

**OFFICE OF THE CONTROLLER OF EXAMINATIONS**

Ref. No: SUN/CoE/CIA-2A/2022/ 877

31 Oct 2022

**CIRCULAR**

To,

All Deans and HODs,  
Sandip University, Nashik.

**Subject: -** Regarding Conduction of CIA-2 Examination

**Ref:** *Academic Calendar 2022-23*

It is to bring to your kind notice that, CIA-2 for the current semester will commence as per the academic calendar. The schedule of the same is mentioned below.

Sr. No.	Particulars	Schedule	
		V, VII and IX Sem	I and III Sem
1	<b>Conduction of CIA-2 Examination</b> <i>(For all Certificate, Diploma, UG, PG programme including Ph.D course work examination)</i>	14.11.2022 to 17.11.2022	28.11.2022 to 30.11.2022
2	<b>Programme wise schedule to be submitted to Dy. CoE by Chief Superintendents (CS)</b>	05 Nov 2022	19 Nov 2022
3	<b>Timetable to be notified to the students</b>	05 Nov 2022	19 Nov 2022
4	<b>Submission of CIA-2 Question Papers (QPs) for taking multiple copies from the CoE office through CoE coordinator.</b> <i>(QPs should be in the given format only, otherwise it will not be accepted)</i>	05 Nov 2022	19 Nov 2022
5	<b>Submission of stationery requirement to the CoE office.</b>	07 Nov 2022	21 Nov 2022
6	<b>Collection of stationery and Question Paper Copies</b>	11 Nov 2022	24 Nov 2022

**Note:**

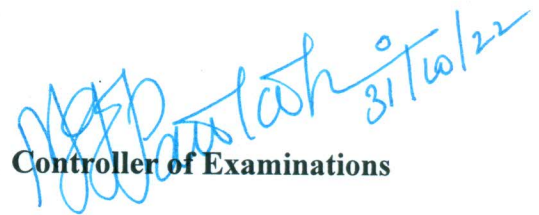
- Dean/Asso. Dean of concerned school will act as a Chief Superintendent (CS) for this Examination.
- All the CS should conduct the meeting of invigilators prior to the commencement of CIA-2 Examination.

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- All the CS are requested to appoint internal squad, if needed, for the smooth conduction of Examination.
- Question papers (final copy) should be duly signed by the course coordinator and QAC chairperson, number of copies to be printed should be mentioned on each question paper.
- All the Deans/HODs are requested to refer **Exam Guidelines-2017, clause No 4.4.2** for attendance requirement for Continuous Internal Assessments(CIA)
- Additional stationery, if needed, should also be notified in advance to CoE office.
- There will be no change in the given schedule. If any changes, prior approval is needed from the CoE.
- The entire schedule should be followed strictly.

  
31/10-2022  
Deputy CoE



  
31/10/22  
Controller of Examinations

CC: 1. PA to Hon'ble VC  
2. The Registrar SUN