



**STATE COUNCIL FOR TECHNICAL EDUCATION & VOCATIONAL TRAINING,  
ODISHA, UNIT-VIII, NEAR RAJ BHAWAN, BHUBANESWAR-12.**  
(Tel. No. 0674-2391632, e-mail ID- [cont.sctevtodisha2016@gmail.com](mailto:cont.sctevtodisha2016@gmail.com))

**NOTICE**

No. 6675 /dtd. 19/12/17

**Instruction for evaluation of answer scripts of Winter2017 examination.**

Online evaluation of answer scripts of Winter2017 examination will commence from 20.12.2017 and during the evaluation following guidelines are to be followed.

1. Each Institution has to depute faculties to evaluate minimum number of scripts of its own institution. List of institutions failing to comply the above requirement will be forwarded to AICTE with remarks of shortage of faculties.
2. Faculties registered for evaluation of Winter2017 examination having more than one year of teaching experience will be enabled for evaluation.
3. Daily evaluation limit of any individual evaluator will be restricted to 50 including all drives of evaluation.
4. Evaluators not evaluating minimum 40 answer scripts per day will not be entitled for local conveyance allowance.
5. Attendance register of evaluators is to be maintained on daily basis in each nodal centre for recording entry and exit time date wise.
6. Use of the annotation Non Response (NR) is to be used by the evaluator meticulously for the questions/bit of questions which the candidate has not attempted.
7. In case of writing of mobile number inside the answer script is detected by the evaluator, he has to select "suspected Mal Practice option" and the answer script shall be kept unevaluated from that stage.
8. Gross negligence/lapses in evaluation committed by the evaluators will invite punishment as follows:

Awarding no marks to answers of any question or any bit of question	Deduction of twenty times the remuneration for evaluation of each answer script.
Using the annotation No Response (NR) in any answers to the question attempted by the candidate	Cancellation of remuneration due for the entire semester and debarring the evaluator from evaluation.
Non reporting, cases of writing mobile numbers by the candidates inside answer scripts	Cancellation of remuneration due for the entire semester.
Variation of marks awarded by the evaluator and head evaluator by more than 15% of the maximum marks of the subject	Deduction of twenty times the remuneration for evaluation of each answer script.

7. The Principals are requested to depute 50% of their registered and enabled faculties for evaluation for one week and the rest 50% faculties in the next week and instruct the faculties to start the evaluation <sup>latest</sup> by 10AM every day. This process of deputing faculties for evaluation will continue for the subsequent weeks till completion of evaluation.
8. Evaluation Centres shall remain open from 9AM to 8PM even on holiday.

Controller of Examination

*B. B. B. B.*  
19/12/17