

OPEN HOUSE GUIDELINES

The objective of open house is to facilitate review of answer scripts by the students before the finalization of results. This will build immense satisfaction among students and will be a showcase of our transparent evaluation system.

With reference to the conduct of Open House for Showing answer scripts to the students, the guidelines sent to the departments for the same are as follows :-

- 1) Department should communicate regarding time and venue of the open house to all students of your respective departments.
- 2) The answer scripts will be handed over to the HOD's of their respective departments as per the schedule shared.
- 3) HOD's will be responsible for holding Open house for showing answer scripts pertaining to their respective department.
- 4) The students will be shown the answer scripts in an orderly manner and HOD will ensure that no answer script is misplaced or lost.
- 5) Each student can see their own answer script only and are not allowed to look into other's answer scripts. Student Signature is mandatory in the Attendance sheet provided by the Examination Cell.
- 6) The discrepancies regarding totaling of marks and unmarked questions be reported to the Examination Cell in the formats provided. For all other discrepancies, like award of marks etc. the student should be advised to apply for reevaluation with requisite fee paid.
- 7) After the Open House, Faculty members on duty have to call concerned course faculty member in presence of HOD for correction of discrepancy reported by the student and get the needful done, before handing over back to Exam Cell. If there are any kind of changes in marks, concerned course faculty members should report to the exam cell for updating the duly approved revised marks on ERP and all marksheets.
- 8) List of students with pending dues will be provided. They are not allowed to check their sheets.

Deputy Registrar
Examination