



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/ 121 (A-R)

Dated 2/5/18

Sub: Setting up and execution of Spot Evaluation Centre at IGDTUW for End Semester Theory Examination, May 2018.

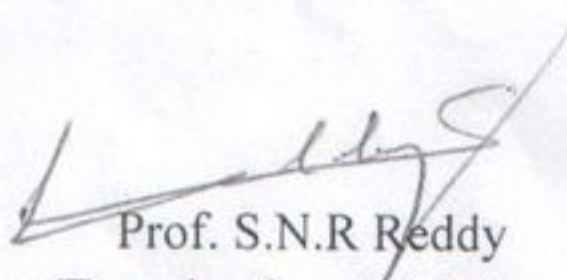
With the approval of the Competent Authority, IGDTUW, the responsibility of "Spot Evaluation Centre" for the End Semester Examination May 2018 is allocated to Prof. Preeti Vajpeyi, H.O.D (DAP) as Coordinator and DR. Vishal Rai as Dy. Coordinator.

The Spot Evaluation Centre will be operational from 14.05.2018 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 05.00 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 dispatch 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-totaling of answer sheets.
- (vii) Preparation of Award Lists.
- (viii) Data Entry Operations.
- (ix) Other necessary works for completion of evaluation process.

This issue with the approval of the Hon'ble Vice Chancellor, IGDTUW

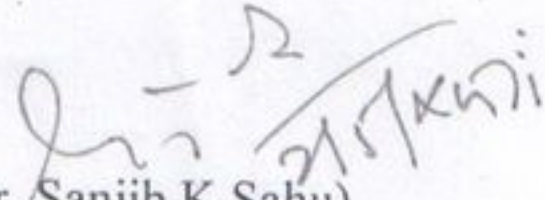

Prof. S.N.R Reddy
Dean (Examination Affairs)

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

Dated:

Copy for information and further necessary action to:-

1. All Deans/Dy. Deans (Research/Academic/Examination/Students Welfare/ Plg and Dev.).
2. All HoDs. (CSE/ECE/IT/MAE/ASH).
3. Prof. Preeti Vajpayi, H.O.D (DAP)
4. DR. Vishal Rai, Associate Professor, DAP .
5. PS to VC, IGDTUW
6. PA to Registrar, IGDTUW
7. Incharge – Web Services for Uploading the Circular on Univ. Web Site
8. Guard File


(Dr. Sanjib K Sahu)
Dy. Controller of Examination