



Notification

This is already informed to all the Academic Dean/Principal/HoD, for the SRU **Internal Assessment Digital Evaluation with reference** No./SRU/Exam/CoE/20/63 on Dated 26/06/2020. It is responsibility of all the Concern Departments to evaluate all the answer books/main script through **digital mode** and submit the marks before or on **20/07/2020(MONDAY)** in proper format which is provided by Examination Department. All Heads are instruct to all the faculty for do this examination work very carefully, with neat and clean and **errorless**. All are focus on this work with **first priority**. Make **strategy, plan and do complete as a target within given time with all Department team**. Evaluation marks are needed for making the result on time so please send the marks and co-operate. As per the order WE will complete this important Examination work on time .

I. INSTRUCTIONS OF DIGITAL EVALUATION:

1. Download the answer book from whatsapp/email.
2. Make the proper file folder subject wise as well as course wise.
3. Show all the folders to concern Principal/HoD.
4. Principal/HoD collect all the courses folder and make one folder.
5. After evaluation send the folders with counter foil to the Examination Department.

II. ALL COUNTER FOIL FORMATS ARE WITH STUDENTS DETAILS:

(send by Exam mail id to all the concern Departments)

1. Theory Internal Assessment
2. Sessional marks
3. Assignment marks
4. Practical marks

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