

No. IUU/Exam/Sharing of Ans. Books/2023-24

Date: 22. 07. 2023

Notice to Students of Semester Based Programs

Subject: Sharing of Answer Books of End Term Exams, May & June 2023 (Even Semester) and Summer Term Exams July 2023

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 by the School
School of Management	01 & 02 August 2023	By 05.00 PM on 02, August 2023
School of Law	01 & 02 August 2023	By 05.00 PM on 02, August 2023
School of Media and Communication Design	01 & 02 August 2023	By 05.00 PM on 02, August 2023
School of Liberal Arts	01 & 02 August 2023	By 05.00 PM on 02, August 2023
School of Hospitality Management	01 & 02 August 2023	By 05.00 PM on 02, August 2023

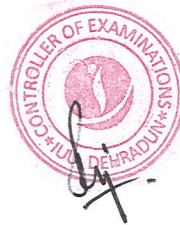
The answer books shall be shown to students in the respective school by the faculty concerned on above mentioned dates under the supervision of the **Program Coordinator(s) & Dean(s)/Head(s) of the concerned School.**

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 mistake 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).”




Controller of Examinations

Copy to:

- Office of the Vice Chancellor
- Office of the Pro-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
- Mr. Amit Srivastava, ICT- With a request to upload the notification on University Website.
- Office Copy

