

# Standard Operating Procedure (SOP) for Evaluation of Medical Courses

1. Assessment/evaluation of answer sheets are to be completed by the concerned evaluator within the timelines.
2. Marks should be provided neatly and clearly on the answer sheet.
3. The evaluator shall properly evaluate every question inside the answer sheet.
4. The evaluator(s) should provide marks in each section of every question both inside & outside of the answer sheet.
5. The evaluator(s) should properly calculate the marks provided outside of the answer sheet to avoid any kind of calculating/totaling mistake.
6. The evaluator(s) shall ensure that no question shall remain unevaluated before submission.
7. Both internal & external examiners shall ensure that answer sheets are signed properly (PI & PII) on the column available on the counterfoil of the answer sheet.
8. The evaluator(s) needs to cross the blank page/pages (if any) properly before the End Page Stamp on the answer sheet.
9. Any answer written after the End Page Stamp is not to be considered for evaluation.
10. Every correction/overwriting (if any) on the marks awarded in evaluation needs to be signed by the evaluator(s) properly.
11. The concerned evaluator(s) shall prepare the award sheet for the answer scripts he/she assessed.
12. The award sheet needs to be signed by the evaluator(s) properly with their name & other details.
13. Answer scripts need to be submitted in the order of the award sheet prepared by the evaluator(s) in chronologically according to punching number.
14. Answer scripts need to be arranged properly and section-wise before submission to Evaluation Branch, Examination Division, GGSIPU.
15. The designated Confidential Officer should properly examine the answer sheets with regard to marks provided inside/outside along with the signature of the examiners before final submission to Evaluation Branch, Examination Division, GGSIPU.



(Dr. Ravinder Kumar)  
In charge (Evaluation)



(Nair, R.)  
Controller of Examination