

NOTICE

Subject: Guidelines for Verification of Marks

All degree college teachers are requested to conduct the verification of marks as per the following guidelines:

1. Verification Process

- Verification must be carried out **by the verifier in the presence of the examiner.**
- Ensure that all changes made during moderation are incorporated in the **DataVista Portal** before verification begins.

2. Mark Tallying

- For **Semester-End / Additional / Supplementary examinations**, tally marks in the answer papers with:
 - Absentee records
 - Unfair means cases
 - Data entered in the DataVista Portal
- For **Internal / Additional / Supplementary evaluations**, tally marks similarly with the corresponding entries in the portal.

3. Attendance and Other Parameters

- Absentees for internal assessments and other evaluation parameters must be cross-verified with the **signature sheets**.

4. Final Documentation

- Download the **final PDF mark list** from the DataVista Portal.
- The hard copy must be signed by **both the examiner and the verifier**.
- Submit:
 - PDF of the mark list
 - Signature sheet for other evaluation parametersTogether to the **Coordinator / Controller of Examinations**.

Your cooperation is essential to ensure an efficient and error-free result processing system.

Principal

SIES College of Commerce & Economics (Autonomous)