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/   Dated: 30.05.2020

Sub: Setting up and Execution of Spot Evaluation Centre at IGDTUW for End Semester Theory Examination, May-June 2020.

In continuation with earlier communication, it is stated that, with the approval of the Competent Authority, IGDTUW, the responsibility of **"Spot Evaluation Centre"** for the End Semester Examination **May-June, 2020** is allocated to **H. O. D (IT)** as Superintendent or He can nominate some other similar level faculty as Centre Superintendent. The Centre Superintendent will appoint Dy. Superintendent and other supporting staff members in consultation with Dean (Examination Affairs).

The Spot evaluation Centre will be operational from **01.06.2020** for **30 days** as per university norms.

Keeping in view of Covid-19, the evaluation centre is open partially for the following major activities:

In addition to the already approved guidelines for evaluation centre, following are some points to be kept on note:-

1. Faculties were already communicated by examination division to start evaluation and Examination division already assigned the evaluator.
2. CS, Evaluation centre will review and coordination with faculties/HODs for online evaluation of Answer sheets and timely completion
3. Coordinate with the faculties and HODs to show the answer sheets for CBCS and Non CBCS students after evaluation, note that there will not be any option for reevaluation and rechecking of the answer sheets.
4. After showing the answer sheets to students and handling the queries by the faculties, the final marks should be submitted and verified.
5. The verified marks will be entered in the examination portal (http://examination.igdtuw.ac.in/Examination_v2/users/login) after updating if any.
6. The evaluation centre will submit all award sheets collected from faculties/HODs to examination division after verification and duly signed by centre superintendent..
7. The Evaluation Centre superintendent is requested to deploy the limited staff for above activities and copy of the same will be submitted to Dean (EA).
8. The start date of evaluation will be intimated after processing the internal result after processing by the examination division.
9. The Evaluation Centre will complete their work in **30 days** of time.
10. The examination division is already assigned the faculties to evaluate the answer sheets immediately after completion of the respective examination.
11. Examination Division will provide all CBCS End term External Award sheet(In softcopy format) to evaluation centre, Evaluation Centre will circulate it to concerned faculty and arrange it in proper manner(HardCopy).

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

i. Assign the evaluator in the Examination Portal ([http:// examination.igdtuw.ac.in/ Examination_v2/ users/ login](http://examination.igdtuw.ac.in/Examination_v2/users/login)) to enter marks for their respective subjects.
ii. To Receive the Award sheets from faculty members after entering marks.
iii. To verify the attendance of students.
iv. To Keep all Award sheets in organized manner.
v. To maintain the records for evaluation awards lists etc.
vi. Timely Evaluation of answer sheets by Evaluators.
vii. Preparation of Award Lists.
viii. Data Entry Operations.
ix. Providing necessary documents of rechecking Cases for Non-CBCS course as and when required.
x. Other necessary works for completion of evaluation Process.
xi. The support staff will verify the marks and will do final submission.
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This issues with the prior approval of Competent Authority.

-s/d-
Prof. S.R.N Reddy
Dean (Examination Affairs)

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Copy for information and further necessary action to:-
1. All Deans/Dy. Deans(Research)
2. All HoDs(CSE/IT/ECE/MAE/ASH/DAP/Mgmt)
3. H.O.D(IT) with request to make necessary arrangement for Evaluation Centre
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.