

## Engineering: Mid-Sem. Exam

### Answer Sheet Evaluation Norms:

1. Verify the number of answer books contain in an envelope at the time of collection from the Sr. Supervisor and at the same time verify number of assessed answer book while submitting to Exam Section.
2. It is most important that answer sheets should be sent back to Exam Section in the Envelopes in which they were received as it contains Branch/Sem./Subject details on it.
3. Examiner shall maintain complete confidentiality while assessing answer books.
4. Examiner should not discuss/disclose result to any of the students.
5. Examiner has to assess answer books within a week from the Exam Date.
6. Ensure to allocate marks against all sub part of each question and carry forward in box provided at the top of page of answer book.
7. Examiner has to mention comments of particular answers on same page regarding clarification of marks.
8. Allocate marks in integer form i.e. 1, 2, 3, etc. and not in decimal form i.e. 0.25, 0.5, 0.75 etc. Accurate Total Marks in numeric and words also.
9. Kindly verify all questions assessed in case student is close to passing marks.
10. Examiners are informed to **clearly write their name and Signature** in appropriate space of answer book.
11. Examiner is solely responsible for loss or damage of answer books.
12. Any mistake in assessing or totaling carries a punitive action as decided by the Examination Committee.



Dean- FOE



Dean- FOT



Dean PG Studies



Director



Vice Chairman/Chairman

