

GURU NANAK DEV ENGINEERING COLLEGE, LUDHIANA
An Autonomous College Under UGC Act - 1956 [2(f) and 12(B)]
Affiliated to I.K.G. Punjab Technical University

No. COE/119/ 7242

Dated: 11/6/2019

All (HODs)

The evaluated Answer Booklets of End Semester Examinations **May-2019** for **B.Tech. final year** will be displayed to the concerned candidates by their respective Head of Department as notified below.

Special Instructions are attached regarding the display of answer sheets. All HODs are requested to kindly ensure that these instructions are followed during the display of answer sheets.

During this display process of Answer Booklets if a candidate finds any discrepancy in evaluation of any question of his/her Answer Booklet/s then he /she will bring it to the notice of Head of Department. Further if he/she wants to re-evaluate the same, then he/she has to fill a 'Discrepancy Redress Form' (DRF) available in the office of Head of Department/s. **This DRF (copy attached)** has to be filled (if candidate wants) for each Answer Booklet separately and also pay a Discrepancy Redress Fee of Rs.500/- (Five hundred only) for each Answer Booklet to the Authorized Receiver of concerned department. This duly filled and signed DRF has to be deposited to concerned Head of Department. DRF is to be filled for Redressal cases including Totaling and Unchecked but no fees will be charged for these two issues. **The answer sheets of the candidates who will apply for re-evaluation has to be submitted to the Examination Branch subject wise in separate packets with a summary of answer sheets generated by Web portal.** The re-evaluation will be done in the Examination Branch after concealing the marks awarded by the First Evaluator.

The last date to apply for re-evaluation is 13/06/2019 i.e. the date of display of answer sheet of respective department. No re-evaluation issue will be entertained after the due date.

The sheets must be returned to the Examination branch in coordination with Dr. Amit Kamra

The schedule for distribution of answer sheets to various depts. is as under: -

Name of Department	Date of Issue	Date of Display	Date of Return	Timing for issue	Name of Exam Coordinator
ME	12-06-2019	13-06-2019	13-06-2019	1:30PM-2:30PM	Er. Gurmeet Kaur
CE	12-06-2019	13-06-2019	13-06-2019	1:30PM-2:30PM	Dr. Prashant Garg
EE	12-06-2019	13-06-2019	13-06-2019	2:30PM-3:00PM	Dr. Navneet Singh Bhangu
CSE	12-06-2019	13-06-2019	13-06-2019	2:30PM-3:00PM	Dr. Sumeet Kaur Sehra
IT	12-06-2019	13-06-2019	13-06-2019	3:00PM-3:30PM	Er. Parminder Kaur Wadhwa
ECE	12-06-2019	13-06-2019	13-06-2019	3:00PM-3:30PM	Dr. Baljeet Kaur
PE	12-06-2019	13-06-2019	13-06-2019	4:00PM-4:30PM	Er. Jagdeep Singh

Department exam coordinator shall collect the evaluated answer booklet of all the subjects of the candidates of the concerned department from Dr. Amit Kamra/Dr. Vivek Thapar on respective dates.

HODs will be responsible for the safe custody of the answer sheets of their department.

It is the duty of the teacher deputed for displaying the respective sheet to fill and verify the details in the DRF form.

Dr. Amit
11/6/19

Note: All the cases of mistakes like totaling, transfer of marks, unchecked question (if any) will be handled by examination branch only. Details of all such cases must be compiled by department Exam Coordinator through the Web Portal (exam.gndec.ac.in). No alternation should be done at Department level (totaling, transfer of marks, unchecked question).

The schedule for display of answer sheets must be available on respective department website links/DNB.

Various types of discrepancies/Issues as tabulated below will be handled in the examination branch.

Sr. No.	Discrepancy Issues	Responsibility
1.	Totaling (Like transfer of marks)	Concerned-Evaluator, Checking Assistant and Head Examiner
2.	Unchecked Questions	Concerned-Evaluator, Checking Assistant and Head Examiner
3.	Re-evaluation	Re-evaluator, Checking Assistant and Head Examiner

Pr
11/6/17
Controller of Examinations

Distribution:

(1) DNB
A.V. will report as
S.K. Goyal
elect