



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/24/2017-18/2912-2924.

Dated: 21.11.2019

Notice

Sub: Guidelines for Central Evaluation – End Term Exam November-December, 2019.

1. The Venue of the Central Evaluation Centre – End Term Examination will be Evaluation Centre, IIIrd Floor, Admin Block & will start working from 25th November, 2019.
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 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.

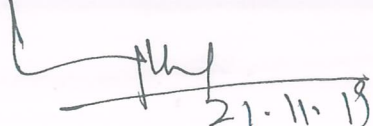

(KAMAL PATHAK)
Controller of Examinations

No: F. DTU/EXAM/ CENTRAL EVALUATION/24/2017-18/2912-2924.

Dated: 21.11.2019

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).
6. Superintendent, End Term Examination November-December, 2019.
7. Coordinator Central Evaluation, End Term Examination November-December, 2019.
8. DR / (F&A) / DDO.
9. HOD (CC) – for uploading on the website.
10. I/C (C&E).
11. I/C (Results).
12. Guard File.


(KAMAL PATHAK)
Controller of Examinations