

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

Date: 25. 11. 2023

### **Notice to Students of Semester Based Programs**

**Subject: Sharing of Answer Books of Mid Term Examinations-Odd Semester, Nov. 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 & Discrepancy Report by the School
School of Management	29 & 30, Nov. 2023	By 5.00 PM on 30, Nov. 2023
School of Law	29 & 30, Nov. 2023	By 5.00 PM on 30, Nov. 2023
School of Media & Communication Design	29 & 30, Nov. 2023	By 5.00 PM on 30, Nov. 2023
School of Liberal Arts	29 & 30, Nov. 2023	By 5.00 PM on 30, Nov. 2023
School of Hospitality Management	29 & 30, Nov. 2023	By 5.00 PM on 30, Nov. 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/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 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).”**



*25/11/23*  
**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 to the 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
- Office Copy