



திருவள்ளூர் பல்கலைக்கழகம்  
THIRUVALLUVAR UNIVERSITY  
VELLORE – 632 115

**CENTRAL VALUATION – APRIL / MAY 2022 EXAMINATIONS**

**INSTRUCTION TO THE CHAIRMAN / CHIEF AND EXAMINERS**

1. The Chief Examiner(s) shall be available at the Valuation Centre throughout the day from 9.30 a.m to 4.30 p.m
2. The Chief Examiner(s) shall equally be responsible for the errors committed by the examiner(s) / lapse on the part of the examiner(s).
3. Examiners shall value all the scripts given on for the particular session. No carry forward of unvalued papers shall be allowed to the next session or to the next day.
4. The Chief examiner should compulsorily REVIEW / SCRUTINISE a minimum of 10% of the valued answer papers PER SESSION and those papers be marked as **'reviewed'**.
5. If there is / are any lapse(s) / error(s) in total, the examiner and the chief will be **held responsible for the same**. The matter will be placed in the Syndicate for disciplinary action.
6. **The Chief Examiner shall make sure that the "Valued Answer Scripts" be handed over to the University representative daily without fail.**
7. Requirement of answer scripts with code no. be provided to the University representative by the Chief Examiner one day earlier.
8. The Chairman / Chief Examiner should intimate the completion of the camp before two days.
9. Using stationery for the purpose other than given (using as tissue paper, dusting, scribbling etc) be avoided.
10. No outsiders (relatives, children, students, scholars) will be permitted inside Valuation Centre / Hall.
11. Using MP3 players / Head Phones / FM radio / mobile phones and other electronic gadgets is strictly prohibited.
12. SMOKING is strictly prohibited.
13. The Chief Examiners shall personally receive / handover the answer scripts and OMR sheets from / to the University representative in person.
14. Chief Examiner shall sign on each OMR sheet in addition to examiner's signature.

15. Both the examiner and the chief should sign on both the covers – answer scripts cover and OMR cover.
16. The examiners should ensure the Number of answer scripts given to them before starting evaluation.
17. The examiners should enter the marks only on the OMR and fill it up all the details without omission.
18. The examiners should shade the circles carefully. No correction using whitener is allowed.
19. After evaluation and entering the marks on the OMR, the OMR should be torn off from the answer booklet and be placed in the cover (EV) meant for it after counting and ensuring the number of OMR and matching it with the cover number on the stickers.
20. Please check up the following on the OMR.
  - a) Marks are entered in the boxes specified.
  - b) Totals in 3 boxes apart from grand total.
  - c) Write the total marks both in figures and in words as specified in the overleaf of the OMR.
  - d) Write the total marks in the Box given on the right hand side of the OMR and shade the circles carefully.
  - e) Sign within the box and also write your name clearly.
  - f) Follow the instructions given on the **overleaf of the OMR carefully**.

Please cooperate to establish and ensure error free evaluation system.

<b>CHAIRMAN / CHIEF</b>	<b>COLLEGE CODE &amp; NAME SEAL</b>	<b>SIGNATURE</b>
CHAIRMAN / CHIEF		
Examiner 1		
Examiner 2		
Examiner 3		
Examiner 4		
Examiner 5		
Examiner 6		

Sd/-  
Controller of Examinations i/c

*It is requested that all communications should be addressed to  
The Controller of Examinations, Thiruvalluvar University and  
not to any person by name*

E-mail : tvuconfidential@gmail.com  
Website : www.tvu.edu.in  
Phone No : 0416-2274703, 2274766  
Fax : 0416-2274702



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**Dr. M. CHANDRAN, M.Sc., M.Phil., B.Ed., Ph.D.,**  
Controller of Examinations (i/c)

**Date : 13.07.2022**

**INSTRUCTION**

Tamil and English faculties those who are having more than **Two Years** of experience (**Ph.D / SET / NET**) are eligible to evaluate the answer scripts. Hence, they are asked to show their experience certificate and related documents to the Camp Officer / Chairman of the nearby evaluation centre and join in the paper evaluation, the same should be inform to the Controller of Examinations.

**Sd/-**  
**Controller of Examinations i/c**

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The Controller of Examinations, Thiruvalluvar University and  
not to any person by name*

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**INSTRUCTION**

The senior most faculty member of the board is not reported (Minutes of the Pre – Board Meeting) in the right time to the Camp Officer the next senior person should be consider as chief to start the paper evaluation to enable the results publication faster.

**Sd/-**  
**Controller of Examinations i/c**