



SAMBALPUR UNIVERSITY
JYOTHIVIHAR, BURLA

No. 2240 /E.C-II

Dated the, 10.08.21

NOTIFICATION

This office order contains, the following SOP (standard operating procedure) and instructions of all concerned for checking of re-addition of marks and supply of photocopies of valued answer scripts of examinees for different University examinations;

I. SOP (Standard operating Procedure):

- The examinee will apply within one month of publication of result for re-addition of marks or photocopies of valued answer scripts in prescribed form by depositing required fees in the University. It will be mandatory for the student to mention the e-mail of his/her college and email id of himself/herself.
- After receiving the complete application form, the concerned section will mail to the respective valuation zone/College regarding the requisition giving details like, Name & Year of examinations, subject/Papers, Roll no. etc.
- The College/zone will scan and send the scanned copy of the valued answer scripts i.e. main answer script & additional answer scripts (all pages i.e. front page to last page including Blank pages) in **PDF** format to this office through g-mail only (*for Science & Commerce, eciisectionofficer@gmail.com*) (*for Arts, ecisectionofficer@gmail.com*), within in 15 days.
- The, name and signature of the Examiners/Chief Examiners/scrutinizers must be omitted from the scanned copy of the valued answer scripts.
- (i) In case of re-addition of marks, necessary action will be done by the University and communicate to the College and the applicant by e-mail.
(ii) In case of photocopy of answer scripts the **PDF** file received from Zone/college will be forwarded to the applicant and his/her college by e-mail.
- If necessary, after receiving the **PDF** file, the College will make printout of the entire file and issue the same to the applicant on receipt.

2. Remuneration for this can be paid from the Centre expenses collected from the student during form Fill up and retained in the college as follows;

- Searching, scanning and dispatch of answer script Rs ₹100.00 per script.
- Downloading, printing and issue of answer script Rs ₹100.00 per script.
- Any other issues in this regard should be intimated to this office within 15 days of receipt of the requisitions list.

By order of the Vice-Chancellor

Ras
10/8/21

CONTROLLER OF EXAMINATIONS

Memò No. 2241 /E.C.II

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dated, 10.08.21

Copy forwarded for information and necessary action to;

- All principals of +3 Colleges
- Secretary to the Vice-Chancellor
- PA to Registrar
- PIO, Sambalpur University
- Section officer E.C-I/III/IV/V/Acct-II/Computer unit
- Director, e-governance with a request to upload in the University website

Ras
10/8/21

CONTROLLER OF EXAMINATIONS

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