

राष्ट्रीय प्रौद्योगिकी संस्थान, उत्तराखण्ड  
**NATIONAL INSTITUTE OF TECHNOLOGY, UTTARAKHAND**

Ref. No.: D/Ordrs/2016-17/D-00/A-148

26, May 2016

**OFFICE ORDER**

It has been observed that Faculty is very casual in assessment formalities. Some of the important guidelines which must be observed scrupulously are as follows.

1. While evaluating the answer books for End Semester / Sessional Examination it is mandatory for the Teacher to write total marks in numbers and in words and then sign the answer book and write the name of the evaluator. Marks are to be written in words and in number both to ensure that nobody can alter it later on.
2. If there are options in the question paper like solve any 03 questions out of 05 then it is essential to enter marks in the table given on the front page of answer book for ensuring that marks are not awarded to additional question and if the, marks are awarded to additional question then they are not included in total.
3. Any corrections in the marks shall be done by cancelling the original marks and writing corrected marks separately and signing thereon. Use of whitener or eraser for corrections is strictly prohibited and if practiced shall be viewed seriously.
4. While showing the answer book to the students the valuation should be 100% complete including totaling of marks before showing the answer book. Teacher should prepare a list of students with the marks awarded and take the signature of students on that sheet for the confirmation of showing the answer book. Any corrections made in the answer book, regarding marks should reflect in this list with signature of Teacher and student both to ensure that there is no error in Control Sheet.
5. Student is not permitted to write anything on the answer book after he/she submits the answer book.
6. Under no circumstances answer book is to be shown to the students after last date of showing of answer book.
7. No grievances shall be entertained unless student sees the answer book before due date. However, if there is a discrepancy in marks displayed earlier and later, then that grievance can be considered. However, under such circumstances revaluation and retotaling is not permitted.
8. The final marks to be awarded should be in whole numbers out of 100. All other sub-heads in Control Sheet can have fraction of 0.5. Marks in a sub-head with fraction other than 0.5 are not permitted. This is for strict adherence and any violation under any circumstances is not acceptable.

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9. Teachers are advised to take due care in totaling, entering marks in Control Sheet and awarding grades. All are advised to check entries multiple times. Any correction afterwards has serious consequences of altering all TR, checking and cross checking. It delays the results and causes huge loss of manpower hours. No correction by pen is permitted in Control Sheet / Tabulation Report / Grade Card. Any corrections in Control Sheets needs authentication as it is displayed on notice board and hence in public domain. Any variation in it needs proper justification and approval. All should take due care as integrity of academic data is of foremost importance to all and to safeguard the reputation of the Institution.

In addition to this all members of Faculty are advised to go through the ordinances and comply with all the rules regulations therein. **Violation of ordinances and the above guidelines shall be viewed very seriously.**



Director

Copy To:

1. All Associate Deans.
2. All HoDs.
3. AR (Admin).
4. PA to Director.
5. PA to Registrar.
6. Guard file- for record.