



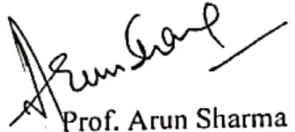
Indira Gandhi Delhi Technical University For Women
(Established by Govt. of Delhi vide Act 09 of 2012)
Kashmere Gate, Delhi-110006

File No-01(31)/2016-IGDTUW/Exam/ 682

Dated: 19.09.2022

Sub: Conduct of Mid-Term/Re-Mid Term and End Term Theory Examinations for Complete Odd semester (session 2022-2023) including first year B. Tech , BBA and B. Arch 2022 admitted batch

With the approval of the Competent Authority, IGDTUW, the responsibility of "Conduct of Mid-Term/Re-Mid Term and End Term Theory Examinations for Complete Odd semester (session 2022-2023) including first year B. Tech , BBA and B. Arch 2022 admitted batch " for all the programmes is allocated to AI & DS Dept and H. O. D (AI & DS) is appointed as Centre Superintendent . The Centre Superintendent will appoint Dy. Superintendent and other supporting staff members in consultation with Dean (Examination Affairs) and as per the IGDTUW norms.

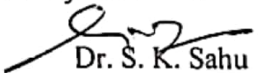

Prof. Arun Sharma
Dean (Examination Affairs)

File No-01(31)/2016-IGDTUW/Exam/ 682

Dated: 19.09.2022

Copy for information and further necessary action to:-

1. PS to VC, IGDTUW for information to Hon'ble VC, IGDTUW
2. PA to Registrar, IGDTUW for information to Registrar, IGDTUW
3. All Deans
4. Prof. Poonam Bansal, HOD AI & DS with request to make necessary arrangement for Conduct Centre.
5. All HoDs (CSE/IT/ECE/MAE/ASH/DAP/Mgmt/AI& DS)
6. DFO, IGDTUW
7. System Analyst, with request to upload in the Circular section of University Web Site.
8. Guard File.


Dr. S. K. Sahu
Dy. Controller of Examination



Indira Gandhi Delhi Technical University For Women
(Established by Govt. of Delhi vide Act 09 of 2012)
Kashmere Gate, Delhi-110006

File No-01(31)/2016-IGDTUW/Exam/681

Dated: 19.09.2022

Sub: Conduct of Practical Examination for all programmes during Complete Odd semester (session 2022-2023) including first year B. Tech , BBA and B. Arch 2022 admitted)

With the approval of the Competent Authority, IGDTUW, the responsibility of Overall Practical Coordinator for the for all programmes during Complete Odd semester (session 2022-2023) including first year B. Tech , BBA and B. Arch 2022 admitted) is allocated to H. O. D (MGMT). Practical superintendent and other Supporting staff may be engaged by the concerned Coordinator as per IGDTUW norms.

Sr.No	Semester	Name of Practical Examination Co-ordinator (Overall) for all programmes during Complete Odd semester (session 2022-2023) including first year B. Tech , BBA and B. Arch 2022 admitted)
1	1. 7 th of B. Tech (CSE/IT/ECE/MAE) CBCS 2. 5 th sem of B. Tech (CSE/IT/ECE/MAE/ CSEAI/ DMAM) CBCS 3. 3 rd sem of B. Tech (CSE/IT/ECE/MAE/ DMAM/ CSEAI /ECEAI) 4. Re-appear cases of non-CBCS/CBCS. 5. 1 st and 3 rd of MCA 6. 9 th sem of B. Arch (Non CBCS) 7. 1 st and 3 rd , 5 th , 7 th sem of B. Arch(CBCS) 8. 1 st and 3 rd sem of M. Tech (IT /CSE /ECE/AI&ML) 9. 1 st and 3 rd sem of M. Plan 10. 1 st , 3 rd and 5 th sem of BBA(if any) 11. 1 st and 3 rd sem of MBA(if any) 12. 1st sem of B. Tech (CSE/IT/ECE/MAE/ DMAM/ CSEAI/ ECEAI / AI&ML)	HOD Mgmt

This issues with the prior approval of Competent Authority.

Prof. Arun Sharma
Dean (Examination Affairs)

File No-01(31)/2016-IGDTUW/Exam/681

Dated: 19.09.2022

Copy for information and further necessary action to:-

1. PS to VC, IGDTUW for information to Hon'ble VC, IGDTUW
2. PA to Registrar, IGDTUW for information to Registrar, IGDTUW
3. All Deans
4. All HoDs(CSE/IT/ECE/MAE/ASH/DAP/Mgmt/AI& DS)
5. System Analyst, with request to upload in the Circular section of University Web Site.
6. Guard File.

Dr. S. K. Sahu
Dy. Controller of Examination



Indira Gandhi Delhi Technical University For Women

(Established by Govt. of Delhi vide Act 09 of 2012)

Kashmere Gate, Delhi-110006

File No-01(31)/2016-IGDTUW/Exam/ 680

Dated: 19.09.2022

Sub: Setting up and Execution of Spot Evaluation Centre at IGDTUW for End Semester Theory Examination (Complete Odd semester (session 2022-2023) including first year B. Tech , BBA and B. Arch 2022 admitted)

With the approval of the Competent Authority, IGDTUW, the responsibility of Spot Evaluation Centre at IGDTUW for End Semester Theory Examination (Complete Odd semester(session 2022-2023) including first year B. Tech , BBA and B. Arch 2022 admitted) is allocated to Dean(Examination Affairs) as Centre Superintendent, Dy. COE will be Dy. Superintendent for the same . Centre Superintendent will appoint other supporting staff members as per University Norms.

The Spot evaluation Centre will be operational from the start date of End Term Examination i.e. tentatively in the month of November, 2022. Answer Sheets will be evaluated by the faculty members on all working days in two sessions from 09:30 A.M to 01:00 P.M and 01:30 P.M to 05:00 P.M.

The following work will be executed by the Spot Evaluation Centre:

- i. To Receive the Answer sheets from Examination Centre.
- ii. To verify the attendance of students and despatch memo.
- iii. To Keep Answer sheets into strong room in organized manner.
- iv. To maintain the records for answer sheets, evaluation and awards lists etc.
- v. Timely Evaluation of answer sheets by Evaluators.
- vi. Rechecking/ Re-totalling of answer sheets.
- vii. Preparation of Award Lists.
- viii. Data Entry Operations on ERP Portal.
- ix. Other necessary works for completion of evaluation Process.
- x. As per the CBCS Regulation of Examination Division. IGDTUW, the end term answer sheets for all the students admitted 2019 onwards must be shown to the students (before entering marks on ERP portal) as per the date notified by the CS, Evaluation.

This issues with the prior approval of Competent Authority.

File No-01(31)/2016-IGDTUW/Exam/ 680

Dated:

Prof. Arun Sharma
Dean (Examination Affairs)

19.09.2022

Copy for information and further necessary action to:-

1. PS to VC, IGDTUW for information to Hon'ble VC, IGDTUW
2. PA to Registrar, IGDTUW for information to Registrar, IGDTUW
3. All Deans
4. All HoDs(CSE/IT/ECE/MAE/ASH/DAP/Mgmt/AI& DS)
5. System Analyst, with request to upload in the Circular section of University Web Site.
6. Guard File.

Dr. S. K. Sahu
Dy. Controller of Examination