

# Delhi Technological University

(Formerly Delhi College of Engineering)  
Shahbad Daulatpur, Bawana Road, Delhi-110042  
(Examination Branch)

F.DTU/COE/OO/2017-18/9941-54

Dated: 01<sup>st</sup> May 2018

## NOTICE

### Sub: Guidelines for Central Evaluation – End Semester May 2018

1. The venue of the Central Evaluation Centre – End Semester Examination May 2018 will be Smart Class Room 1, 2<sup>nd</sup> Floor, Admin Block & will start working from 07<sup>th</sup> May 2018.
2. Superintendent Examination to handover the answer book packets on the day of examination to Coordinator, Evaluation Centre.
3. Examiner to evaluate of the Answer Books within seven working days from the date of examination. Coordinator, Evaluation Centre shall write letter to faculty members through HoDs.
4. After evaluation of the Answer Books, the Examiner will prepare hand written Award List and will submit the photocopy of the same to the Coordinator Evaluation Centre.
5. Examiner will fix the date, time and venue for showing the answer books to the students. He will inform the same to the student through Class Representative. Dean UG/PG will issue Notice to the student to be in touch with the Class Representative /Faculty for seeing their answer books.
6. After showing the answer books and making the necessary corrections (if any) the examiner will return the answer books along with the duly signed final award / grade list and bill to the Coordinator, Evaluation Centre who in turn will hand over the same to the Result Section for further processing on daily basis.
7. Examination Division will prepare the sanction order on receipt of the bills for all the examiners, who have submitted awards, on the same day (Twice in F/N and A/N)
8. A/Cs branch will arrange to release the payment to the Examiners on the same day.
9. HoDs will sent the name of one attendant to Coordinator, Evaluation Centre who will accompany the faculty members of their respective department while showing the answer sheets to the students after evaluation.



(KAMAL PATHAK)

Controller of Examinations

F.DTU/COE/OO/2017-18/9941-54

Dated: 01<sup>st</sup> May 2018

Copy to

1. PA to Vice Chancellor for information of the Hon'ble Vice Chancellor.
2. PA to Pro VC (I) for information of the Pro- Vice Chancellor (I).
3. PA to Pro VC (II) for information of the Pro- Vice Chancellor (II).
4. Registrar, DTU
5. All the Deans & Heads of the Academic Department of DTU
6. OIC, B Tech (Evening) /OIC (S & P)
7. Superintendent, End Semester Examination May 2018
8. Coordinator Central Evaluation, End Semester Examination May 2018
9. DR (F&A) / DDO
10. HOD (CC) – for uploading on the website
11. I/C (Results)
12. Section Officer (Exams)
13. Guard File.



(KAMAL PATHAK)

Controller of Examinations