

No. IUU/Exam/Sharing of Ans. Books/2024-25

Date: 19. 11. 2024

Notice to Students of Semester Based Programs

Subject: Sharing of Answer Books of Mid Term Examinations (Odd Semester), Oct 2024.

Answer books of above said examinations will be shared with the students as per the schedule mentioned below:

| Name of School | Dates for Sharing the Answer Books | Date and Time for Submission of Answer Books & Discrepancy Report by the School |
|----------------------------------|------------------------------------|---|
| School of Management | 25 & 26 Nov. 2024 | By 5.00 PM on 26, Nov. 2024 |
| School of Law | 25 & 26 Nov. 2024 | By 5.00 PM on 26, Nov. 2024 |
| School of Mass Communication | 25 & 26 Nov. 2024 | By 5.00 PM on 26, Nov. 2024 |
| School of Liberal Arts | 25 & 26 Nov. 2024 | By 5.00 PM on 26, Nov. 2024 |
| School of Hospitality Management | 25 & 26 Nov. 2024 | By 5.00 PM on 26, Nov. 2024 |

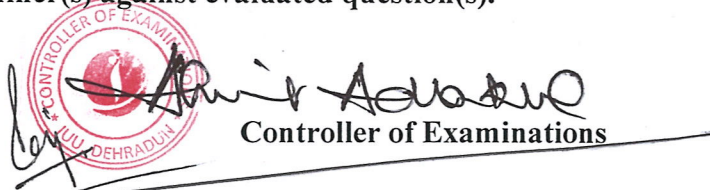
The answer books shall be shown to students in the respective school by the faculty concerned on above mentioned dates under the supervision of the **Program Coordinator(s) & Dean/Head of the concerned School.**

All students are advised to go through their answer books and discuss the discrepancies, if any, with faculty concerned.

The discrepancies shall be limited to:

- Student shall be entitled to check whether all answers have been evaluated and marked.
- Marks given have been correctly posted on the cover sheet of the answer book.
- Marks awarded have been correctly totaled or not.

If any discrepancy is detected as a result of the checking as above, the Dean/Head of the School concerned shall take necessary action to rectify error(s). However, no request from the students shall be entertained on marks awarded by the examiner(s) against evaluated question(s).


Controller of Examinations

Copy to:

- Office of the Vice Chancellor
- Dean(s)/HoD(s) - with a request to direct concerned faculty to collect answer books from the examination cell and share answer books with students. Discrepancy observed, if any, should be reported to the Dean(s)/HoD(s). The Dean(s)/HoD(s) will submit a report on discrepancy in the prescribed format to the Vice Chancellor through CoE for further action. Dean(s)/HoD(s) shall also ensure that all answer books with due signature of students on each answer book are returned to the office of the CoE.
- All faculty members (SoM)
- Mr. Amit Srivastava, ICT-With a request to upload the notification on University Website.
- Office Copy

19/11/2024