



ସମ୍ବଲପୁର ବିଶ୍ୱବିଦ୍ୟାଳୟ
Sambalpur University
Accredited With Grade-A by NAAC (Third Cycle)

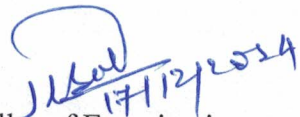
No. 8728 /EC-III

Dated: 17-12-24

Corrigendum

In continuation to this office notification no. 1597/EC-III dated 06.05.2023 (here with attached) after completion of each examination all the answer scripts must be despatched by registered post to the Centre Coordinator/HOD/Nodal Officer of the concerned Nodal Valuation Centres by the Colleges/Departments on the same day or the next office day for valuation of the answer scripts, as per the guidelines.

By the order of Vice-Chancellor



Controller of Examinations

Memo. No 8729 /EC-III

Dated 17-12-24

Copy forwarded for information and necessary action to:

1. PS to Vice-Chancellor, Sambalpur University.
2. Chairman, P.G. Council, Sambalpur University.
3. All H.O.Ds, Sambalpur University.
4. Principals, Govt. Women's College, Sambalpur/ Govt. College, Sundargarh/ Panchayat College, Bargarh/ Imperial College, Bargarh/ Vikash Degree College, Bargarh /Municipal College, Rourkela/ Deogarh College, Deogarh/ NSCB Govt. College, Sambalpur/ S.G. Women's College, Rourkela/ L.R. Law College, Sambalpur/ Govt. Women's College, Sundargarh/ L.N. College, Jharsuguda.
5. Section Officer, EC-III/EC-IV/EC-V/EC-VI Section.
6. C.O.E. Unit, Sambalpur University
7. A.C.O.E (General/Professional) Sambalpur University
8. Director, e-Governance, Nodal Centre.
9. OIC, Examination Computer Centre.
10. (02) spare copies to EC-III Section.


Controller of Examinations

**Controller of Examinations
SAMBALPUR UNIVERSITY**

**JYOTI VIHAR, BURLA
Sambalpur (Odisha)**

PIN- 768 019



e-mail: coesu2009@gmail.com

Accredited with A Grade By NAAC

No. 1597/EC-III

Dated 06-5-2023

Notification

In continuation to this office Notification No. 1321/EC-III, Dt:10.04.2023, it is for information of all concerned that the following guidelines for evaluation of P.G. Examination shall be followed w.e.f. the Academic Session 2022-23.

Guidelines for Evaluation of P.G. Examination w.e.f 2022-23 for early publication of result as per the Notification No.- 01093/EG-III, Dt:10.03.2023 and No. 01220/EG-III, Dt:20.03.2023

(A) GENERAL GUIDELINES

1. The Evaluation process will be done as per the provision of Central valuation, if the numbers of answer scripts are within 2000.
2. Above 2000(Two Thousand) answer scripts, the evaluation process will be done as per the provision of Zonal Valuation.
3. The Designated Nodal Centers are the evaluation centers for their respective subjects.
4. The concerned HOD will be the center Co-ordinators for Central Evaluation.
5. The Nodal Officer/Coordinator will appoint a valuation assistant to assist the Coordinator.
6. The postal expenses/remuneration bill to Coordinator/Valuation Assistant/ Examiners shall be paid as per University rules.
7. The evaluation process should be completed within Fifteen days from date of receiving of coded answer scripts.
8. After completion of evaluation, the marks should be uploaded in the web portal against the code numbers by the Centre.

(B) APPOINTMENT OF THE EXAMINERS

1. Nodal Officers/Coordinators are authorized to appoint sufficient number of Examiners from among the regular teaching staff member of their departments/colleges as well as other colleges/Universities as per the P.G. examination regulation (Copy enclosed) under intimation to the office of COE by email (soec-iii@suniv.ac.in).
2. Examiners so appointed can't normally refuse examiner-ship as per provisions of section-8 of Orissa Conduct Examination Act, 1988. On the other hand, HODs/Principals of all colleges are requested to encourage their teaching staff members to take up examination work and co-operate the university in the greater interest of the students.

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3. Examiners will be Issued (Physically/By Register Post) with (at one go) the total number of answer scripts of a subject as decided by Center Coordinator for proper and timely evaluation. The examiners will return back all answer script after evaluation along with Mark Foils complete in all respects (at one go) with due acknowledgement. TA/DA/Postal Charges as applicable will be paid to examiners for the same.
4. Nodal Officers/Center Coordinators will prepare a database of examiners along-with allotment of answer Script to examiners much before the completion of Examination. Strict confidentiality is to be maintained by Center Officials regarding allotment of answer scripts to examiners.

(C) THE MARK FOILS

Valuation Centers and Examiners will take extreme care and caution in proper accounting of Mark Foils at the five Stages:

- a. Downloading & Printing of mark foils by valuation center.
- b. Issue of Mark Foils and Answer Scripts to Examiners.
- c. Receiving the completed Mark Foils and Valued Answer Scripts by examiners.
- d. Entry and uploading of marks in online Web Portal.
- e. Submission of Mark Foil (both that of examiners and verification print outs of uploaded marks duly authenticated by DEO's and center officials) to University.

(D) UPLOADING OF MARKS

1. After evaluation and submission of completed Mark Foils, mark will be uploaded in the Valuation Center through DEO/Examination In-charge login of "sambalpuruniversity.in" web-portal on DAY-To-DAY basis.
2. Valuation Center officials and DEOs will enter and upload marks or make entry as "AB" for absentees or "MP" for malpractice as per Memo and Mark Foils. It must be ensured that, all the code numbers appearing in a particular subject should be entered with marks, "AB" or "MP" as the case may be. The entries by DEO should be checked by the center officials with authentication on verification print. No code number should be left blank either in hard copy of Mark Foils or in Web Portal.
3. Nodal Center Officials/ Examination In-charge/DEOs are requested to "save" after entering the marks.
4. After completion of total entry and checking process, the marks can now be submitted. Once the marks are submitted, it cannot be edited or altered. It is to be noted: If any mark field is left blank then saved marks from the Nodal Center/College cannot be submitted.

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5. The web-portal will remain open up to 40 days of commencement of examination. After this, the processing of result will start. The results of colleges whose marks are not uploaded by the scheduled time cannot be processed. Hence, Valuation Centers are advised to complete the work much before the dateline to avoid last minute rush.
6. Any problem or issue relating to evaluation must be reported to University immediately via email (coe@suniv.ac.in/soec-iii@suniv.ac.in) or over phone to COE.

(E) SUBMISSION OF MARKFOILS/EXAMINER'S REPORT/VALUED ANSWER SCRIPTS

1. The Center Nodal Officer/Co-ordinators will submit the Mark Foils and Verification printouts of mark entry duly authenticated by the Center officials and examiner's report to university through special messenger within 07 days of online submission of marks.
2. Efforts are being taken by the University to issue Center Advance to meet all expenses of valuation center as per Central Valuation Manual. After valuation process is complete with the last date of uploading of marks, the Centers will submit the bills to university within 15 days for adjustment along with valued answer script. The bills must be complete in all respects to facilitate early adjustment.

By the order of Vice-Chancellor

Log 123
Controller of Examinations
Dated 06-5-2023

Memo No. 1598/EC-III

Copy forwarded for information and necessary action to:

1. Chairman, P.G. Council, Sambalpur University.
2. H.O.Ds, All the P.G. Departments, Sambalpur University.
3. A.C.O.E./Secretary to Vice-Chancellor/Programmer, Sambalpur University.
4. Principals, Govt. College, Sundargarh/Govt. Women's College, Sambalpur/Panchayat College, Bargarh/NSCB Govt. College, Sambalpur/Govt. Women's College, Sundargarh/Municipal College, Rourkela/Imperial College, Bargarh/Deogarh College, Deogarh.
5. Section Officer, EG-III/EC-IV/EC-VI/Acd-I/e-Gov. Nodal Centre/Code/Controller of Examinations Unit/ Computer Unit/ cscsu.help@line@gmail.com

Log 122
Controller of Examinations
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