



# UNIVERSITY OF KERALA

Thiruvananthapuram, Kerala, India – 695 034

(Established as University of Travancore by the Travancore University Act in 1937 and reconstituted as University of Kerala by the Kerala University Act of 1957 and presently governed by the Kerala University Act of 1974 passed by the Kerala State Legislative Assembly)

(Re-accredited by NAAC with 'A++'-Grade)

Phone: ++ 91 471 2386338(O)

EB - V/2023

04.09.2023

From

The Controller of Examinations

To

Sri/Smt. Dr. Anshad A

Assistant Professor

T K M College of Arts And Science, Kollam

Sir/Madam,

**Sub: Third Semester BA/B.Sc/B.Com CBCSS/Career Related Degree Examinations, Jan 2023 - Appointment of Examiners for Valuation – reg.**

You are appointed as Additional Examiner for the valuation of answer scripts of the above mentioned Examination. You are requested to report for duty at the Valuation Camp as per the **detailed schedule and venue noted below.**

The appointment is offered on the distinct understanding that you have no immediate relative appearing for this examination. You should surrender this appointment order to the Camp Officer/Administrative Officer when you report for duty. You must strictly adhere to the rules, regulations & instructions regarding Valuation issued by the University from time to time.

In case you are transferred to any college outside the University before the commencement of the Camp, the appointment now offered will be treated as cancelled. But this Order is applicable for transfers within the University.

In the case of any lapse on your part in accepting this assignment, the University will be constrained to take deterrent action, against you as per Section 80A (1) & (2) of the Kerala University Act, 1974 and the matter will be reported to the Collegiate Education Department, Thiruvananthapuram for initiating disciplinary action without further notice.

The exemptions will be granted only on the basis of the conditions mentioned in the footnote.

Yours faithfully,

Controller of Examinations

Subject	Physics
Chairman	Ms. Girija Nair, Assistant Professor, N S S College, Pandalam, Pathanamthitta. Mob: 8281274160, E-mail: girijasnair@gmail.com
Venue of CV Camp	CV Camp 01: Govt. College for Women, Thiruvananthapuram
Administrative Officer	Smt. Sandhya Sudha, Section Officer, Ad AII Section. Mob: 9446174724
<b>Date of Commencement of Valuation</b>	<b>15.09.2023</b>

\* 'REQUESTS FOR EXEMPTION FROM VALUATION MAY BE FORWARDED THROUGH PRINCIPAL, ONLY FOR GENUINE CASES AND ALSO WITH PROPER SUBSTITUTION'.

(Ref:- Item No. 35.100.10 of the minutes of the meeting of the Syndicate held on 10.05.2018.)

'Action will be initiated against the teachers who do not report to the valuation camps on the first day of valuation' as per the minutes of the meeting of the Syndicate on 31.08.2018.]

[P.T.O]

The camps shall operate as Centralized Valuation Camps adhering to the schedule given below.

### Schedule of Valuation

Course	Date to Report CV Camp (Chairman / Deputy Chairman / Chief Examiners)	Date to Report CV Camp (Additional Examiners)
BA/B.Sc/B.Com CBCSS/Career Related	From 15/09/2023	From 18/09/2023

- \* All Examiners shall join CV Camps with Relieving Orders from respective Colleges as per the schedule and will be issued relieving order from CV Camps on completion of valuation.
- \* The Centralized Valuation Camps shall operate from 09:30 AM to 04:30 PM on all working days.
- \* The Chief Examiners shall be entrusted to collect and distribute the answer scripts to the Additional Examiners and also to return the answer scripts to the Camp AOs daily.  
**Chief Examiners should evaluate five answer scripts** on the first day of valuation.
- \* Chairman / Deputy Chairman / Chief Examiners of concerned subjects should be present on all days at the CV Camps to co-ordinate the valuation process till the completion of valuation.
- \* The Chairman/Deputy Chairman shall hand over the attendance registers at 11:00 AM & 03:00 PM on all days. The details of teachers who have not reported to the CV Camp should be informed daily to the Administrative Officers concerned.
- \* Remuneration Bills (along with Data Sheet if there is no Beneficiary ID) shall be submitted by the Examiners through Chairman / Deputy Chairman concerned.