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No.COE/ 172 /2020,

Dated: 12.10.2020

To

All Principals of affiliated colleges  
under Utkal University

Sub: Guideline for Centre Expenses and Valuation of +3 2<sup>nd</sup> and 4<sup>th</sup> sem (Special Back) examination 2020.

Madam/Sir,

Requests have been received from some of the Principals/Superintendents to clarify the modalities of payment towards meeting the centre expenses and valuation of answer scripts of +3 2<sup>nd</sup> and 4<sup>th</sup> sem (Special Back) examination 2020. It is acknowledged that :

1. The Special Back Paper examination was conducted in an extraordinary circumstances without precedence. Therefore the principles regarding above cited subject has to be approved by the appropriate authority to avoid future financial litigation.
2. The proposal has already been processed and is under active consideration of the authority.
3. The honorarium/remuneration rates towards centre expenses and valuation work will be communicated to all colleges after approval.
4. In the meantime colleges are requested to complete the valuation and upload the marks in the UUeMS portal which will be opened on **14.10.2020** and be available upto **20.10.2020**.
5. **Most importantly examiners are requested to upload the mark after converting the marks secured by a candidate in proportion to the total mark of the paper, (i.e. Marks awarded from total 40 be converted in proportion to 80 marks and 25 be converted in proportion to 50 marks).**
6. Principals/Centre Superintendents are requested to complete the work adhering to the time line for greater interest of the students.

Cooperation is highly solicited.

Yours faithfully,

*On 12/10/2020*  
Controller of Examinations  
Utkal University  
Bhubaneswar-4





**UTKAL UNIVERSITY**  
**VANI VIHAR, BHUBANESWAR-4**

NOTIFICATION

No.EC-III/ 667 /2021

Date: 20.01.2021

As per the decision of the Examination Committee and subsequent approval by the Vice-Chancellor, the remuneration for valuation of answer script of +3 2<sup>nd</sup>, 4<sup>th</sup> & 5<sup>th</sup> Semester special Regular/Back examination 2020 and also the valuation of answer script of +3 6<sup>th</sup> Semester special examination (Covid-19) 2020 will be paid as per the following rates.

Sl.No.	Specification for Payment	Rate of Remuneration
1.	Valuation of answer script for Examiner	Rs.20.00 per script (No provision of minimum payment).
2.	Data Entry Operator for Mark Entry	This may be met as per Notification issued vide No.EC-III/002/96/2020 dated 11.09.2020
3.	Verification of Mark foils	
4.	Internet Charges	
5.	Contingency	
6.	Remuneration for Invigilator	As per above notification however no provision of minimum payment.
7.	Remuneration for Superintendent	
8.	Remuneration for Class-IV	
9.	Remuneration for Practical Internal Expert	
10.	Other essential services(if any)	

There is no provision for Zone Officer/Zone Supervisor/Zone Asst. etc. as all the colleges are now considered valuation zones.

All the Principals of +3 Degree Colleges including self financing Colleges under Utkal University are requested to paid the above remuneration from the available balance amount of Head of Account of "Centre Charge" collected @ Rs.100/- from the students at the time of form fill-up and was kept in the College account. The paid vouchers may be kept in the college for Audit purposes. Any shortfall in payment due to unavailability of funds in the said account may be brought to the notice to the undersigned for necessary course of action at this end.

**This notification is also applicable for all other examinations of different Under Graduate/ Post Graduate/ Professional courses conducted (Online/ Offline) under special circumstances of Covid-19.**

Controller of Examinations

Memo No.EC-III/ 668(2) /2021

Date: 20.01.2021

Copy to:

1. The Principals of all +3 Degree Colleges including Self Financing Colleges under Utkal University;
2. The Director, DDCE, Utkal University for information and necessary action.

Controller of Examinations





**UTKAL UNIVERSITY**  
**VANIVIHAR: BHUBANESWAR-4**

From

The Controller of Examinations,  
Utkal University, Vain Vihar,  
Bhubaneswar -4

To

1. The Principals of +3 3<sup>rd</sup> Semester (CBCS) Regular Examination, 2019 under Utkal University.
2. The Director, D.D.C.E., Utkal University.

Sub: Resume of valuation work and adherence to the formalities on account of COVID-19 pandemic during valuation work.

Madam/Sir,

This is to inform you that the valuation of answer scripts of **+3 3<sup>rd</sup> Semester (CBCS) Regular Examination 2019 (2018 Admission Batch)** which was supposed to schedule between 15.03.2020 to 24.03.2020 has been suspended mid-way due to spread of COVID-19 pandemic. Now it has been decided to restart the same valuation work from **02.06.2020 till 10.06.2020** and to close the valuation zone on **12.06.2020**.

However, keeping in view the gravity of the CORONA disease, you are requested to strictly adhere to all the guidelines like campus sanitization, maintaining social distancing, and using mask by every person engaged with valuation work etc. without and compromise. If necessary, you can make a request to the local administration to facilitate all the preventive measure to avoid any untoward situation.

**Controller of Examinations**





**UTKAL UNIVERSITY**  
VANI VIHAR, BHUBANESWAR-4

No.EC-II/ 1387 /2021

Dated: 27. 01.2021

From

The Controller of Examinations,  
Utkal University

To

1. The Principal, All +3 Degree/Self Financing Colleges under Utkal University;
2. The Director, D.D.C.E., Utkal University

Sub: Guidelines for valuation of 5<sup>th</sup> Semester Back Examination 2020 and availability of mark foils for uploading the Internal Marks for 2<sup>nd</sup> & 4<sup>th</sup> Semester Regular.

Sir/Madam,

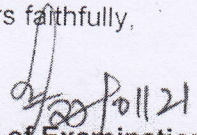
Request has been received from some of the Principals/Centre Superintendent for valuation and uploading of marks of 5<sup>th</sup> Semester Back paper examinations which was completed on 22.01.2021. In this connection it is clarified that examiners are requested to upload the marks after converting the marks secured by a candidate proportion to the total mark of the paper i.e. mark awarded from total 40 be converted in proportion to 80 marks and 25 be converted in proportion to 50 marks. It is the same manner already implemented vide letter No.COE/172/2020, dated 12.10.20 for 2<sup>nd</sup> & 4<sup>th</sup> Semester Special Back Examination 2020.

Further, regarding availability of mark foils for uploading the Internal Marks for 2<sup>nd</sup> (2019 A.B.) & 4<sup>th</sup> Semester (2018 A.B.) Regular, it is informed that the mark foils will be available after completion of both the Semesters form fill-up.

Principals and Centre Superintendent are requested to complete the work by 31<sup>st</sup> January 2021 for greater interest of the students.

Your kind cooperation in this regard is highly solicited.

Yours faithfully,

  
Controller of Examinations





UTKAL UNIVERSITY  
VANI VIHAR, BHUBANESWAR-4

No. EC-II / 4283 (282) / 2021,

Dated: 01.04.2021

From

The Controller of Examinations,  
Utkal University, Vani Vihar.

To

1. The Principal, All +3 Degree / Self Financing Colleges under Utkal University;
2. The Director, D.D.C.E., Utkal University

Sub: Evaluation of Answer Script and payment of remuneration for +3 3<sup>rd</sup> Semester Back Examination, 2020 (2016, 2017 & 2018 Admission Batch) – regarding.

Madam/Sir,

It is for information of all the Principals that the +3 3<sup>rd</sup> Semester Back Examinations, 2020 (2016, 2017 & 2018 Admission Batch) will be started from 06.04.2021. Due to shortage of time and immediate publication of results, the answer scripts will be evaluated as per the following guidelines.

1. The evaluation of answer script for the above examination will be done in their own colleges/institutions under the direct supervision of the Principals.
2. There is no provision for Zone Officer / Zone Supervisor / Zone Assistant etc. as all the colleges are now considered valuation zones.
3. Only registered teachers having teacher code will examine the answer script.
4. The teachers from Self Financing Colleges are not permitted to value the answer scripts. They are requested to invite the teachers from nearby regular affiliated colleges (those who have registered teachers codes) and get the answer scripts examined with provision of CA to examiner.
5. After valuation, the theory marks be uploaded in our UUeMS portal as per the mark foil uploaded following same procedure.
6. All the Principals are requested to complete the valuation work and upload all the marks in the UUeMS portal within four (04) days of completion of examinations. For those candidates who have secured 60% and more percentage of marks in any paper, their answer scripts along with printed mark foils be submitted to the Examination Confidential Unit-II, Utkal University for further examination by a Chief Examiner at this end.
7. The remuneration for evaluation of answer script may be paid @ **Rs.30/- per script**.
8. The remuneration for officials like Office Assistant / DEO / Class-IV / Contingency etc may be met as per our earlier Notification No.EC-III/002/96/2020, dated 11.09.2020.
9. **TA / DA / CA are not allowed** for this valuation work for valuation in the own college/institution.
10. All the Principals are requested to pay the above remuneration from the existing available balance amount (year together) of "Centre Charge" collected @ Rs.100/- from the students at the time of form fill up. Shortage of fund, if any, after payment from previous years collection may be brought to the notice of the undersigned for necessary course of action at this end.
11. The paid vouchers may be kept in the college for audit purposes.

All the Principals are requested to follow the above guidelines strictly during the valuation.

Yours faithfully,

Controller of Examinations  
Controller of Examinations  
Utkal University  
Bhubaneswar-4