



महात्मा गाँधी केन्द्रीय विश्वविद्यालय, बिहार  
**MAHATMA GANDHI CENTRAL UNIVERSITY, BIHAR**  
[संसद के अधिनियम द्वारा स्थापित एक केंद्रीय विश्वविद्यालय]  
[A Central University established by an Act of Parliament]  
डॉ अम्बेडकर प्रशासनिक भवन, ओपी थाना के पास, मोतिहारी - 845401, जिला - पूर्वी चंपारण, बिहार

F.No.1-3/MGCUB/CoE/2020 (Part-II)/1809

Date: 19<sup>th</sup> August 2025

**NOTICE**

**Subject: To Conduct of Special Back Paper Examinations of various UG/PG Programmes (Pass out Batches till 2025) -Regarding.**

1. This is with reference to the Letter F. No. 2-1/MGCU/Admin/2025/ dated 07<sup>th</sup> August 2025.
2. This is hereby notified for information of all the Heads of various teaching departments to conduct the special Back Paper Examinations of eligible Students of pass out Batches till 2025 as Centre Superintendent at departmental level, under offline mode with the following schedule.

Sl.	Subject	Date-Schedule
1.	Preparation for the Special Back Paper Examinations by the Students	One Month Period or till 20 September 2025
2.	Filling of Re-Examination Back Paper Forms by the Eligible Students	22 September 2025 to 26 September 2025
3.	Release of Schedule of Special Back Paper Examination by Departments	29 September 2025 to 30 September 2025
4.	Conduction of Special Back Paper Examinations	06 October 2025 to 14 October 2025
5.	Submission of Result/Award Sheets after uploading of marks on Samarth Portal (in the prescribed proforma) to the O/o CoE (answer scripts are to be kept for record, at departmental level)	Latest by 17 <sup>th</sup> October 2025
6.	Declaration of Special Back Paper Examination Result	Within seven working days

3. In this regard, all Heads of various teaching departments are informed to notify the Scheme/Time Table of Special Back Paper Examinations (in the prescribed Proforma, copy enclosed) at the level of department after approval of the respective Dean of school and copy of the same is to be communicated to the office of CoE, respective Campus Director and Chief Proctor; as per above stated schedule.
4. The pattern of Question Paper shall be same as prescribed in the Ordinance No. 20.
5. The students who have Back-Papers/F-Grades (pass out batches till 2025) shall be considered for Special Back Paper Examinations as per provisions of section 5 & 20 of Ordinance No. 20, after submission of Back Paper/Re-Examination form with deposition of requisite amount of fee.
6. Campus Directors of different campuses of the University are hereby authorised to take necessary action to ensure free and fair End Semester Examinations.

This bears the approval of the Competent Authority.

(Dr. Krishna Kant Upadhyay)  
Controller of Examinations

Enclosure: As stated above.

Copy of the above forwarded to the following for information and necessary action.

1. The OSD (Administration) (I/C), OSD (Finance) (I/C) and Campus Directors.
2. All the Deans of different Schools-Supervision to ensure free and fair ESE.
3. The Director (RDC), DSW, Proctor, Provost and Vigilance Cum Verification Officer.
4. Professor In-charge Examinations-for information and necessary supervision of ESE.
5. All the Heads of different teaching Departments- for information and necessary action as stated above along with the Submission of award sheets after uploading of marks.
6. Deputy Registrar/Associate Controllers.
7. Dr. Umesh Patra, Department of English & Dr. Vipin Kumar, Department of CSIT; members of the Team, Effective Implementation of Academic Modules of E-Samarth - For needful action related to the Samarth Portal.
8. Member Secretary, University Website Committee - to upload the same on the University website.
9. OSD to VC /PRO for kind information of Hon'ble Vice-Chancellor.
10. Section Officers (Estt./Finance).
11. Guard File.
12. Office records.

(Manish Kumar Jaiswal)  
Section Officer, Examinations

परीक्षा नियंत्रक  
Controller of Examinations  
महात्मा गाँधी केन्द्रीय विश्वविद्यालय  
Mahatma Gandhi Central University  
मोतिहारी, बिहार - 845401



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Proforma

## Special Back Paper Examination – October, 2025

Department: .....

### Time- Table

Name of the programme .....					Semester -				
Morning Shift, Time: 10:00 AM to 01:00 PM					Evening Shift, Time: 02:00 PM to 05:00 PM				
Sl.	Date	Course Code	Course Title	Room No./Name	Sl.	Date	Course Code	Course Title	Room No./Name

Date:

(Signature of the Dean with date)

(Signature of the HoD)





# महात्मा गाँधी केन्द्रीय विश्वविद्यालय, बिहार

## MAHATMA GANDHI CENTRAL UNIVERSITY, BIHAR

[A Central University established by an Act of Parliament]  
Dr. Ambedkar Administrative Building, Near OP Thana, Motihari - 845 401, District - East Champaran, Bihar

### Compiled Award Sheet [Special Back Paper Examination, October-2025]

Attempt-

Programme of Study:

Nature of the Course:..... (CC/EC/AECC/SEC)

Academic Session:

Course Code:

Semester:

Credits:

Course Title:

Date of Examination:

Sl. No.	Enrolment No.	Name of the Student	* T1	* T2	* Attd.	* MSE	ESE	Total
Maximum Marks			7.5	7.5	5	20	60	100
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								

**\*Note: Marks obtained by the student earlier in CCIA & Mid Semester Examination shall be carried forward.**

Number of student who appeared in Examination: ..... No. of Absentees.....

Roll No. of Absentees: .....

Date:

(Authentication by the HoD with date)

(Name & Signature of the Faculty Member)\*

**\*Signature of both (internal and external) examiners are required in case of practical examinations.**