

# SILIGURI INSTITUTE OF TECHNOLOGY



## OFFICE OF THE PRINCIPAL

### OFFICE DIRECTIVE

Date: 24.06.2024

Ref. No. Admin/2024/Off. Dir/03

This is to inform to all that as per directives received from the apex body of the group subsequent to the meeting held at the Office of the Controller of Examinations, MAKAUT on 22.06.2024 in regard to 100% compliance regarding evaluation of allotted answer scripts for even semester 2023-24 by **3<sup>rd</sup> July, 2024**. The following office directives are issued for necessary compliance.

- **Special mandatory daily evaluation time** is advised to be maintained for evaluation of answer scripts till 28<sup>th</sup> June, 2024. This is applicable for the faculty members not having invigilation duty. A list of available faculty members in date wise & session wise will be made available soon.
- From 29<sup>th</sup> June to 3<sup>rd</sup> July 5 days are being declared as **Special answer script evaluation days** for 8 hrs/day.
- One Central Computer Lab (CSE Programming Lab-1) with all required facilities will be made available for **Evaluation of Answer Scripts** in the main building from 24<sup>th</sup> June till evaluation is over.
- No leave on working days during this period (29<sup>th</sup> June to 3<sup>rd</sup> July) will be granted to comply with the MAKAUT Guidelines.
- Target set for script evaluation is minimum 25 answer scripts / day. Any pending list in this regard since the date assigned has to be completed by 25<sup>th</sup> June without fail. (Example - Assign, Date 15<sup>th</sup> June till 24<sup>th</sup> June : 250 scripts are to be completed)
- In all cases quality of scripts checking has to be retained in all aspects. To do the same Examiners / Evaluators are requested to mandatorily attend the meetings called by The Chief Head Examiners of courses and collect the directives.

  
29.06.24

**Dr. Mithun Chakraborty**  
**Principal**  
**Siliguri Institute of Technology**