



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/128(a-P)

Dated: 11.04.2019

Sub: Setting up and Execution of Spot Evaluation Centre at IGDTUW for End Semester Theory Examination, May 2019.

With the approval of the Competent Authority, IGDTUW, the responsibility of "Spot Evaluation Centre" for the End Semester Examination **May, 2019** is allocated to Dr. Shalini Arora, H. O. D (ASH) as Superintendent and she will appoint Dy. Superintendent and other supporting staff members in consultation with Dean(Examination Affairs).

The Spot evaluation Centre will be operational from the start date of Examination i.e. tentatively **13.05.2019** for 30 days. 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 05:30 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.
- ix. Other necessary works for completion of evaluation Process.

This issues with the prior approval of Competent Authority.


Prof. S.R.N Reddy

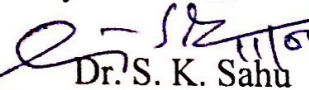
Dean (Examination Affairs)

Dated: 11.04.2019

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Copy for information and further necessary action to:-

1. All Deans/Dy. Deans(Research/Academic/Examination/Student Welfare/Plg and Dev)
2. All HoDs(CSE/IT/ECE/MAE/ASH/DAP)
3. Dr. Shalini Arora, H.O.D(ASH).
4. PS to VC, IGDTUW for information to Hon'ble VC, IGDTUW
5. PA to Registrar, IGDTUW for information to Registrar, IGDTUW
6. System Analyst, with request to upload in the Circular section of University Web Site.
7. Guard File.


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