

Answer Sheet Assessment Norms

1. Examiner shall maintain complete confidentiality during assessment of answer sheets.
2. Examiner should not discuss/disclose result to any of the students.
3. Examiner has to assess the answer sheets within time limit provided.
4. Examiner has to mention comments of particular answers on same page regarding clarification of marks.
5. Kindly verify all questions assessed in case students is close to passing marks.
6. Any mistake assessing or putting marks carries a punitive action as decided by the Examination committee.

Additional Guidelines for Manual Assessment:

1. Verify the no. of answer sheets contain in an envelope at the time of collection from your Dept. MU Exam Coordinator and at the same time verify no. of assessed answer sheets while submitting back.
2. It is most important that answer sheets should be sent back to Exam Section in the Envelops in which they were received as it contains branch/sem./subject details.
3. Ensure to allocate marks against all sub part of each question and carry forward in box provided at the top of the page of answer sheet.
4. Allocate marks in integer form i.e 1,2,3 etc. and not in decimal form i.e. 0.25, 0.75, 0.50 etc. Accurate Total marks in numeric and words also.
5. Clearly write Examiner's Name and Signature at appropriate space on answer book.
6. Examiner is solely responsible for loss or damage of answer sheet.

Additional Guidelines for E-Assessment:

1. Examiner have to put sub Que. wise marks as per Question Paper format. Total marks will automatic count.
2. Save the answer sheet and verify the marks at the time of click on complete button.
3. Use INSERT-tool box for Comment/Marking on answer sheet page during assessment.

Controller of Examination

Moderation System for Evaluated Answer sheets :

1. 10% Evaluated answer sheet of any subject/examiner will be re-evaluate for moderation by any other examiner decided by Exam Section.
(i.e. if 100 answer sheets allocated to any examiner than 10 answer sheets will be re-evaluate.)
2. If difference is less than 10% of maximum marks of subject (i.e. total marks are 100 marks and less than 10 marks of difference) then no second reassessment will be done and no change of marks will be declared. But if the difference is more than 10%, second reassessment will be done and the result will be one which is nearer to the original result.
3. If out of this 10% answer sheets, in more than 40% answer sheets result change, than all the answer sheets of same examiner will be re-evaluated by another examiner decided by Exam Section.
4. Any mistake in assessing or totaling carries a punitive action as decided by the Examination Committee.

Controller of Examination

Penalty for Negligence in Examinations

Sr. No.	Particulars	Penalty (rs.)
Before Examination		
1	Not Uploading Que. Paper within Time Limit	1000
2	Not following Specific Que. Paper format/ Que. out of Syllabus/ Repeated Que.	1000
3	Not following orders from Exam Dept.	1000
During Examination (supervision Duty)		
1	Late reporting for Supervision Duty	2000
2	Not reporting for supervision duty without informing to Chief Coordinator/ Not altering Supervision Duty	3000
3	Wrong Pasting of QR Code/ Not verifying Student details (like enrl no, sub name, code, date etc.)	2000
4	No signature & name on answer sheet & supplementary	1000
5	Not proper seating arrangement	1000
6	Leaving Exam Block without informing to Sr./Chief supervisor	1000
7	Using Mobile Phone in Exam Block	2000
8	Allowing Student to leave block before 30 minutes	500
9	Not pasting Absent students QR Code on back side of Form-I/ not submitted attendance sheet and answer sheets on time	1000
After Examination		
1	Not accepting Assessment Order	3000
2	Not Submitting Assessed Answer sheet within Time Limit/ Not finish e-assessment within time limit	5000
3	No proper Evaluation of answer sheets/ No proper marks given as per Que. Paper	5000
4	Not mentioning Accurate Question wise marks/ Total marks in numeric & words)/ Not making clarification for marks of particular answers on same page	4000
5	Not making signature with Name on answer sheets	1000
6	Missing of Answer sheet	10000
7	During moderation process: Out of 10% randomly selected answer sheets, changes in result of 40% answer sheets	10000
Internal Performance/Term Work/Practical Viva/Mid-Sem.		
1	Not uploading marks within Time Limit	1000
2	Not uploading marks as per University Teaching Scheme	1000

MU Reassessment Rules :

1. For reassessment students must apply online through student login within time limit provided after the declaration of the results. No request will entertain after time limit.
2. During first reassessment if difference is less than 10% of max. Marks of subject (i.e. if total marks are 50 marks, then less than 05 marks of difference and if the paper is of 100 marks then less than 10 marks of difference) then no second reassessment will be done and no change of marks will be declared. But if the difference is more than or equal to () 10%, second reassessment will be done and the result will be one which is nearer to the original result.
3. Reassessment is permitted only in university final theory exam.
4. No reassessment will be done for Internal (Mid Sem.), CSE, Viva, Practical, and Term Work component of the subject and also there will be no reassessment for DP-I, Mid-Sem Research Review, ITD for Dissertation exam.
5. Reassessment can be applied for all subjects per semester.
6. He/she shall abide by the revised result even if it is adverse.
7. The result of the student revised on account of reassessment shall not entitle the student for medal/prize.
8. Reassessment is allowed for all years students of all courses / programs which run under the university.
9. A student can apply for reassessment of his own answer books only.
10. Reassessment fees shall be returned to those students who have increase in result as per the above Rule no. 2.

Reassessment Fees: Rs. 500/- per subject.

Procedure:

Students have to apply through student Login:

Student Login:

Exam Menu => MU Result => Check your Current Sem. Result => Click on Apply for Re-assessment

Pay fees: Online from Login=> Personal Menu => Fees Payment. - Within time limit.

OR Make Payment in Account Section - within time limit.

Keep receipt record with you.

Reassessment will be done only those students who have paid fees within time limit.

Controller of Examination