complete syllabus of Minor-1 & Minor-2 and will be scheduled from 20.11.2018 to 24.11.2018 as per proposed date sheet uploaded on the University Website.
- 3) A student should not be permitted to write regular as well as 3rd Minor Test for the same evaluation component (Minor-1/ Minor-2) in a course.
- 4) All faculty members who have received request from eligible students (Approved by the HODs concerned) (absent in Minor-I or Minor-II exam) are required to send the question paper of their concerned subjects latest by 15th November, 2018 (1:00 P.M) to examination division Email address examigdtuw@gmail.com. In case question paper is not send on time, the 3rd minor will not be held for the concerned students and the student will be marked as absent and examination division will not entertain any request. HoDs are requested to send the eligible list of students to examination division on or before 17.11.2018 (1:00 P.M)
- 5) The Venue for the 3rd Minor Examination will be the IT Block, IGDTUW.
- 6) All HODs are requested to enter the detained list of current semester in the Examination portal on or before 22nd, November, 2018 and also submit a duly signed hardcopy list to the Examination Division.
- 7) Please note, those students who are booked in UFM case in Minor-1 and Minor-2 are not eligible to appear in 3rd minor examination.
- 8) HODs are requested to circulate this information among faculty members and students.

Looking for your kind co-operation for smoothly conduction of 3rd Minor Examination.

(Dr. S.R.N Reddy)
Dean (Examinations Affairs)

Copy for Information and further necessary action to:-

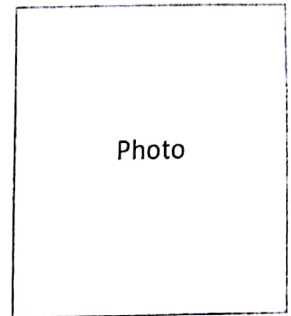
1. HOD (IT/CSE/ECE/ASH/AAP/MAE).
2. PS to Hon'ble Vice-Chancellor for kind information to Hon'ble Vice-chancellor.
3. PA to Registrar for kind information to Registrar, IGDTUW
4. Dr. Manoj Soni, Centre Superintendent, CEC.
- ✓ 5. System Analyst with request to upload on the University Website.
6. Guard File.



Indira Gandhi Delhi Technical University for Women
Kashmere Gate, Delhi-110006
(Examination Division)

Admit Card for Third Minor Examination, November 2018

Student' Name : _____
Father's Name : _____
Course Name : _____
Semester : _____
Enrollment No. : _____



Details of Papers

S.No.	Paper Code	Paper Title

Signature of the Student

Signature of HOD

Signature of Dean (EA)/Dy.COE

Instruction to the Candidate

1. No. candidate will be allowed to appear for the Third Minor Examination without admit card. The Admit Card must be produced for verification in the examination Hall.
2. **Books, any other Printed, Handwritten, Course Material etc, Bags, Mobile Phones, Programmable Calculators and Other Electronic Gadgets are not permitted inside the premises of the Examination Centre. Candidate found with any such material in the Examination Hall will be booked under unfair means case. Borrowing/Lending of any item like Calculator, Eraser, Pencil etc. during the examination is strictly prohibited.**
3. Students will not be allowed to enter the examination hall before 10 minutes of the commencement of the examination and students are not allowed after 15 minutes of the commencement of the examination.