

R/Note- 34/2015-16

Office of Registrar
May 19 , 2016

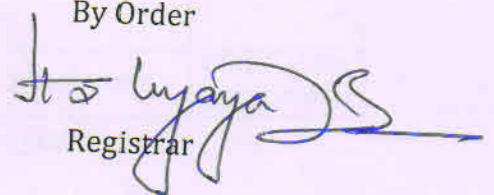
NOTE

Sub: Nomination of Evaluation Coordinators

The university has adopted the system of examinations in which the ESE/EYE papers will be evaluated by a number of teachers. It is found that sometimes the teachers-internal or external do not adhere to the evaluation schedule because of which the announcement of results gets delayed. Further, there is lack of uniformity among different teachers in evaluation of answer papers. It is proposed to nominate one of the teachers from within the university who are assigned the job of evaluation of answer papers for each subject as an Evaluation Coordinator whose responsibilities will be as follows:

- Will be overall responsible for timely evaluation of answer papers in the subject concerned.
- Shall establish contact with all the evaluators nominated by the COE for the subject and coordinate the dates of evaluation of the answer papers in the subject with regard to the date, time etc...
- Shall hold meeting of all the evaluators of the subject and discuss the broad framework of evaluation.
- Shall guide the evaluators in the subject regarding the breakup of marks for each component of the answers in the subject.
- Shall guide the evaluators as to the expected answers for each question.
- When any of the evaluators does not report for evaluation in the given time period, he/she shall report the matter immediately to the Dean of the Faculty for substituting the paper evaluators.
- Shall personally supervise the entry of marks on to the MIS and verify its accuracy.

By Order


Registrar

To,

- 1) Deans/Principals/HOIs/Directors of Faculties/ Colleges
- 2) Controller of Examinations

Submitted To,

- 1) The President
- 2) The Vice President
- 3) The Provost