

IGNOU  
School of Sciences

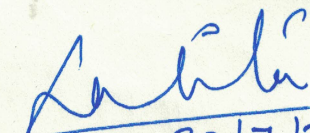
Date: 30.07.2021

**Sub: Conduct of Examination for the Lab Courses of CPLT and PGDAC Programmes  
on 25<sup>th</sup> September, 2021**

This is continuation of the proposal approved by Hon'ble VC for the conduct of the CPLT and PGDAC Lab Examination on **25<sup>th</sup> Sept., 2021** (copy attached). The Action Plan for the conduct of Exam for the Lab Courses of these programmes is given below:

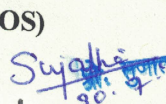
1. The Programme Coordinator will provide CRCs of Question papers in the first week of September, 2021 to SED. The questions papers would be encrypted and mailed to the Regional Directors as per the practice in the University. Photocopies of the print-out of question papers would be arranged by the Regional Director concerned or by SED as per the practice.
2. Final Regional Centre-wise data along with contact details may be forwarded to the concerned Regional Centres so that they can communicate with the eligible learners enrolled from July, 2018 to July 2020 for PGDAC Programme and from July 2019 to Jan 2021 for CPLT Programme.
3. It is requested that the Exams Centres be immediately identified by SED in consultation with RSD and the students may be informed accordingly on urgent basis.
4. RSD may be requested to inform all the learners about the lab exam as early as possible. The guidelines for the lab exam would be made available on the ignou website too. It is proposed that the learners may be sent the information of examination through E-mails or SMS to avoid delays in intimation. If required the school may also provide the support for this.
5. The data of the eligible students will be forwarded to RSD by SED.



  
30/7/21  
(Lalita S Kumar)

Coordinator, CPLT and PGDAC Programme

Director (SOS)

  
30.7.21  
Prof. Sujatha Varma  
निदेशक / Director  
विज्ञान विद्यापीठ / School of Sciences  
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2/8/21

SE/11/10068/6399  
3/8/21

IGNOU  
School of Sciences

Date: 26<sup>th</sup> July 2021

Sub: Proposal for the Conduct of the Lab Examination for CPLT and PGDAC students in September, 2021

In view of the prevailing COVID-19 circumstances and the non conduct of labs thereof, the School of Sciences had conducted written examinations as assessment for the Lab courses of CPLT and PGDAC learners on 29<sup>th</sup> October, 2020 and 25<sup>th</sup> March 2021. The situation is yet to improve. Therefore, the School of Sciences again proposes to conduct lab exam for the assessment of four Lab courses each for CPLT and PGDAC programmes. The proposed date for the lab examination is: 25<sup>th</sup> September, 2021 forenoon for CPLT and 25<sup>th</sup> September, 2021 afternoon for PGDAC.

This proposal would be applicable to the students enrolled in Jan, 2021 and before for CPLT and July, 2020 and before for PGDAC Programme as per the SED data and also the students who failed in the lab examinations held earlier. The process for the conduct of the lab examination would be as was done in the previous two exams. The procedure approved earlier is appended herewith.

Once the approval of the competent authority is accorded for the proposed exam, the School will inform the learners regarding the details of this alternative option such as: schedule of the examination, mode of conduct and syllabi of lab courses through the IGNOU website and other modes so that they get sufficient time for preparation. The School would also communicate the following to the learners:

*'IGNOU will conduct Laboratory courses of CPLT and PGDAC only at the Study Centres when the situation is completely normal and the Study Centre Laboratories begin functioning normally for their own students'.*

The proposal is submitted along with the Appendix for the kind consideration and approval of the Vice Chancellor.

Sujatha  
26-7-2021

(Director, SOS)

प्रो. सुजाता वर्मा / Prof. Sujatha Varma  
निदेशक / Director  
विज्ञान विद्यापीठ / School of Sciences  
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IGNOU, Maidan Garhi, New Delhi-110068

Vice Chancellor, please Sir.

29-7-21

आचार्य नागेश्वर राव  
कुलपति, इग्नू  
Prof. Nageshwar Rao  
Vice Chancellor, IGNOU

JR (SOS)

Sujatha  
27-7-21

Prof. Lalita S kuma

U/S 3398  
26/7/21

कुलपति कार्यालय  
श्री. वि. वि.  
दिनांक 26/07/21  
संख्या

2663

27/7/21

**Procedure for the Conduct of Examinations for the  
Lab Courses of CPLT and PGDAC Programme**

The following procedure is proposed for the smooth conduct of the examinations of Lab courses of CPLT and PGDAC programme.

1. The Programme-wise details of Lab courses are as follows:

**Certificate Programme in Laboratory Techniques (CPLT)**

- i) CLTL-101 (2 Credits)
- ii) CLTL-102 (2 Credits)
- iii) CLTL-103 (2 Credits)
- iv) CLTL-104 (2 Credits)

**Post Graduate Diploma in Analytical Chemistry (PGDAC) Programme**

- i) MCHL-001 (2 Credits)
  - ii) MCHL-002 (2 Credits)
  - iii) MCHL-003 (2 Credits)
  - iv) MCHL-004 (2 Credits)
2. Examinations for CPLT Lab Courses will be conducted on 25<sup>th</sup> September, 2021 in the Morning Session and for PGDAC Lab Courses in the Afternoon session.
  3. The question papers and answer keys will be prepared and moderated by the Faculty members of the School and handed over confidentially to SED in sealed envelopes as per the practice for theory courses.
  4. One bilingual question paper of 30 minutes duration for a 2-credit course would be administered with a transitional gap of 15 minutes between each paper. Learners would write their answers on the question paper itself and upon completion, hand it over to the invigilator
  5. There will be a separate question paper for each Lab course. The duration of the examination would be 30 minutes for a 2-Credit course. A total of 2 hours each would be given to complete all the Lab Courses of each of the CPLT and PGDAC programmes (Date-Sheet enclosed).
  6. The question papers would be encrypted and mailed to the Regional Directors as per the practice in the University. Photocopies of the print-out of question papers would be arranged by the Regional Director concerned or an Officer of the University designated for this purpose.
  7. RSD/RCs will identify the examination centers for labs listed above on the basis of the number of eligible learners.
  8. RSD/RCs will inform the eligible learners well in advance about the schedule of Examination and venue of Examination Centre. Data of eligible learners will be provided by SED to RSD with a copy to the School. Invigilators and evaluators will be identified from among the approved academic counsellors of the lab courses.
  10. Evaluation would be carried out on the spot or by the next day by approved evaluators using the answer keys provided by the School of Sciences on payment

basis as per the existing University norms and would be coordinated by the Designated Officer of the University. IGNOU faculty would assist, if required. The final Award Lists along with Answer Scripts would be submitted to the Designated Officer on completion of evaluation.

11. The encrypted award lists would be mailed by Designated Officers at RCs to the Registrar, SED. The marks for continuous assessment and term-end components would be 70% and 30%, respectively, of the marks obtained by learners and would be reflected as such on their grade cards by SED.

### **Date Sheet for Examination of Laboratory Courses of CPLT and PGDAC Programmes**

**Date: 25-09-2021**

Session I: 10:30 am to 12:30 pm

Lab Courses: CLTL-101, 102, 103 and 104

Session II: 2:30 pm to 4:30 pm

Lab Courses: MCHL-001, 002, 003 and 004