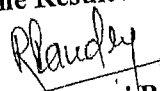


Dated: 18.11.2024

No: F.6 (24)/EXAM CELL/End Term/Nov-2024/3384
Notice

Sub: Guidelines for Central Evaluation – End Term Theory Exam November/ December, 2024.

1. The Venue of the Central Evaluation, End Term Theory Examination, November/ December 2024 will be Evaluation Hall, 3rd Floor, Main Admin Block & will start working from 19th November 2024, to 18th December 2024.
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 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.
5. After showing the answer books and making the necessary corrections (if any) the examiner will return the answer books to the Coordinator, Evaluation Centre.
6. 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 the semester.
7. Examiner Shall upload the marks & grading on the DTU Samarth portal for all programmes/ semester on (<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.
8. Bundles of Answer books of Reregistered students will be evaluated by Course Coordinator of the respective Course Code.
9. Ph.D Students appointed as examiners shall carry DTU ID Card & examiner letter for issuance of Answer books.
10. Bills will be processed only after submission of marks & grade report in the Result Section.


(Prof. Rajeshwari Pandey)
Controller of Examination
Dated: 18.11.2024

No: F.6 (24)/EXAM CELL/End Term/Nov-2024/3384
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. P.A. to Controller of Finance, for kind information Controller of Finance, DTU.
4. All the Deans & Heads of the Academic Department of DTU.
5. Superintendent, End Semester Theory Examination Nov/Dec 2024.
6. Coordinator, Central Evaluation, End Term Theory Examination Nov/Dec 2024.
7. I/C (Results).
8. Guard File.


(Prof. Rajeshwari Pandey)
Controller of Examination