Delhi Technological University
Established under Govt. of Delhi Act 6 of 2009
(Formerly Delhi College of Engineering)
Shahbad Daulatpur, Bawana Road, Delhi-110042

No: F. DTU/EXAM/ CENTRAL EVALUATION/24/2017-18/ 05.05.2019
Dated: 05.05.2019

Notice


1. The Venue of the Central Evaluation Centre – End Term Examination will be Smart Class Room II
   Floor, Admin Block & will start working from 27th May, 2019.
2. Examiners will start the evaluation of Answer Books immediately from the date of starting of
   Centre Evaluation i.e. 27.05.2019. Coordinator, evaluation Centre shall write letter to faculty
   members through HODs.
3. 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.
4. 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.
5. 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.
6. 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)
7. A/Cs branch will arrange to release the payment the payment to the Examiners on the same
   day.
8. 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

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Copy to:-

1. P.A. to V.C for kind information to the Hon’ble Vice Chancellor, DTU.
2. P.A. to Pro V.C, for kind information to the Pro-Vice Chancellor, DTU.
3. Registrar, DTU for kind information please.
4. All the Deans & Heads of the Academic Department of DTU.
5. OIC, B.Tech. (Evening).
8. DR / (F&A) / DDO.
9. HOD (CC) – for uploading on the website.
10. I/C (C&E).
11. I/C (Results).

(KAMAL PATHAK)
Controller of Examinations