

SHRI GURU RAM RAI UNIVERSITY

(Estd. By of Uttarakhand, vide Shri Guru Ram Rai Act No. 03 of 2017)

Patel Nagar Dehradun-248001, Uttarakhand.



Guidelines for University Examination – Evaluation

**(As per provision of the SGRR University Act,
Chapter no.-05 under Section 30)**



SHRI GURU RAM RAI UNIVERSITY
DEHRADUN (UTTARAKHAND)

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SHRI GURU RAM RAI UNIVERSITY

Patel Nagar Dehradun-248001, Uttarakhand

(Estd. by Govt. of Uttarakhand, vide Shri Guru Ram Rai University Act no. 03 of 2017)

UNDERTAKING FROM EVALUATION CENTRE STAFF

1. I, undersign, undertake to assure that I shall maintain utmost secrecy in the work entrusted to me for conduct of examination assigned to me and discharge all my duties impartially without involving in any type of malpractice which violates the code of conduct of examination.
2. I have neither given tuition to any student or attached with any tuition classes and imparted any private or personal tuition of training or coaching for the SGRR University examination where I am appointed as examination staff member.
3. Further, I assure that I have gone through the "Duties and Responsibility of examination staff given by the University.

S. No	Date/ Time	Name of Staff Member	Examination Designation	Signature

Signature of Evaluation Centre Co-Ordinator



SHRI GURU RAM RAI UNIVERSITY
DEHRADUN (UTTARAKHAND)

Form No: SGRRU /EXAM/SEC-013

(Duties and Responsibility of Evaluation Center Co-Ordinator/Supervisor)

1. A Center Supervisor appointed by the Controller of Examination with the approval of Pro vice-chancellor /Vice Chancellor. There may be more than one Center Supervisor in a evaluation center depending upon the quantum of work.
2. At the evaluation Centre a Center Supervisor will be the In-Charge of the evaluation center and he/she will be responsible for the evaluation work i.e. receiving the sealed bags and other confidential material, keeping of such confidential material in his/her safe custody, controlling and supervising the Evaluators, Co-ordinators and other staff at the Centre, tackling all problems and taking decisions in all such areas as have been mentioned in his/her duty schedule instructions issued by the examination cell from time to time.
3. He/She will receive sealed packets of answer books from Examination Cell or an officer authorised by him/her, after verify that the seals of the packets are intact and no tampering has been done.
4. He/She will keep the sealed packets of unevaluated/evaluated answer books and other confidential material in safe custody.
5. He/she will receive the list of evaluators appointed in his/her subject by the Examination Cell with the approval of Controller of Examinations to evaluate the answer books as per rules meant for the evaluators and report any discrepancy or request for fresh demand of evaluators in this connection.
6. He/she will receive the marking scheme(s)/ from the Examination Cell in advance before starting the evaluation work.
7. He/She will fix working hours for the staff at the Centre.
8. He/She will ensure reasonably good working conditions i.e. requisite number of classrooms, halls, furniture and other conveniences to the working Evaluators.
9. He/she will avail the services of class IV staff to assist him in the work as per norms of Examination Cell.
10. He/she will maintain certain performa, registers and daily records to monitor the issue and receipt of answer books and allied activities at the Centre and submit the same to the Examination Cell after the evaluation is over.
11. He/She will keep a record of attendance i.e. arrival and departure time of the evaluators and the other staff working under him/her.
12. He/She will maintain day-to-day record of evaluated and unevaluated answer books.
13. He/She will certify record of answer books evaluated by each evaluator and days of attendance, the conveyance allowance, refreshment charges and remuneration bill etc.
14. He/She will report cases of unfair means, answer books without Enrolment numbers or with duplicate Enrolment numbers.
15. He/She will receive the separate award sheets containing the awards from the evaluator.
16. He/She will furnish all the required proforma on the evaluation and forward them to the Examination Cell.
17. He/she will ensure that sub totals of all the blocks in the Award sheet have been computed accurately. The Center Supervisor shall attest all corrections, if any, made in the answer books/Award sheet.

Sd/-

Controller of Examination



SHRI GURU RAM RAI UNIVERSITY

Form No: SGRRU /EXAM/SEC-014

DEHRADUN (UTTARAKHAND)

(Estd. by Govt. of Uttarakhand, vide Shri Guru Ram Rai University Act no. 03 of 2017)

UNDERTAKING FROM EVALUATOR

1. I, undersign, undertake to assure that I shall maintain utmost secrecy in the work entrusted to me for evaluation of answer books of the subjects assigned to me and discharge all my duties impartially without involving in any type of malpractice which violates the code of conduct of examination.
2. I have neither given tuition to any student or attached with any tuition classes and imparted any private or personal tuition of training or coaching for the SGRR University examination where I am appointed as evaluator.
3. Further, I assure that I have gone through the "Duties and Responsibility of Examiner/Evaluator given by the University.
4. I understand that in case of any violation of code of conduct of examination and any deviation from my duties & responsibilities as an evaluator, I am liable to any disciplinary action.

Date :

Signature:

Full Name :

College /Department:

Tele No :

**SHRI GURU RAM RAI UNIVERSITY****DEHRADUN (UTTARAKHAND)****(Appointment, Duties and Responsibility of Examiner/ Evaluator)**

1. No one can claim appointment as examiner or any other examination work as a matter of right.
2. The CoE shall appoint examiners for each examination from among the list of eligible examiners approved by the Vice-Chancellor depending upon the need in each paper. Persons whose names are not in the approved list shall not be appointed. However, under special circumstances after obtaining the permission of the Vice-Chancellor, exceptions may be made.
3. The examiners shall normally not decline the assignment of examination work except in extraordinary situations since examination duty is treated as an essential service by the University.
4. If by chance, a subject has been assigned wrongly to the examiner, he/she shall indicate the same and decline.
5. The examiners shall maintain strict secrecy regarding their appointment and other work allotted in connection with the examinations.
6. On the day of commencement of valuation, if applicable, sufficient time shall be utilized for discussion with regard to related valuation guidelines and regulations concerning the University examination.
7. The examiners shall NOT evaluate the answer scripts NOT related to his/ her subjects.
8. The examiners have to count the number of answer scripts in the packet and ensure that it tallies with the statement provided on the packet.
9. The examiners shall prepare standard model key to evaluate the answer scripts of the concerned subject.
10. If a candidate has attempted more questions than required, the marks obtained in the best question will be added. The question in which the marks were awarded but not counted be indicated and shown "Extra attempted".
11. The examiners shall write 'ZERO' wherever answers do not deserve any marks. The examiner shall total up the marks.
12. The examiners should read the answer script in detail and evaluate the scripts. The examiner shall ensure that no answer or part of any answer is left out in valuation.
13. The marks awarded for each question should be entered in the appropriate row & column on the mark-table on the Front Page of the Answer-booklet in Red ink pen only. The total marks shall be entered both in figures and words with his/ her signature.
14. Corrections or alteration in marking, if any, should be duly initialled.
15. No answer be ticked or crossed or underlined under any circumstances. Similarly, no comments should be written in the answer book.
16. The examiner shall not take the answer scripts out of the valuation center under any circumstances.
17. The examiner shall report to the CoE, cases of any candidates of other person on his/ her behalf approaching him/ her for any favor or writing letters to him/her indicating the name of the person, the register number/ code number of the candidate, subject/paper etc.
18. The examiners shall be issued maximum 30 answer scripts in a session and maximum 60 answer scripts in a day. The examiners are advised to go through the answer book again if the candidate falls short of passing marks by narrow margin.
19. Blank pages of all answer books may please be crossed at the time of assessing the answer books.
20. Writing answer of a question more than once is an unfair practice. The examiners may report such cases to the University official/CoE.
21. Evaluated answer books may please be arranged in the ascending order of Roll No. inside the packet to be returned.



SHRI GURU RAM RAI UNIVERSITY

Form No: SGRRU /EXAM/RESULT-001

DEHRADUN (UTTARAKHAND)

Theory Award List for End Year/ Semester /Prof. Examination:

Name of College/ Institute :

Programme:					Subject Code:				
Year :					Subject Name :				
Semester/Prof.					Max Marks:				
Session:					Paper:				
Section (If Any)									
S. No.	Code No.	Roll number	Marks (in Figure)	Marks (in Words)	S. No.	Code No.	Roll number	Marks (in Figure)	Marks (in Words)
1					26				
2					27				
3					28				
4					29				
5					30				
6					31				
7					32				
8					33				
9					34				
10					35				
11					36				
12					37				
13					38				
14					39				
15					40				
16					41				
17					42				
18					43				
19					44				
20					45				
21					46				
22					47				
23					48				
24					49				
25					50				

Total Number of Students.....Number of Absentees.....Number of (UFM(if any)).....

Signature of Evaluator:..... Name of Evaluator:Designation.....College.....

Address :Contact Number:..... Date.....

POLICY OF EVALUATION

1. Appointment of Evaluator

- 1.1 The answer-scripts of a subject shall normally be evaluated by Evaluator to be appointed by the Vice-Chancellor on the recommendation of Principal/Dean who should be a person other than the paper setter.
- 1.2 The qualification and experience for evaluator shall be as per the guidelines of the statutory Council or as per the ordinance in this regard.
- 1.3 Any person who is working as a permanent/contract/visiting faculty in University who are Assistant Professor or above shall be eligible to be appointed as a evaluator, with exception for those courses, where Assistant Professor are not available in the University.
- 1.4 Generally, paper setters can also be appointed as examiners in the subject for which they have set question paper. In case paper setters are not available for evaluation, other persons from the panel of names forwarded by the Head/Principal of the constituent College/Department duly approved by the Vice-Chancellor.
- 1.5 Any person who is working as a permanent/contract/visiting faculty in University who are Assistant Professor or above shall be eligible to be appointed as a Evaluator.

2. Process of Evaluation

The evaluator shall prepare the grade sheet providing following information:

The evaluator so appointed shall evaluate the answer scripts and award marks for every question attempted in the answer script. After evaluation, the evaluator shall total all the marks in an answer script. If the total so arrived is not a whole number it shall be rounded off to the next higher whole number. The grades awarded by the faculty would be discussed and finalized in consultation with the Examination Committee.

- 2.1 The title and code of the paper and credits assigned;
- 2.2 The programme(s) whose students are being evaluated and the semester number;
- 2.3 Against each students' enrollment number/name
- 2.4 Internal Assessment (IA) marks obtained out of 25/30/40/50.
- 2.5 End-semester (ES) marks obtained out of 75/70/60/50.
- 2.6 Composite score obtained out of 30/50/100 (IA + End Sem)
- 2.7 Based on (iii) grades are assigned to students

3. Head Examiner →

- 3.1 Principal/Head of the constituent College/Department concern will appoint Head Examiner(s) and normally shall be a senior faculty member. The Head Examiner will inspect 10% answer sheets randomly and issue special guidelines (if required) for evaluation to the examiner. The examiners shall follow the said guidelines for maintaining uniformity in evaluation.
- 3.2 Any Person [appointed as one of the above authorities] not complying with the instructions issued by the Controller of Examinations or commits any form of malpractice shall be debarred from all examination related duties for a duration as specified by the Vice Chancellor and shall also be liable for disciplinary action.



SHRI GURU RAM RAI UNIVERSITY DEHRADUN (UTTARAKHAND)

(Form for obtaining the Name Evaluators from Principal/Head of College)

SGRR College ofName of ExaminationMain Examination 2018.....

Semester Year Program Name

S. No.	Program with Semester	Subject Name with Paper Code		Name & Designation	College	Experience (In Years)	Contact No.	E-Mail Id.
1			Internal					
			Internal					
			Internal					
			External					
			External					
2			Internal					
			Internal					
			Internal					
			External					
			External					

Signature of Principal/HOD



SHRI GURU RAM RAI UNIVERSITY
DEHRADUN (UTTARAKHAND)

Form No: SGRRU /EXAM/COND-017-T

(University Paper Evaluation Remuneration Bill)

Name of Examiner :

Designation:

Institute/University Name:

Address for Correspondence:

..... (M)

Date of Evaluation	Programme	Subject (With Code)	Total Number of Answer Sheets Evaluated	Remuneration (Rs.)/Answer sheet	Amount to be paid (Rs.)
		Total Amount to be paid (Rs.)			

Details for NEFT Transaction:-

PAN Number:.....

Beneficiary Name : Bank Name :

Branch:..... Account No. : IFSC Code :

Date:

Signature of Examiner

Signature on
revenue stamp
if exceeding
Rs5000/-

Certificate

This is to certify that evaluated

..... answer scripts of the course(s).....

Date: Signature of Evaluation Centre Coordinator/Supervisor Signature of COE

For Office Use Only

Verified by

Total Amount claimed

Deductions

Net Amount Payable

Date:



SHRI GURU RAM RAI UNIVERSITY

Patel Nagar Dehradun-248001, Uttarakhand

Remuneration Policy for conducting End Semester/Annual/Professional/Supplementary/Entrance Examination for External Examiners

S.No.	Nature of Work	Remuneration	
1.	Question Paper Setting	Rs. 1000/- per set	
2.	Practical Examination	Rs. 30/- per student	
3.	Project Viva/Evaluation	Rs. 100/- per student	
4.	TA	Rs. 10/-per km.	
5.	DA	Rs. 150/- (for Assistant Professor)	
		Rs. 250/- (for Associate Professor and above)	
6.	Evaluation	Rs. 15/- per candidate	
7.	Invigilation	Rs. 250/- per shift	
8.	Supporting Staff	Rs. 100/- per shift	