महर्षि दयानन्द सरस्वती विश्वविद्यालय, अजमेर

क्रमांकः एफ.1( )गोप. प्रथम/मदसविवि/2026/ दिनांकः

अधिसूचना

विद्या परिषद की 83वीं बैठक दिनांक 24 सितम्बर, 2026 के कार्यवृत्त के मद संख्या 08 व प्रबन्ध बोर्ड की बैठक दिनांक 25.09.2026 मद संख्या 03 की अनुपालना में **Procedure for Correction of Incorrectly Uploaded Internal Assessment Marks** के संबंध में आगामी सेमेस्टर परीक्षा से निम्न संधारित प्रक्रिया के अनुसार महाविद्यालयों से प्राप्त संशोधित सत्रांकों को सक्षम स्तर से अनुमोदन प्राप्त कर निम्न प्रक्रिया अनुसार परीक्षा परिणाम संशोधित किये जायेंगेः–

In case the Internal Assessment marks have been incorrectly entered/uploaded by the concerned teacher, the following procedure shall be followed for making any correction at the University level: (After declaration the result)

1. The concerned teacher shall submit a written explanation to the Examination Incharge clearly stating the nature of the error, the reason for the error, and the circumstances under which the incorrect marks were entered/uploaded.
2. The explanation submitted by the concerned teacher shall be duly forwarded by Examination Incharge to the Principal, along with all relevant documentary evidence and supporting records.
3. The concerned teacher shall provide complete documentary proof in support of the proposed correction and shall clearly certify that the error occurred inadvertently at his/her level.
4. The Principal/Examination In-charge shall examine the matter and satisfy himself/herself that the error actually occurred at the level of the concerned teacher/examination process and that the proposed correction is genuine and justified.
5. A written certificate/undertaking shall be issued by the concerned Examination Incharge and/or Principal/Head of the Department, as applicable, confirming that:
   a. The incorrect entry of Internal Assessment marks occurred due to an error at the concerned level;
   b. The proposed corrected marks are supported by authentic records and documentary evidence; and
   c. necessary precautions shall be taken to ensure that such an error does not recur in future.

Only after receipt of the duly verified and certified documents from the Examination Incharge, Principal, or Head of the Department, as applicable, shall the matter be considered at the University level for correction of the Internal Assessment marks.

6. No correction in the Internal Assessment marks at the University level shall be entertained solely on the basis of an oral request or an unverified communication. The correction shall be processed only after proper verification, justification, and certification by the competent authority.

परीक्षा नियंत्रक

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क्रमांकः एफ.1( )गोप. प्रथम/मदसविवि/2026/ 10461-480 दिनांकः 16/11/2026

प्रतिलिपि निम्नलिखित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित हैः–

1. समस्त विभागाध्यक्ष/प्रभारी, शैक्षणिक विभाग, मदसविवि, अजमेर।
2. समस्त प्राचार्य एवं केन्द्राधीक्षक, मदसविवि, अजमेर।
3. निदेशक, Internal Quality Assurance Cell (IQAC) मदसविवि, अजमेर।
4. ए.सी.पी., मदसविवि, अजमेर को प्रेषित कर लेख है कि उक्त अधिसूचना को विश्वविद्यालय की परीक्षा एवं वेबसाईट पर अपलोड करवाने का श्रम करें।
5. वेब एडमिनिस्ट्रेटर, मदसविवि, अजमेर।
6. सहायक कुलसचिव–परीक्षा/गोपनीय प्रथम/गोपनीय द्वितीय, मदसविवि, अजमेर।
7. अतिरिक्त प्रशासनिक अधिकारी–परीक्षा कला/विज्ञान व वाणिज्य/परीक्षा पी.जी. एवं प्रोफेशनल/गोपनीय प्रथम एवं गोपनीय–द्वितीय, मदसविवि, अजमेर।
8. कुलगुरू कार्यालय, मदसविवि, अजमेर।
9. निजी सहायक–कुलसचिव/परीक्षा नियंत्रक, मदसविवि, अजमेर।

सहायक कुलसचिव–गोपनीय प्रथम