

# Santal Bidroha Sardha Satabarshiki Mahavidyalaya



ESTD - 2005

NAAC Accredited B+ Grade College

Affiliated to Vidyasagar University & Recognized by UGC (under 2(f) & 12B)

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SBSSM/

Date: 09-08-2021

## DETAILED GUIDELINES FOR THE TEACHERS FOR EVALUATION OF ANSWER SCRIPTS AND POSTING OF MARKS IN THE VU PORTAL

### **Examination: B.A. / B. SC. 6<sup>TH</sup> Semester Examination-2021 (under CBCS) (online mode)**

As the whole evaluation process is taking place in online mode, to make the process smooth and for better documentation which shall be required to address issues after publication of result following points to be noted carefully.

1. The HOD/Academic coordinators/ authorize teachers have to download the answer scripts from the departmental e-mail and save the answer booklets in a folder. The name of the folder should be “**subject name\_ paper code\_date of examination\_number of answer booklets**”.
2. As the hard copy of the answer booklet is not available, the examiners have to keep record of marks awarded on a model front page of the answer booklet (Format-I). After evaluation the examiner has to send the filled in format to the scrutinizer. After scrutiny the scrutinizer will return back the Format-I to the examiner. After that the examiner has to fill the award slip (Format-II) and has to send it to the Head of the department/Academic Coordinator.
3. HOD/Academic coordinators have to post the marks in the VU portal (user ID & Password: already provided). As it is a team work, HOD/Academic Coordinators may take help of other teachers of the department for posting of marks.
4. (a) The marks posting portal for Honours Courses will remain open from **12.8.2021 to 16.8.2021**.  
(b) The marks posting portal for General Courses will remain open from **14.8.2021 to 18.8.2021**.
5. Last date of submission of marks by the HOD/Academic Coordinator to the Principal through mail ([sbssm.vuexam@gmail.com](mailto:sbssm.vuexam@gmail.com)): For Honours: 15.8.2021, for General: 17.8.2021.

*M. K. Das*

(Sd/-Dr. Mantu Kumar Das)  
Principal

N.B.: All concerned are requested to follow the deadlines.