

### **MARKING OF ANSWER BOOKS AND PREPARATION OF RESULT (TIMELINE):**

- a. The coordinators/departmental office will hand over the envelopes containing answer books to the concerned teacher **within 2 days**.
- b. The teachers will grade the answer books and return the graded books to the coordinator/departmental office **within 3-5 working days** of the conduct of the examination. The teacher will also handover hard and soft copies of the result to the coordinator/departmental office.
- c. The coordinator/departmental office will prepare subject wise result of all courses being offered in the semester.
- d. The department will show the graded answer books to the students before the display of provisional result on the departmental notice board.
- e. The provisional result will also be displayed on the Departmental noticeboard **within 5-6 working days** after the termination/completion of the examination.
- f. Hard and soft copies of the provisional result of all courses will be forwarded to the Examination Branch **within 8 working days** after the termination / completion of the examination through HoD/Dean. The department will ensure that observations of students have been taken care of before forwarding the result to the Examination Branch.
- g. The Examination Branch will counter check and scrutinize the result and notify it **within 12 working days** of the receipt of the result from the department/ faculty.
- h. The result prepared by the Examination Branch will clearly show the following:
  - i. SGPA and CGPA
  - ii. Academic Deficiency (if any)
  - iii. Status of the student.
- i. The notified result will be displayed on noticeboard by the departments for information of the students.
- j. Errors/omissions if any will be forwarded by the departments through Dean to the Examinations Branch **within 7 working days** Details of error/omission and statements of teachers, if any, should accompany the case.
- k. The Examinations Branch will process the errors/omissions for the approval of Competent Authority. Changes, if any, will be notified after the approval.

### **Rechecking of Graded Answer Sheets:**

- a. An appeal for rechecking will be entertained **within one month** of the declaration of the result by the Examination Branch. However, fee will be charged as per rates announced by the university.
- b. In case of a rechecking plea, the answer sheet will be forwarded to the concerned Head of Department, who, in the presence of concerned teacher and program coordinator will re-check the answer sheet as per following criteria:
  - i. That the script is completely checked, and no part is left unchecked or unmarked.
  - ii. That the total brought forward is correct.
  - iii. That the marks allocated by the examiner are in accordance with those indicated in the question paper.
  - iv. There is no mistake in the grand total.

**Note:** Rechecking does not mean re-evaluation. Current rechecking rates are @ Rs 1500/- per paper ( all programs)