

14186/CE  
15/9/2020

## Evaluation Guidelines

### Instructions for College/Departments/Regional Centres for Evaluation

#### 1. Online Submission of Answer sheets

All Colleges/Departments/Regional Centres must have mentioned their E-mail Ids on the College/Department/Regional Centre website for submission of pdf Scanned answer-sheets of the Examination, September, 2020. It is recommended that the storage space in the mailbox be preferably 1TB or more to expedite the online processes pertaining to online examination.

#### 2. Evaluation of Answer sheets

- Chief Coordinator/Nodal Officer/Centre Superintendent will make necessary arrangements for Downloading/printing of answer sheets on daily basis (preferably) received on their respective email ids mentioned by the college.
- In case of any discrepancy in the e-mail, the same shall be reported to the Candidates by sending email again.
- One Auto reply format will be created by the Colleges/Departments/Regional Centres for acknowledge to the Candidates of the receipts of answer sheets.
- Chief Coordinator/Nodal Officer/ Centre Superintendent will segregate all the answer sheets class/subject wise on daily basis and will make packets in the similar manner for evaluation by the teachers.
- A summary of above information must be prepared on daily basis in the below mentioned format.

Date Of Exam	Class/Semester	Subject	Paper code (A/B/C)	No of Scanned pdf Answer Sheets received

- Nodal Officers/Chief Coordinator will distribute the answer sheets to the Teaching faculty of the College and keep the record of the same in the below mentioned format.

Date of Exam	Class/Semester	Subject	Paper code (A/B/C)	No of Answer sheets distributed	Name/s of Evaluator/s

- g. The Evaluator will submit the Award list in the below mentioned Performa along with packet of answer sheets to the Chief Coordinator. The evaluator will also certify that he has evaluated the answer sheet as per the instructions of the University i.e. 50% of the maximum marks of the question paper.

Class /Semester	
Subject	
Type Or Category of Candidates(Regular/Private)	
Paper code(A/B/C)	
Max Marks	
Roll No	Marks in Figures

Total No of candidates : \_\_\_\_\_

Name and Signature of the Teacher: \_\_\_\_\_

Name of the Chief Coordinator: \_\_\_\_\_

Name of the college: \_\_\_\_\_

- h. The Evaluator will submit the Bill Performa for the payments of evaluation of answer sheets to the Chief Coordinator in below mentioned format.

Class/Semester	Subject	Paper code (A/B/C)	No of Answer Books Evaluated	Name of Evaluator and Mobile No.	Total Amount( No of Copies @Rs.15/ each)



### 3. Online Submission of Theory awards

College Officials will enter the External Theory awards to the College admin portal of the UG and PG Examination web site.

It is further requested that the answer sheets of Private/USOL candidates will be sent by the Secrecy Branch to the Nodal Officers for evaluation on daily basis. Same process mentioned at Sr. 2 (a) and Sr. 2(d-h) will be followed for the Evaluation of answer sheets of Private/USOL candidates. Payments will be made as per the decision taken by the University authority i.e. Rs. 15 per Answer sheet. The Evaluator will prepare separate award list as mentioned at Sr. 2(g) for Regular and Private Candidates. External Theory awards of Private/USOL candidates will also be submitted online as mentioned at Sr. 3.

All the Nodal Officers/Chief Coordinators will retain the copy of records (for atleast 6 months) of all the Performa's as mentioned above which may be required in case of any discrepancy.

For any further assistance, Email to [arsecrecy@pu.ac.in](mailto:arsecrecy@pu.ac.in) / Phone No : 9815656018 (Jaila Singh).

*R Singh*  
Controller of Examinations  
15.9.2020