

Ref. No. Exam/2018/0123

Dated 24 Sep 2018

## **NOTICE FOR MST- I**

1. As per the Academic Calendar 2018-19 for Odd Semesters, MST-I in Theory Courses has been scheduled w.e.f. 03 Oct 2018 for all the classes. All the HODs are requested to make necessary arrangements for smooth conduct of the MSTs. The Deans must ensure that the MSTs are conducted smoothly.
2. The HODs are requested to prepare Date-Sheet of the MSTs, display it on the Notice Boards of the Departments and also submit a copy of it to the Examination Cell by 27 Sep 2018 positively.
3. The facility for printing the question papers will be available from 27 Sep 2018 to 29 Sep 2018.
4. The HODs will compile the MST records and submit the Answer Sheets and Awards Lists to the Examination Branch within one week from the end of the MSTs.
5. All Deans / HODs will ensure that no MST is conducted separately after the due date. In case, a student misses the chance, he/she can be allowed with prior approval of the Vice-Chancellor along with a fee of Rs 100/- per paper.
6. The procedure to upload awards of MSTs on ERP system is the same.

Controller of Examinations  
Arni University

CC:

1. SPS to the VC for kind information please.
2. SPS to the PC for kind information please.
3. The Registrar
4. All Deans / HODs
5. ERP Section
6. Accounts Section
7. Record file