

Regarding Evaluation of answer scripts at Spot Evaluation Centre No. 05

2 messages

Sushil Kumar <sushil@ipu.ac.in>
To: USICT Anuradha Chugh <a_chug@yahoo.co.in>
Bcc: directortias@tecnia.in

Tue, Jul 18, 2023 at 6:31 PM

Sir/Madam,

As you are aware that the End Term Examination (July 2023) has started from 01st July 2023 onwards, the evaluation centre for BCA/B.Ed/ B.Ed (SE)/M.Ed/ M.Ed (SE)/ MCA/ MCA(SE) is activated in E-318-319. In this regard, all the Dean/Director/Principal are hereby requested to kindly send the concerned faculty members for evaluation of answer scripts, so that the result for the same may be declared on time. you are again requested to kindly send your evaluators alongwith Verified Evaluator Form (E-1) (verified by the Institute with paper codes).

With regards.

(Sushil Kumar)

+ 91-9868472233

sushildilse@gmail.comsushil@ipu.ac.in

Spot Evaluation Centre No.5,
GGSIIP University,
Dwarka, New Delhi (India)

2 attachments



SOP.jpeg
142K



Form_E-1.pdf
487K

Directortias <directortias@tecnia.in>
To: TIAS-Website <teciawebsite@tecnia.in>

Wed, Jul 19, 2023 at 12:54 PM

[Quoted text hidden]



PSP, Institutional Area, Madhuban Chowk, Rohini, Delhi - 110085

Ph: 27555121-22-23-24 Fax: 27555120; directortias@tecnia.in; Website: <http://tiaspg.tecnia.in>



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Guru Gobind Singh Indraprastha University

SECTOR 16C, DWARKA, NEW DELHI -110078 Website: <http://ipu.ac.in>

Form - E1

Paste Your
Photo Here

Form for Appointment of Evaluators

1. Name & Designation : _____
2. Name of Institution where working : _____
and date from which working or _____
Name of institution from which _____
retired and date of retirement _____
- *3. No. of Subjects taught during current semester/ year (in words): _____
4. Subjects taught during current semester/ year of _____ (Name of the programme)

S. No.	Paper Code	Subject

5. PAN Number : _____
- **6. Bank Account No. : _____
7. IFSC Code : _____
8. Bank Name : _____
9. Residential Address : _____
10. Mobile No. : _____
11. E-Mail ID : _____

It is certified that I have no near relative appearing for the aforesaid course/ subject.

(Name & Signature of Evaluator)

It is certified that Sh./Smt./Dr. _____ fulfills the criteria for the appointment as evaluator for above mentioned subject(s) of the University for **May - June, 20**____ / **Nov-Dec, 20**____ End Term Exam.

(Name and signature along with seal of Head of Institution)

* Deans/ Directors / Principals are requested to ensure that No of Subjects is written in words.

** Photocopy of cheque of evaluator's account bearing details mentioned at serial no. 5, 6 & 7 is to be submitted along with this form.

Standard Operating Procedure (SOP) for Evaluation

1. Assessment/evaluation of answer sheets are to be completed by the concerned evaluator within the timelines.
2. Marks should be provided neatly and clearly on the answer sheet.
3. The evaluator shall properly evaluate every question inside the answer sheet.
4. The evaluator(s) should provide marks in each section of every question both inside & outside of the answer sheet.
5. The evaluator(s) should properly calculate the marks provided outside of the answer sheet to avoid any kind of calculating/totaling mistake.
6. The evaluator(s) shall ensure that no question shall remain unevaluated before submission.
7. The evaluator(s) needs to cross the blank page/pages (if any) properly before the End Page Stamp on the answer sheet.
8. Any answer written after the End Page Stamp is not to be considered for evaluation.
9. Every correction/overwriting (if any) on the marks awarded in evaluation needs to be signed by the evaluator(s) properly.
10. The concerned evaluator(s) shall prepare the award sheet for the answer scripts he/she assessed.
11. The award sheet needs to be signed by the evaluator(s) and scrutinizer properly with their name/Institute name and mobile number.
12. P-III and P-IV need to be arranged properly and section-wise before submission to Result Branches, Examination Division, GGSIPU.
13. Signature of the evaluator(s) and scrutinizer should be strictly within the box
14. Marks in the P-III & P-IV sheet should not be filled with red ink
15. P-III and P-IV must be smoothly separated from the answer scripts/ Uneven tearing is not allowed.
16. Answer scripts shall be provided to evaluation branch for Rechecking/Inspection/Providing certified copy to the students on the request of evaluation branch by the concerned centre on urgent basis alongwith the name and details of evaluators.

(Note- If more than 5% error is found in marks awarded after Scrutiny, then the payment of the scrutinizer will be withheld)

(Prof. Gulshan Kumar)
Controller of Examinations-I