



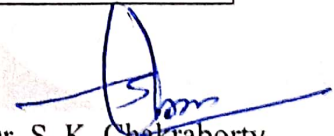
राष्ट्रीय प्रौद्योगिकी संस्थान अरुणाचल प्रदेश
NATIONAL INSTITUTE OF TECHNOLOGY ARUNACHAL PRADESH
(शिक्षा मंत्रालय, भारत सरकार के तहत राष्ट्रीय महत्व का संस्थान)
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Standard Operating Procedure (SOP) for Answer Script Evaluation

- 1. Collection of Answer Scripts:** Answer scripts must be collected from the Exam Cell immediately after the completion of the exam.
- 2. Evaluation and Grading:** Answer scripts must be thoroughly evaluated and graded according to the established ordinance.
- 3. Cross-Verification by Students:** Students must cross-check their evaluated answer sheets before the marks are entered and finalized in the ERP system.
- 4. Timely Update of Marks:** Marks must be updated in the ERP system within the specified time frame. If this deadline cannot be met, approval must be obtained from the Director.
- 5. Finality of Marks:** Under no circumstances marks be changed after the results have been published.
- 6. Correction of ERP Errors:** If an error is made in the ERP by the coordinator, approval for corrections must be obtained from the Director through the Dean of Academics.
- 7. Handling Student Grievances:** If students have any grievances related to the evaluation of the answer script, they may submit the prescribed form to the Dean of Academics. These grievances will be reviewed by the Academic Student Grievance Committee, which will be formed with the approval of the competent authority.

Student Grievance Committee may consist by the following members

Sl. No.	Name	Role
1.	Dean Academics	Chairman
2.	Asso. Dean (Acad. & Exam.)	Convenor
3.	HoD of the respective student's grievance	Member
4.	Course Coordinator	Member
5.	Two members, nominated by the Director	Member


Dr. S. K. Chakraborty
Dean Academic
NIT Arunachal Pradesh

संकायाध्यक्ष/Dean
शैक्षणिक/Academic
राष्ट्रीय प्रौद्योगिकी संस्थान/National Institute of Technology
अरुणाचल प्रदेश/Arunachal Pradesh, Jote-791113