



**JAGAT GURU NANAK DEV
PUNJAB STATE OPEN UNIVERSITY, PATIALA**

(Established by Act No.19 of 2019 of Legislature of the State of Punjab)

Ref.No/ PSOU/ COE/135

Dated: 05/09/2022

All Examinations Centres,
Govt. & Aided Colleges,
Punjab.

Subject: Instructions for Evaluation of Answer Books (Sept. 2022)

All the Chief Coordinator/Controller of Evaluation Centre, Coordinator (Evaluation), Examiners and Checking Assistants should follow the below instructions strictly during evaluation of Answer Books:

1. Principal of the respective college (Nodal Centre for Evaluation) shall be the **Chief Coordinator/Controller** of Evaluation Centre. Coordinator of Nodal/Evaluation Centre shall be the same person as already performed duty as Coordinator (Printing Cell) during University Theory Exams (August 2022) and is now redesignated as **Coordinator (Evaluation)** and will be the Coordinator of evaluation process at respective Nodal Evaluation Centre.
2. Coordinator of Evaluation Centre shall perform the Evaluation Coordinator duty directly under the control of Chief Coordinator/Controller of Evaluation Centre for overall smooth conduct of marking and evaluation of Answer Books & also for **timely completion of evaluation** as per the deadline given by the JGND PSOU for final completion of evaluation process.
3. Coordinator (Evaluation) at Nodal Centre in coordination with Controller of Evaluation Centre shall establish a Table Marking Centre in the respective Institute under his supervision. The Total no. of answer books to be evaluated at each Centre shall be the Answer Books of all the students (who have all appeared for University Theory exams in that respective college/exam centre as held during August 2022) as required to be evaluated from **5 Sept. 2022 to 30 Sept. 2022**. Controller and Coordinator of Evaluation Centre should make planning as such accordingly.
4. Coordinator (Evaluation) may call examiners from the nearby colleges as per subject evaluation requirement (**IF & ONLY IF Evaluators are not available for that particular subject at the respective college**) to complete the evaluation process well in time. Evaluators called for evaluation from the nearby colleges should be only from same district as of the Nodal Centre. The remuneration regarding same will be paid as per University norms and Guidelines. *TA/DA Performa* (hard copy) approved by the University regarding same be filled by Evaluator (as required & when called from outside Nodal Centre) and same shall be duly signed by Evaluator and verified by Coordinator & then forwarded by Evaluator/Examiner to the Coordinator of the respective Evaluation Centre. Coordinator

will then forward *TA/DA Performa* with final record submission (Hard copy File with index) as to be submitted to JGND PSOU University.

5. No remuneration shall be paid by JGND PSOU if any Evaluator is called from outside the district of the respective Nodal Evaluation Centre & if Evaluator is found to be already available in the respective college (Nodal Centre). Regarding same, it shall be the responsibility of the Coordinator & Controller of Evaluation Centre/Nodal Centre and same should be submitted/forwarded in writing to the University for the requirement regarding the same.
6. After the completion of evaluation process at respective Nodal Evaluation Centre, Coordinator will submit **complete record/detail of all evaluation** (in Hard Copy File with Index) to the University team (as to visit Exam Centres/colleges for collection of Answer Books and other exam material). Complete record should contain hard copy of all Marks Lists, Performas, Bills, etc. as used during evaluation conducted at respective Evaluation Centre. All hard copy record should be duly signed by both Coordinator & Chief Coordinator/Principal of the respective college/Nodal Centre & then forwarded and submitted by Chief Coordinator/Principal to the Examination Branch of the JGND PSOU.
7. Coordinator of Evaluation Centre should **appoint Evaluators/Examiners** in various subject/courses in consultation with Controller of Evaluation Centre. The List of Evaluators/Examiners must be got uploaded (with all required details) in the University online exam portal by the Coordinator (Evaluation) of respective evaluation Centre & same will be approved by JGND PSOU.
8. The Evaluators/Examiners should be at the level of Assistant Professor and must ensure quality evaluation under the supervision of Coordinator of Evaluation Centre. Coordinator shall be responsible for fair evaluation under his/her control.
9. Coordinator of Evaluation Centre will receive details of all Answer Books available for evaluation at respective Nodal Centre from the Controller/Principal of respective college and will then issue Answer Books to the respective Examiners (as uploaded in portal and Approved). It must be ensured by Coordinator (Evaluation) that Bag containing Answer Books is already sealed before issuing same to Examiner. **Proper Issuing/Receiving Performa must be maintained** by the Coordinator (Evaluation) for overall detailed record of issuing and receiving of Answer Books to all the Examiners.
10. After the evaluation of Answer Books by respective Examiner, same must also be ensured by Coordinator (Evaluation) that Answer Books are packed and sealed before being forwarded to the University.
11. Examiners are to **upload the final marks** (of the evaluated Answer Books) of the students on the University Online Exam Portal and are to take Printout of the filled Award List and then have signatures duly of both respective Examiner and Coordinator (Evaluation) on the hard copy of the Award List. **Printed hard copy of the Award List** be then put inside the Bag (containing the evaluated Answer Books) by the Examiner & then forwarded to the Coordinator. Coordinator will receive and note the sequence of Answer Books submitted by the Examiner and Bag No. and other details & then have same all details recorded on the

hard copy of **Issuing/Receiving Performa of Answer Books** (As to be submitted finally to the University duly signed by Coordinator and Chief Coordinator). A hard copy of all such record must also be kept by the Coordinator (Evaluation) for record of respective Evaluation Centre regarding evaluation of ABs.

12. The **Awards of the students (both Internal and External marks)** are to be uploaded on the University Online Exam Portal by both Internal Examiners and External Examiners respectively as per the dates circulated by the JGND PSOU.
13. Controller of Evaluation Centre must ensure that relevant **qualified and experienced teachers** (examiner must have teaching experience in respective subject) are appointed for evaluation of Answer Books. The examiner may be given 50 answer books for evaluation before and same number after lunch. He/She may be allowed to evaluate max. 100 answer books per day (eight hours).
14. Controller of Evaluation Centre will send **hard copy record of all Examiners/Evaluators** (to be forwarded to the University) containing copy of specimen signatures (both full and initials separately) of all Examiners/Evaluators along with their names, Identity codes, qualifications, streams, experience, address and mobile/contact no. at the time of closing of Evaluation Centre to the University. Information regarding all Examiners/Evaluators details should be also be uploaded in the University Exam portal & same all be ensured also by the Coordinator (Evaluation) of Nodal Centre.
15. The Answer Books of each subject/course must be issued to only those Examiners/Evaluators who have already taught this subject for at least one semester.
16. The identity code of Examiner will be the same as faculty-ID (eg. 12365MC for Mohindra College, Patiala)
17. **Coordinator (Evaluation) at Nodal Centre must ensure that Answer Books** of University enrolled/registered students, Jail Centre students (Sikhya Daat scheme), Differently abled (Deaf & Dumb) students **are not evaluated at respective Nodal Centre as same shall be marked and evaluated by the University ONLY**. All such concerned Answer Books will be received/collected by University staff as to visit the respective colleges/exam centres (as per the dates earlier circulated by the University regarding same). So, packing of such ABs be separately handled by concerned Coordinator & **Hard copy of Issuing/Receiving Performa** regarding same be maintained so as to forward to University team for submission of Answer Books and other exam material.
18. All the entries must be filled (as required for evaluation and checking of marks) by the Examiners/Checking Asst. on the title page of the Answer Book. The Marks must be filled both by Examiners and Checking Assistants on the places provided on answer books carefully. Mistake in any case shall not be accepted. The Examiners & Checking Asst. must sign both on title page of answer books at appropriate space. **All the Chief Coordinators/Controller of Evaluation Centres should ensure that all the Evaluators and Checking Assistants should use Red ball pen only for the evaluation.**

19. Controller of Evaluation Centre and Coordinator (Evaluation) must ensure that the Checking Assistant has performed his / her duty properly. He should be allowed to check maximum of 500 answer books per day (8 hours).

Checking Assistant must ensure:-

- a. No question should remain unchecked.
- b. To physically count/verify the no. of Answer Books (as mentioned on the packet) before issuing to (before evaluation) & also at the time of receiving of Answer Books (after evaluation) from the concerned faculty member/Evaluator and will report in writing to the undersigned through Controller of respective college, in case of any discrepancy.
- c. Total marks must be awarded on the Answer Books.
- d. Marks on the title page must tally with marks awarded inside the Answer Books.
- e. Award lists and Answer Books must be properly signed by all the Examiners/Evaluators.
- f. All the blank pages/blank space in the answer books must be crossed by the Examiners/Checking Assistants.
- g. The Examiner must give detail of %age of PASS students on the outer side of bag.
- h. To put a seal on the Almirahs every day to ensure the safety of Answer Books. In case of Locker type Almirahs, locks will be put and seal applied on the same.

Note:

1. *If the Checking Assistant has found any type of discrepancy in evaluation then he must bring it to the knowledge of respective Examiner and get same corrected from Examiner and also should get respective Examiners signatures for authenticity of the correction made.*
2. *The Checking Assistant has no right to correct it at his own level. White fluid is not allowed on the answer books on the title page for making any type of corrections. Checking Assistant will make changes in box specifically provided for change in marks & it should be duly counter-signed by the respective Examiner/Evaluator.*

20. The **proper record/stock is to be maintained by the Coordinator** of Evaluation Centre regarding available Answer Books at respective Nodal/Evaluation Centre, checked/unchecked Answer Books and Movement register (entry register) for Evaluator/Examiner and other concerned staff at the door of evaluation Centre. Any persons associated with the evaluation will enter the “Time of Entering” and “Time of Leaving” the evaluation centre. The person will enter the Time IN and Time OUT as many times he/she leaves or enters the evaluation centre. Authorized University Official/Observers appointed by University may ask to produce anytime this detailed record at the time of inspection visit at respective Nodal Evaluation Centre.

21. Coordinator (Evaluation) will ensure that no student or any other unauthorized person enters inside the evaluation centre.
22. No questions or part of a question should remain unmarked. In particular, extreme care should be exercised in case of Questions where there are short answer type questions.
23. Marks awarded to a question or any part of a question **must be written legibly** at both places as required on the Answer Book. This is necessary to avoid any confusion during the process of re-checking/retotaling or re-evaluation. If a question has different parts then marks should be awarded separately for each part.
24. Coordinator of Evaluation Centre must ensure for uniformity in evaluation of answer books. He must provide key and solution scheme for the solutions to the question papers and methodology of evaluation (part distribution of marks to each questions) to all the examiners and the copy of same must be sent to the University for Record. At least 1% of the answer books (of particular course) must be checked by the Coordinator of Evaluation Centre himself in each packet (**he/she must give marks with Red Pen only to each question**) and verify the authenticity/correctness of the work done by the Examiners/Checking Assistants.
25. While evaluating an Answer Book, if Examiner finds any new page(s) inserted or any handwritten chit pasted on any page of the Answer Book, in such case Examiner will forward information to the Coordinator. Same procedure should be followed if there is any evidence of double handwriting in any Answer Book.
26. If Examiner finds the Roll no. of any candidate mutilated on the Answer Books, same should be brought immediately to the notice of concerned Coordinator (Evaluation) of the respective Evaluation Centre.
27. No score should be awarded to a question by the Examiner where the answer is crossed even though the answer is correct to the extent of 100%. However, the matter should be reported immediately to the Coordinator (Evaluation) for further necessary action.
28. Each Answer Book should be **signed both by Examiner and Checking Assistant** and the identification number should be written at the appropriate place provided for the same.
29. **None of the relatives** (brother, sister, son, daughter, cousin, nephew, niece, spouse, brother-in-law, sister-in-law or any other relative financially dependent on you) should have appeared in the said examination for which the Examiner is carrying out the evaluation.
30. Examiners are requested to write the word- “END” at the end of the last attempted answer and cross the remaining pages if the same are uncrossed.
31. For evaluation and marking of Answer Books, Examiner and Checking Assistant should make use of **RED PEN** only.

32. **The minimum no. of answer books** to be evaluated should be **60 (Sixty)** if an examiner is claiming TA/DA for a particular date.
33. Efforts should be made by concerned Coordinator (Evaluation) to minimize the expenditure of evaluation process.
34. Examiners at the time of evaluation must note the following:-
- a. Signature of Examiner, Identity code must be written on the Answer Books and Award slips.
 - b. Overwriting /cutting if any on the Answer Book or Award List must be signed by the respective Examiner.
 - c. All the parts of Award List must be duly filled and signed by the examiner and checking assistant.
 - d. No part of answer book shall be left unchecked. Examiners must cross/cancel all the Blank space/pages left in answer books.
 - e. The Examiners must mention the Pass %age.
 - f. No part of answer books should be evaluated after the **“Space below Cancelled Stamp”**.
 - g. The Examiners must follow step marking in Answer Books. The Examiners must award proportionate marks for the correct part/step of the answers attempted by the students.
35. Controller of Evaluation Centre is expected to guide the teachers concerned to observe complete **SECURITY** in the matter of evaluation of Answer Books. If any such case is found in any of the JGND PSOU Evaluation Centres then strict action will be taken by the University against concerned Examiner/Checking Assistant.
36. Utmost care must be taken by concerned Examiner and Checking Assistant that same Answer Books be packed in same packet (as received) & that Answer Books of two packets are not mixed with each other. Examiner should deal with one packet at a time while evaluating Answer Books. As such, the result would not be declared against mentioned Paper-ID and same would result into discrepancy.
37. Information for all the unchecked/not evaluated packet should be informed by respective Examiner to the Coordinator (Evaluation) immediately, and also same be returned with separate Challan and Bag (in which ABs were packed and received earlier).
38. As the University is bound to provide photocopy of evaluated Answer Book to the candidates who demand the same under RTI Act-2005. Accordingly, the evaluators must act with most care and responsibility while evaluating the Answer Books. Although/Otherwise also an Evaluator, Controller of evaluation centre, Checking Assistants, and every other associated staff are legally bound and liable for the fair, smooth and responsible conduct of their respective duties regarding marking and evaluation of Answer Books.

39. The Examiners must mention the **detail of pass students** on the bag of the Answer Books. If the result of pass students comes out to be less than 40% in particular packet, the Head examiners are required to recheck that packet and give certificate that the evaluation is correct and fair and if marking is wrong, he must direct the examiner to re-evaluate these again.
40. **Mobiles and other communication gadgets are not allowed during the evaluation.** This must be ensured both by Coordinator (Evaluation) & also by Controller of Nodal evaluation Centre.
41. During evaluation if Examiners find any illegitimate comments (*Mobile no./ Phone no./ Request for passing / identification marks / filled pass marks by student /etc.*) in the answer sheet then Examiner should not evaluate such Answer Books and case must be brought immediately to the notice of respective Coordinator (Evaluation) & Controller/Chief Coordinator of respective Evaluation centre. Information regarding same with details must be also forwarded by Principal/Chief Coordinator of respective Evaluation Centre to the Controller of Examinations, JGND PSOU by email to: coepsou@psou.ac.in
42. If at any time during Evaluation/Re-evaluation, it is found that the evaluation is not fair then the strict action shall be taken by the University against the concerned Evaluator and He/She may be debarred from all type of examination related activities for at least 05 years.
43. The remuneration regarding evaluation shall be paid to the Examiners and Checking Assistant as per the details earlier circulated & as per the norms and guidelines of the JGND PSOU.
44. In case the no. of Answer Books are found to be more/less or of any other subject in the packet of Answer Books, then the information in this regard should be mentioned by the faculty in remarks column while submitting the packet & also information regarding same be conveyed by respective Examiner to the Coordinator (Evaluation).
45. Quick declaration of results is the hall mark of an efficient examination system. Examiners are requested to complete the assignment of evaluation within the stipulated period as per the University instructions & guidelines. It is the responsibility of the college concerned regarding evaluation so as to ensure the declaration of the result by the University within the quickest possible period of time.
46. Any type of discrepancy or doubt about the authenticity of the answer book should be immediately brought to the notice of the Examination Branch of the University. **In case of any further clarification, Examination Branch of the University may be contacted at:** Exam Branch (Helpline): 0175-5082367 (Landline), 95307-41524 (Mobile), Email: coepsou@psou.ac.in

Controller/Principal and Coordinator (Evaluation) at respective college are requested to ensure that evaluation is carried out strictly as per guidelines so that the University could be in a position to defend the evaluation at any forum.

Sd/-

**Controller of Examinations
JGND PSOU, Patiala**

Copy to:

Programmer (R.) – For forwarding of same to colleges (via email & whatsapp)