

**26th Nov 2025****RC– Varanasi**

### Orientation of Exam Centre Superintendents for TEE December, 2025 at RC Varanasi



Regional Centre Varanasi organized Orientation of Exam Centre Superintendents for TEE Dec, 2025 on 26<sup>th</sup> November 2025, Wednesday at 4:00 PM through Google Meet.

Dr. U. N. Tripathi, Regional Director presented a Power point presentation and discussed all the guidelines/instructions issued by IGNOU HQrs for conducting TEE Dec, 2025 and also briefed about online delivery of Question papers through Online (OQPDS), online Samarth Portal for daily attendance monitoring. In this TEE, exam centre change candidates' hall ticket has not been issued by RC or HQr. In this exam, RC has established one new exam centre at Obra, Sone bhadra (48043) and Dr. Rajesh Prasad will be acting as Exam Centre Superintendent for the first time.

All the exam centre superintendents confirmed that confidential material for TEE Dec, 2025 has been received. Dr. U. N. Tripathi told that room-wise seating arrangement is to be displayed at the entrance of each room at exam centre and question papers must be kept in safe custody of exam centre Superintendent only. Dr. Tripathi also instructed that the guidelines/instructions issued by Ministry of Social Justice and Empowerment (MoSJE) for disabled students is to be followed and permission for scribe is to be taken from Exam Centre Superintendent only.

All exam Centre superintendents must submit daily online attendance through Samarth Portal. If any issue arises during the exam, the examination superintendent must inform the Regional Director or RC officials immediately. At the end of this meeting, queries related to exams by Exam Centre Superintendents were replied by Dr. U. N. Tripathi.

In this Orientation meeting, Dr. Dev Narayan Pathak, ARD, Examination incharge welcomed participants, Regional Director Dr. U N Tripathi, Exam Centre Superintendents, their PTFs and RC Academics & staffs. Total 38 participants including 16 Examination Centre Superintendents and their part time staff, RC officials attended this meeting.





इग्नू  
जन-जन का  
विश्वविद्यालय

प्रगतिपथ  
(विश्वविद्यालय समाचार)

RANK 1  
nirf



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RC- Varanasi

rc varanasi (Presenting, annotating)

INDIRA GANDHI NATIONAL OPEN UNIVERSITY  
REGIONAL CENTRE VARANASI

**Dispatch of Question Papers - Term-end Examination, Dec-2025**  
There will be two types of question papers in this term-end examination:

(1) Printed question papers.  
(2) OQPDS-Question papers to be delivered online at the schedule time on the day of the examination.

**PRINTED QUESTION PAPERS:**

1. Printed Question Papers to the Examination Centres will be dispatched in **Four** phases through Indian Post.
2. Dispatch of 1<sup>st</sup> Phases: Dispatched by SED to exam centre.
- Dispatch of 2<sup>nd</sup> Phases: **Date of opening: Box:**
- Dispatch of 3<sup>rd</sup> Phases:
- Dispatch of 4<sup>th</sup> Phases:
3. Verify the number of Question Paper Packets received with the number of packets mentioned in the **dispatch memo** placed along with the QPs and **test inside the Sealed Box/Box**.
4. Acknowledge the receipt of the same in the prescribed format (Annexure-I) to the Assistant Registrar (Exam-I) at the following **e-mail** [rcvaranasi@ignou.ac.in](mailto:rcvaranasi@ignou.ac.in)

4:23 PM |

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Admissions RC Varanasi joined

14 others

Ashish Gupta and 1 more joined