

NOTIFICATION

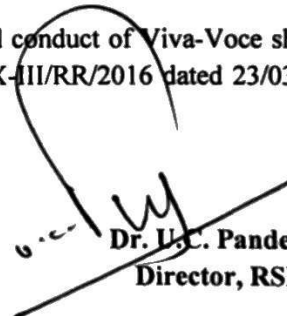
**Sub: Decentralization of submission and Evaluation of Workbooks and conduct of viva-Voce for the Workbooks-BRLT-005/ BRLP-101, BRLT-009/ BRLP-102, BRLT-016/ BRLP-103 of BBARL (pre-revised) and BBARIL (Revised) programme.**

Consequent upon approval of the School Board in its 49<sup>th</sup> Meeting held on March 22, 2022 and subsequent approval of the Competent Authority, the submission, evaluation and conduct of Viva-Voce for the Work Books –BRLT-005/ BRLP-101, BRLT-009/ BRLP-102, BRLT-016/ BRLP-103 of BBARL (Pre-revised) and BBARIL (Revised) Programmes shall be conducted at the respective Regional Centre in a decentralized manner.

The details procedure of submission, evaluation and conduct of Viva-Voce for the workbooks BRLT-005/BRLP-101, BRLT-009/BRLP-102 and BRLT-016/BRLP-103 shall be as follows:

- 1. Submission of Workbooks:** Offline/ Online mode.  
The Workbooks can be submitted either in person or through Registered Post/ Courier or Designated email/ links provided by the respective RC. The learners may submit their Workbooks at their respective RC as per the schedule.
- 2. Examiners (Evaluators) for Evaluation of Workbooks and Conduct of Viva Voce:**
  - (i) All Faculty Members of Commerce Discipline at SOMS, IGNOU and
  - (ii) Empaneled Examiners (evaluators)
- 3. Procedure for Empanelment of the Examiners (Evaluators):**
  - (i) **Eligibility of Examiner:** Master' Degree in Commerce/ Management Discipline along with 5 years of teaching/ industry experience in the relevant area.
  - (ii) **Procedure to Empanel the Examiners:** The Regional Director shall identify the eligible examiners (evaluators) and send their CVs (including postal address, email and mobile number) to the Director, SOMS, IGNOU Maidan Garhi, New Delhi-110068. The Programme Coordinator will initiate the procedure for approval of the examiners. The lists of empaneled examiners shall be communicated to the RCs through Director, RSD.
- 4. Evaluation of Workbooks and Conduct of the Viva-Voce:** The Regional Centre shall send the workbooks to the empaneled examiners (evaluators) for evaluation of workbooks and make necessary arrangements to conduct the Viva Voce for the local students through face to face and for the students residing out of station through online mode as per the option exercised by the students. One examiner can evaluate maximum of 20 workbooks and conduct their viva voce per day.
- 5. Payment to the Examiner:** The payment for evaluation of workbook and conduct of Viva-Voce shall be made as per the approved University norms (Notification No. IG/SED/EX-III/RR/2016 dated 23/03/2016 issued by the Registrar, SED) by the respective Regional Centre.

The issues with the approval of the Competent Authority.

  
Dr. U.C. Pandey  
Director, RSD

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5. The Director, SOMS
6. Programme Coordinator, BBARL/ BBARIL, SOMS
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निदेशक (क्षे.से.प्र.)  
Director (RSD)