



திருவள்ளூர் பல்கலைக்கழகம்
THIRUVALLUVAR UNIVERSITY
VELLORE - 632 115.

Dr. R. VIJAYARAGAVAN. M.Sc., M.Phil., B.Ed., Ph.D. ,
CONTROLLER OF EXAMINATIONS (FAC)

No.TVU/COE/Circular-Evaluation/Apr - May 2021(1st&2nd Sem)/370A

Date: 28.06.2021

To

The Principals / Chief Superintendents of all affiliated Colleges /
Heads of University Department.

Sir/Madam,

Sub: Examinations – Guidelines for Evaluation of Answer Scripts of UG/PG –
April / May 2021 Examinations (1st and 2nd Semester) – intimation-
Reg.

I am by direction to inform you that the following Guidelines should be strictly followed
by the Camp Officer for evaluation of answer scripts.

1. The valuation of answer scripts shall be conducted from **02.07.2021 to 12.07.2021** in the respective institutions.
2. Only the Principal of the respective college shall act as a Camp Officer.
3. Evaluation is to be done only by the qualified (approved) faculty members with experience prescribed in the University norms. If approved faculty members are not available in your college, you can arrange approved faculty members from the neighbouring colleges.
4. The Camp Officer is responsible for the entire valuation process (distribution and collection of the answer scripts) of their college.
5. Camp officer should ensure the availability of at least three computers with internet connectivity and printer facilities exclusively for the valuation work.
6. The Examiners should enter the marks in the online portal after evaluation. This should be done only in the dedicated computers in the valuation centre. Examiners are not permitted to use personal devices for mark entry or for other exam related tasks.
7. After mark entry, the foil sheets should be printed paper code wise and signed by the evaluator and camp officer.
8. Attendance sheets should be arranged date wise and bound as a book. Similarly, the mark sheets are to be arranged subject wise and bound as a book. The bound books should be submitted to the COE after completion of valuation at the centre.
9. The examiner concerned is responsible for the accuracy of evaluation / mark entries.
10. **Corrections of Internal / External marks and wrong absent entries would not be entertained at any cost.**

We seek the support and cooperation of all the stakeholders for the completion of the mark entry process on or before **14.07.2021** in a fair and error-free manner. Thank you for your commitment and contribution in ensuring a robust Examination process. Your kind cooperation is highly solicited in this regard.

-Sd-

Controller of Examinations (FAC)



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VELLORE - 632 115.

Dr. R. VIJAYARAGAVAN. M.Sc., M.Phil., B.Ed., Ph.D. ,
CONTROLLER OF EXAMINATIONS (FAC)

No.TVU/COE/Circular-Evaluation/November - December 2020/ **353**

Date: 10.12.2020

To

The Principal / Chief Superintendent of all affiliated Colleges /
HODs of University Departments.

Sir/Madam,

Sub: Examinations - Guidelines for Evaluation of Answer Scripts of UG/PG - November /
December 2020 Examinations - intimation- Reg.

I am by direction to inform you that the following Guidelines should be strictly followed by the
camp officer for evaluation of answer scripts of November/December 2020 Examinations.

1. Only the Principal of the respective college shall act as Camp officer.
2. The valuation of answer scripts shall be conducted from 15.12.2020 to 02.01.2021 in the
respective institutions.
3. Evaluation is to be done only by the approved faculty members with experience prescribed
in the University norms. If approved faculty members are not available in your college, you
can arrange approved faculty members from the neighbouring colleges.
4. The Camp Officer is responsible for the entire valuation process (distribution and collection
of the answer scripts) of their college.
5. Camp officer should ensure the availability of at least three computers with internet
connectivity and printer facilities exclusively for the valuation work.
6. The Examiners should enter the marks in the online portal after evaluation. This should be
done only in the dedicated computers in the valuation centre. Examiners are not permitted
to use personal devices for mark entry or for other exam related tasks.
7. After mark entry, the foil sheets should be printed paper code wise and signed by the
evaluator and camp officer.
8. The evaluated non personalized papers (Rule 8) should be sent with covering letter
containing exam date/subject wise/paper code wise to the office of COE for mark entry.
9. Attendance sheets should be arranged date wise and bound as a book. Similarly, the mark
sheets are to be arranged subject wise and bound as a book. The bound books should be
submitted to the COE after completion of valuation at the centre.
10. The examiner concerned is responsible for the accuracy of evaluation.
11. The camp officer shall submit the subject wise answer script bundles to the COE after the
completion of the valuation at the centre.

We seek the support and kind cooperation of all the stakeholders for the completion
of the valuation process on or before 02.01.2021 in a fair and error-free manner.

Thank you for your commitment and contribution in ensuring a robust Examination
process.

-Sd/-

Controller of Examinations (FAC)



Dr. R. VIJAYARAGAVAN. M.Sc., M.Phil., B.Ed., Ph.D. ,
CONTROLLER OF EXAMINATIONS (FAC)

No.TVU/COE/Circular-Evaluation/362

Date: 13.02.2021

To

The Principal / Chief Superintendent of all affiliated Colleges /
HODs of University Departments.

Sir/Madam,

Sub: Examinations - Guidelines for Evaluation of Answer Scripts of UG/PG Arrear
Examinations - intimation- Reg.

I am by direction to inform you that the following Guidelines should be strictly followed by the
chief superintendent for evaluation of answer scripts of UG/PG Arrear Examinations.

1. Only the Principal of the respective college shall act as Chief Superintendent.
2. The valuation of answer scripts shall be conducted from 17.02.2021 to 25.02.2021 in the
respective institutions.
3. Evaluation is to be done only by the approved faculty members with experience prescribed
in the University norms. If approved faculty members are not available in your college, you
can arrange approved faculty members from the neighbouring colleges.
4. The Chief Superintendent is responsible for the entire valuation process (distribution and
collection of the answer scripts) of their college.
5. The Chief Superintendent should ensure the availability of at least three computers with
internet connectivity and printer facilities exclusively for the valuation work.
6. The Examiners should enter the marks on the day itself in the online portal after
evaluation. This should be done only in the dedicated computers in the valuation centre.
Examiners are not permitted to use personal devices for mark entry or for other exam
related tasks.
7. After mark entry, the foil sheets should be printed paper code wise and signed by the
evaluator and chief superintendent.
8. Attendance sheets should be arranged date wise and bound as a book. Similarly, the mark
sheets are to be arranged subject wise and bound as a book. The bound books should be
submitted to the COE after completion of valuation at the centre.
9. The Examiner concerned is responsible for the accuracy of evaluation.

**We seek the support and kind cooperation of all the stakeholders for the
completion of the valuation process on or before 25.02.2021 in a fair and error-free
manner.**

**Thank you for your commitment and contribution in ensuring a robust
Examination process. Your kind co-operation is highly solicited in this regard.**

Sd/-
Controller of Examinations (FAC)



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Dr. R. VIJAYARAGAVAN. M.Sc., M.Phil., B.Ed., Ph.D. ,
CONTROLLER OF EXAMINATIONS (FAC)

No.TVU/COE/Circular-Evaluation/April - May 2021/370

Date: 07.04.2021

To

The Principal / Chief Superintendent of all affiliated Colleges /
HODs of University Departments.

Sir/Madam,

Sub: Examinations – Guidelines for Evaluation of Answer Scripts of UG/PG – April /
May 2021 Examinations – intimation– Reg.

I am by direction to inform you that the following Guidelines should be strictly followed
by the Camp Officer for evaluation of answer scripts.

1. The valuation of answer scripts shall be conducted from **09.04.2021 to 30.04.2021** in the respective institutions.
2. Only the Principal of the respective college shall act as a Camp Officer.
3. Evaluation is to be done only by qualified (approved) faculty members with experience prescribed in the University norms. If approved faculty members are not available in your college, you can arrange approved faculty members from the neighbouring colleges.
4. The Camp Officer is responsible for the entire valuation process (distribution and collection of the answer scripts) of their college.
5. Camp officer should ensure the availability of at least three computers with internet connectivity and printer facilities exclusively for the valuation work.
6. The Examiners should enter the marks in the online portal after evaluation. This should be done only in the dedicated computers in the valuation centre. Examiners are not permitted to use personal devices for mark entry or for other exam related tasks.
7. After mark entry, the foil sheets should be printed paper code wise and signed by the evaluator and camp officer.
8. Attendance sheets should be arranged date wise and bound as a book. Similarly, the mark sheets are to be arranged subject wise and bound as a book. The bound books should be submitted to the COE after completion of valuation at the centre.
9. The examiner concerned is responsible for the accuracy of evaluation / mark entries.
10. **Corrections of Internal / External marks and wrong absent entries would not be entertained at any cost.**

We seek the support and cooperation of all the stakeholders for the completion of the valuation process on or before **30.04.2021** in a fair and error-free manner. Thank you for your commitment and contribution in ensuring a robust Examination process. Your kind cooperation is highly solicited in this regard.

-Sd-

Controller of Examinations (FAC)