

# NOTICE

The student representation about so called evaluation anomalies were deliberated at competent level and after due deliberation certain decisions are taken which are reproduced below for students information and action:

*"The committee considered the proposal for methodology of resolving the difficulties in results. It was decided that every student should be advised to see end semester evaluated answer books at the stipulated time, date and venue as indicated by the Subject teacher. Students will have to raise their dissatisfaction with evaluation/omission of evaluation/totaling mistake with the subject teacher at the time of showing evaluated answer books to them. Students who are not satisfied with marks awarded to them should first request the subject teacher and in case of no remedy the request should be made to respective Head of Department offering the subject and finally with the Director in case of no remedy within 2 days of showing evaluated answer books.*

*After deliberations the committee approved the following procedure for scrutiny:*

- 1. Students may submit their requests for scrutiny within fifteen days of declaration of result in case there is variation in marks from those shown to them due to posting mistake.*
- 2. The domain of scrutiny will be limited to rechecking of totaling of marks allotted and posting mistake of marks.*
- 3. These scrutiny cases will be decided by the respective subject teacher and Controller of Examination of the Institute and action will be taken after the approval of Director upon all cases for increase / decrease / no change of marks.*
- 4. The complaints regarding any other discrepancy will be seen on case by case basis by the Controller of Examination and do the needful for their redressal with the approval of Director.*

*The committee advised for displaying the instructions to see the evaluated answer books on Institute web site alongwith the procedure of scrutiny."*

(A.K. Shukla)  
Dy. Registrar

**Office of The Director**  
**H.B.T.I., Kanpur – 208002**

Ref. No.: 78/Acad/2008-09

Date: 26/05/2009

**Copy to:**

1. All Head of Department, H.B.T.I., Kanpur with the request to instruct the person concerned to put the notice on notice board for information to students.
2. Dean, Student Welfare, H.B.T.I., Kanpur with the request to instruct the person concerned to put the notice on notice board for information to students (10 copies).
3. Examination controller, H.B.T.I., Kanpur for information.
4. P.A. to Director, H.B.T.I., Kanpur with the request to kindly bring this notice in the knowledge of the Director.

*S.S.M.D. Singh System Manager*

(A.K. Shukla)  
Dy. Registrar