



**RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY, JAIS**  
(An Institute of National Importance Established Under Act of Parliament)  
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Office of the Associate Dean  
(Academic Affairs)

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## NOTIFICATION

The following guidelines related to the examination and evaluation of answer books are circulated for the notice and compliance of all course conveners/co-conveners and students at Rajiv Gandhi Institute of Petroleum Technology.

- The answer books of all examinations, namely mid-semester and end-semester examination; conducted in a course may be safely stored by the course convener until one year after completion of the semester for any future reference and review.
- The course convener and co-convener need to ensure that the evaluated copies of the answer books for the above examinations are shown to the students within seven working days from the date of examination and their concerns; if any, are addressed.
- An email communication stating the date, time and venue of the above meeting may be circulated to the concerned batch of students in due course by the course convener or co-convener. It is the responsibility of the student to be present at the venue during the time specified by the course convener to see his/her evaluated answer book.
- Subsequently, the answer books may be collected from the students and saved for one year. After one year of storage the answer books may be discarded as per the convenience of the course convener/co-convener.

This issues with the approval of the Director of the Institute.

Yours Sincerely,

U. OJha

Dean Academic Affairs

Copy forwarded to the following for information and necessary action:

- Office of the Director for kind information
- All the Heads of the Departments
- All faculty members
- Acting Registrar, RGIPT
- All students, RGIPT