

Delhi Technological University

(Formerly Delhi College of Engineering)

Shahbad Daulatpur, Bawana Road, Delhi-110042


F.DTU/EXAMINATION/001/2024-25/ 9734

Dated :02.05.2025

Guidelines for Evaluation of End Term Examination, May - 2025

1. The Venue of the Central Evaluation, End Term Theory Examination, May, 2025 will be Evaluation Hall, 3rd Floor, Main Admin Block & started from 01st May, 2025 to 30th May, 2025.
2. Superintendent Examination will handover the answer book packets on the day of examination to Coordinator, Evaluation Centre.
3. **Examiner to evaluate the Answer Books within 10 days from the date of Examination of the concerned course (paper). Examiners should start evaluation of Answer books immediately after the day of the examination of their respective course(s).**
4. Examiner/Faculty members shall produce the Examiner letter received from Result Section before asking for evaluation of Answer books of their respective subject.
5. Answer books will be handed over to the Course Coordinator only. Course Coordinator will segregate the bundles groupwise/ roll no. wise. The answer books will be issued to examiner only after making entry in the Register available in Evaluation Center.
6. Bundles of Answer books of Reregistered students will be evaluated by Course Coordinator of the respective Course Code.
7. Examiner shall ensure that they should evaluate all the Answer books (entry of marks and signature on the front page of the answer books) before showing to the students.
8. No Ph.D./research scholar or staff will be allowed as an accompanying person for Evaluation work in the Evaluation center.
9. Examiners shall issue Notice of the date, time and venue for showing the answer books to the students under intimation to Head of the Department and Controller of Examination. **Further, they advised to show Answer books only in the classrooms/ designated places in the Departments and not in the open places.**

10. After showing the answer books and making necessary correction (if any) the examiner shall return Answer books issued to them to the Coordinator, Evaluation Center **within 03 days** from the date of issue of Answer books.
11. The Coordinator will ensure that the evaluation of answer books, showing of evaluated answer books to the students, moderation of grades by Grade Moderation Committee of the department and uploading of marks/grades in the portal **within 05 days** of the conduct of examination of the last paper of that semester.
12. The marks & grading should be uploaded on the Samarth portal (<https://dtu.samarth.ac.in/>) and submit the marks and grade report and bills for remuneration of Evaluation of End Term Theory Examination in the Result Section. In case of student list is not showing in the Samarth portal, Examiner may request the Department TT/ERP incharge to update the list. Further, if the details of a student are not available in portal examiner should submit marks in the prescribed format.
13. Ph.D. students appointed as examiners shall carry DTU ID Card & examiner letter for issuance of Answer books.
14. Bills will be processed by the Examination Branch only after submission of marks & grade report in the Result Section.



(Prof. Rajeshwari Pandey)
Controller of Examination

F.DTU/EXAMINATION/001/2024-25/9734

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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 Registrar, for kind information to Registrar, DTU.
3. Controller of Finance, DTU
4. All the Deans & Heads of the Academic Department of DTU.
5. Prof. Manoj Kumar, Coordinator (Central Evaluation), AY 2024-25 (Main Campus)
6. Dr. Ratnam Mishra, Coordinator (Central Evaluation), AY 2024-25 (East Campus)
7. Head, CC – for uploading on the website
8. OSD (Exam).
9. Guard File.


(Prof. Rajeshwari Pandey)
Controller of Examination