

DTU Dept. EXAMINATION	Code:	DTU/EXAM/001
	Version:	1.0
	Effective from:	
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	Signature of Authorizer/HOD:	

Abbreviations:

- AC : Academic Council
- BOM : Board of Management
- COE : Controller of Examination
- CWS : Class Work Sessional
- DTU : Delhi Technological University
- ETE : End Term Examination
- GA : General Administration
- HOD : Head of Department
- NCT : National Capital Territory
- PG : Post Graduate
- PRE : Practical Examination
- PRS : Practical Sessional
- RR : Record Room
- RTI : Right To Information
- Supdt : Superintendent
- UFM : Unfair Means
- UFMSC : Unfair Means Scrutiny Committee
- UG : Under Graduate
- VC : Hon'ble Vice-Chancellor

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1. Introduction:

The Examination Department is the backbone of the University and is responsible to conduct examinations and confer the degrees to the candidates who fulfill the requisite qualification/conditions. The Examination Department deals with the appointment of paper setters, examiners, tabulators, moderators and scrutinizers, preparation of schedule of examinations, conduct of examinations, assessment and timely declaration of results and confer degrees to the candidates. The entire work of examinations is being governed by various provisions of the Act, Statutes, Ordinances and Rules & Regulations made therein by the authorities of the Delhi Technological University established by Govt. Of NCT of Delhi vide Act of 6 of 2009.

The Examination Department of the University functions through four sections namely Conduct & Evaluation, Secrecy, Results and General Administration.

This document contains the detailed structure and procedures related to the various activities of the Examination Department.

[Examination Department]

Revision: Ver 1.0

Date: 14-03-2018

Doc Number:

Conforms to ISO-9001:2015

2. Amendments:

This is the first document and amendments, if any, can be made with the approval of Competent Authority.

Revision and Approval

- [ver 1.0] - [14-03-2018] - [First Draft] - [Examination]

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3. Purpose:

3.1 Welcome

The Examination Department conducts various Examinations of the University related to Mid Semester, End Semester, Supplementary/Makeup Examination and/or any other examination deemed fit by the Competent Authority of the University. Various activities and work related to Examination Department can be categorized as follows: Pre-Examination work, Conduct of Examinations and Post Examination work.

3.1.1 Pre-Examination work:

- Course Registration by the students
- Handling requests by the students for course/subject change
- Preparation of schedule/date-sheet of Examinations for Mid Semester, End Semester, Supplementary/Makeup Examination
- Appointment of Paper-setters, Examiners, Tabulators, Moderators and Scrutinizers for all the examinations
- Appointment of Center Superintendent and Coordinator of Central Evaluation, Fixing of venue of Central Evaluation Center
- Making arrangement for advances to the University Departments for conduct of various examinations
- Receive Question Papers from Paper Setters
- Printing of Question Papers

3.1.2 Conduct of Examination

- Arrangement for Vigilance Squads for visiting centers/halls
- Visit various examinations centers/halls
- Arrangement for collecting the answer books from the various examination centers/halls
- Receive the report of the Unfair Means cases reported by the Superintendent from the examination centers/halls

3.1.3 Post-Examination work

- Carry out the work of assessment of answer books by the examiners in Central Evaluation Centre and collect the award sheets submitted by them there itself for onward transmission to Result Section
- Receive the Practical/Project examinations Award sheet from the concerned department

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- Feed the awards/grades into the Results Processing System
- Generate tabulations sheets and get verified by the tabulators
- Generate moderation sheets and moderate the results as recommended by the committee
- Declare the results of various examinations and uploading on the University Website
- Make the arrangement for distribution of degrees
- Make arrangement of the answer books received from the Central Evaluation centre and preserve the record of examination
- Deal with the cases of Unfair Means, lapses on the part of the students
- Generate and print mark sheets of declared results and handover to the respective sections.
- Issue Duplicate marksheet required if any
- Prepare and declare consolidate result of the candidates who fulfill the requirements for the award of degree
- Print and generate consolidated marksheets
- Print degree, scroll, etc for convocation
- Process bill related to examination activities
- Verification of Marksheets/Degrees
- Provide data related to Examinations requested by various stakeholders
- Audit of question papers

3.2 Quality Policy

The Examination Department is committed for smooth conduct of Examinations, timely declaration of Results & proper maintenance of the Records with utmost accuracy in accordance to the provisions of the Act, Statutes, Ordinances and Rules & Regulations of the University. It is ensured that due Secrecy and Sanctity is maintained in each activity of the Examination Department.

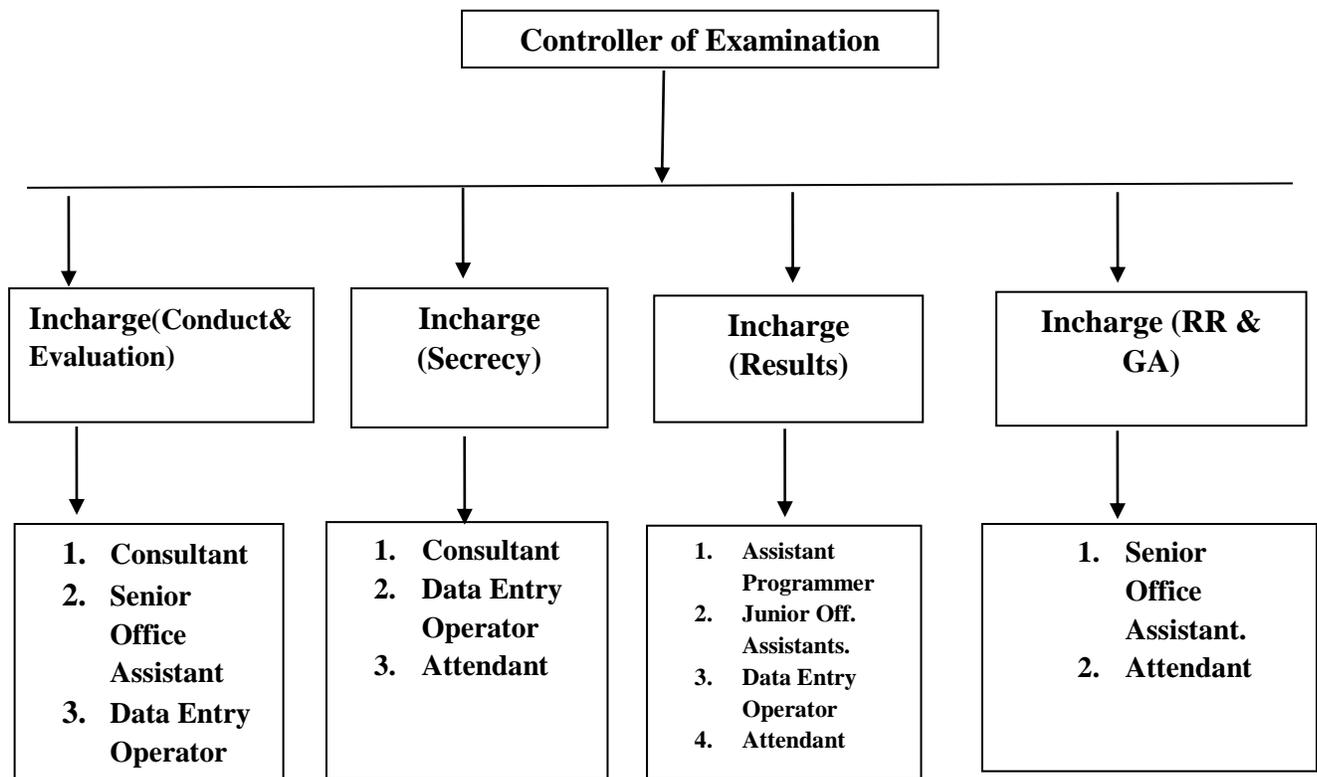
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4. Responsibilities:

4.1 Context of the Organization

4.1.1 Organization Chart

Organisation chart of Examination Department



4.1.2 Responsibilities and Authorization

Designation	Responsibilities	Authority
Controller of Examination	<ol style="list-style-type: none"> The Examination Department is headed by Controller of Examination and he supervises all the activities of all the sections of the Examination Department. Co-ordinate all the activities related to examinations of the University and/or any other examination deemed fit by the 	<ol style="list-style-type: none"> Issues Notices, Circulars, U.O Notes, Memorandums, etc. related to Examination Department Issue Examination Schedule Declares the results of the examinations conducted by

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	<p>Competent Authority of the University</p> <ol style="list-style-type: none"> 3. Appoints examiners on the recommendations of Honb'le Vice Chancellor 4. Convene the meeting of Unfair Means Scrutiny Committee 5. Convene the meeting of the Committee for moderation of results 	<p>the department</p> <ol style="list-style-type: none"> 4. Issue Semester and Consolidated Marksheets 5. Verifies Degrees to be awarded 6. Recommends processing of bills and payments related to conduct, evaluation, result preparation and any other activities of examination 7. Appoints committee for weeding out of records 8. Any authority being delegated by the Competent Authority of University
Incharge (Conduct & Evaluation)	<p><u>Conduct:</u></p> <ol style="list-style-type: none"> 1. Arrange for online registration for the enrolled students including ex-students of all programmes at the start of each semester 2. Receive print outs of Registration forms for all programmes from respective departments. 3. Process for fixation of Examination Centres/Halls & Centre Superintendents including East Campus. 4. To ensure availability of Answer Books for Examinations. 5. Handle Student Problems and Queries. 6. Handle front end activities of the Examination Department. 7. Issue of Advances for Theory & Practical, Projects Examinations. 8. Process Bills of Practical & Theory Examinations. 9. Handle Unfair Means Cases, Conduct of Unfair Means Scrutiny Committee meeting, 	<ol style="list-style-type: none"> 1. Issues Unfair Means Orders 2. Issues Sanction orders of bills and payments related to conduct, evaluation, result preparation and any other activities of examination.

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Communicating the decision etc

10. Receive Daily Absentee Statement, Original Attendance Sheet and other related material from the concerned Centre Supdt after completion of the examination.
11. Reconciliation of Annual fees, Re-registration or Back Paper fees paid by Students of all programmes
12. To maintain & execute the Board of Studies received from Result Section
13. Prepare Date Sheet for all Practical & Theory Examinations
14. To depute flying squad teams for examination Centre
15. Any other work assigned from time to time.

Evaluation :

1. Process for fixation of Centre Evaluation & Coordinators including East Campus.
2. Process Bills of Evaluation Centres.
3. Organize and make payments to Practical Examiners and other Associated Persons.
4. Payment to Paper Setters, Tabulators, Moderators, Proof Readers & related Meetings etc.
5. To coordinate with evaluation centre for smooth operation.
6. Follow up of evaluation processes at Spot Evaluation Centres for timely and proper evaluation of Answer Scripts.
7. Handling of RTI / Complaints, if any.
8. To maintain & execute the Board of Studies received from Result Section
9. Any other work assigned from time to time.

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Incharge(Results)	<ol style="list-style-type: none"> 1. Process the data generated by online registration of the students. 2. Maintaining list of Examiners (Board of Studies) forwarded by all the Departments through Software and handing over the copy to Secrecy and Conduct & Evaluation sections. 3. Issue of Teacher Code to Examiners 4. Receive Award lists for Practical Examinations from the Departments. 5. Receive End Term Theory Award lists, from the Evaluation Centres. 6. Check and verify the result i.e. Tabulations & Moderation etc. 7. Put up the complete result for declaration to Controller of Examination. 8. After the approval of the result for declaration, notify the result and upload on University website along with rank list and promotion list, wherever applicable under the intimation to the Controller of Examination in a prescribed format. 9. Preparation, Printing & Issue of: <ol style="list-style-type: none"> a. Semester Mark sheets b. Consolidated Mark Sheets. c. Provisional Certificates. d. Transcripts. e. Degrees. f. Duplicate Semester/Consolidated Mark Sheets. g. Scroll of degrees for Convocation. h. Semester / Annual Mark Sheets, Tabulation Sheets, Merit list. 10. Retain one copy of the Tabulation Sheet for records. 11. Custodian of integrated data of old & 	<ol style="list-style-type: none"> 1. Issues appointment letters of tabulators/moderators/scrutinizers, etc. 2. Declares the results of the examinations conducted by the department 3. Prepares Semester Marksheets, Consolidated Marksheets and Degrees 4. Verifies the certificates/marksheets/transcripts of students sent by their employers
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	<p>present Students and Servers.</p> <ol style="list-style-type: none"> 12. Custodian of data for the current Semester/ Year. 13. Prepare various Statistical Reports of the Result. 14. To provide all Statistical Information, as and when, required. 15. Custodian of Results, Schemes/ Syllabi etc. 16. Arrange Batch wise Schemes/ Syllabi for all Courses 17. Custodian of one server for digital records and provides necessary services to the Examination Department, in order to make data readily available for various purposes. 18. Effort should be made to create digital records. 19. To process requests received for Verification of results from various organizations. 20. Appointments of Tabulators/ Scrutinizers 21. Follow up for evaluation of Ph. D Thesis 22. Handling of RTI/Complaints, if any. 23. Any other work assigned from time to time. 	
Incharge(Secrecy)	<ol style="list-style-type: none"> 1. Coordinate with the Dean, UG/PG/HOD's for approved Schemes/Syllabi for various programmes and batches 2. Maintain & execute the Board of Studies received from Result Section. 3. Arrange Batch wise Schemes/ Syllabi for all Courses 4. Approval of Panel from the Competent Authority 5. Offer to Paper Setters for End Semester & Supplementary Exam 6. Moderation & proof reading of question papers for End Semester& Supplementary 	

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	<p>Exam</p> <ol style="list-style-type: none"> 7. Printing of Question Papers for End Semester, Mid Semester & Supplementary Exam 8. Provide Question Papers to the Examination Centres for End Semester, Mid Semester & Supplementary Exam 9. Supply five copies of each question paper after the completion of examination to the record room and one copy to the library of the University. Also upload on University website 10. Custodian of stock of reserve question papers. 11. Handling of RTI/Complaints, if any 12. Any other work assigned from time to time 	
<p>Incharge(General Administration, Record and Store)</p>	<p><u>Examinations Store</u></p> <ol style="list-style-type: none"> 1. Maintain Stock Register 2. Receive items from Central Store and Examinations Purchase Section. 3. Issue to concern Sections. 4. Arrange for Weeding of Records as per prescribed procedure. <p>Examinations Purchases</p> <ol style="list-style-type: none"> 1. Process purchase cases. 2. Coordinate with Central Purchase Section for purchases. However, for specific items, purchase may be made at the Department level after following due procedure. 3. Process Annual Maintenance Contract (AMC) cases. 4. Weed Out of obsolete records as per prevailing retention rules & after following due procedure. 5. General Maintenance of Equipments 	

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	<p>6. Day to Day Activity</p> <p>7. Handling of RTI /Complaints, if any</p> <p>Record Room</p> <ol style="list-style-type: none"> 1. Binding of record year/semester/batch wise 2. Storage of record 3. Custodian of all Policy Files and other important files of the Examination Department 4. Digitization of old record & storage of soft data in retrievable form 	
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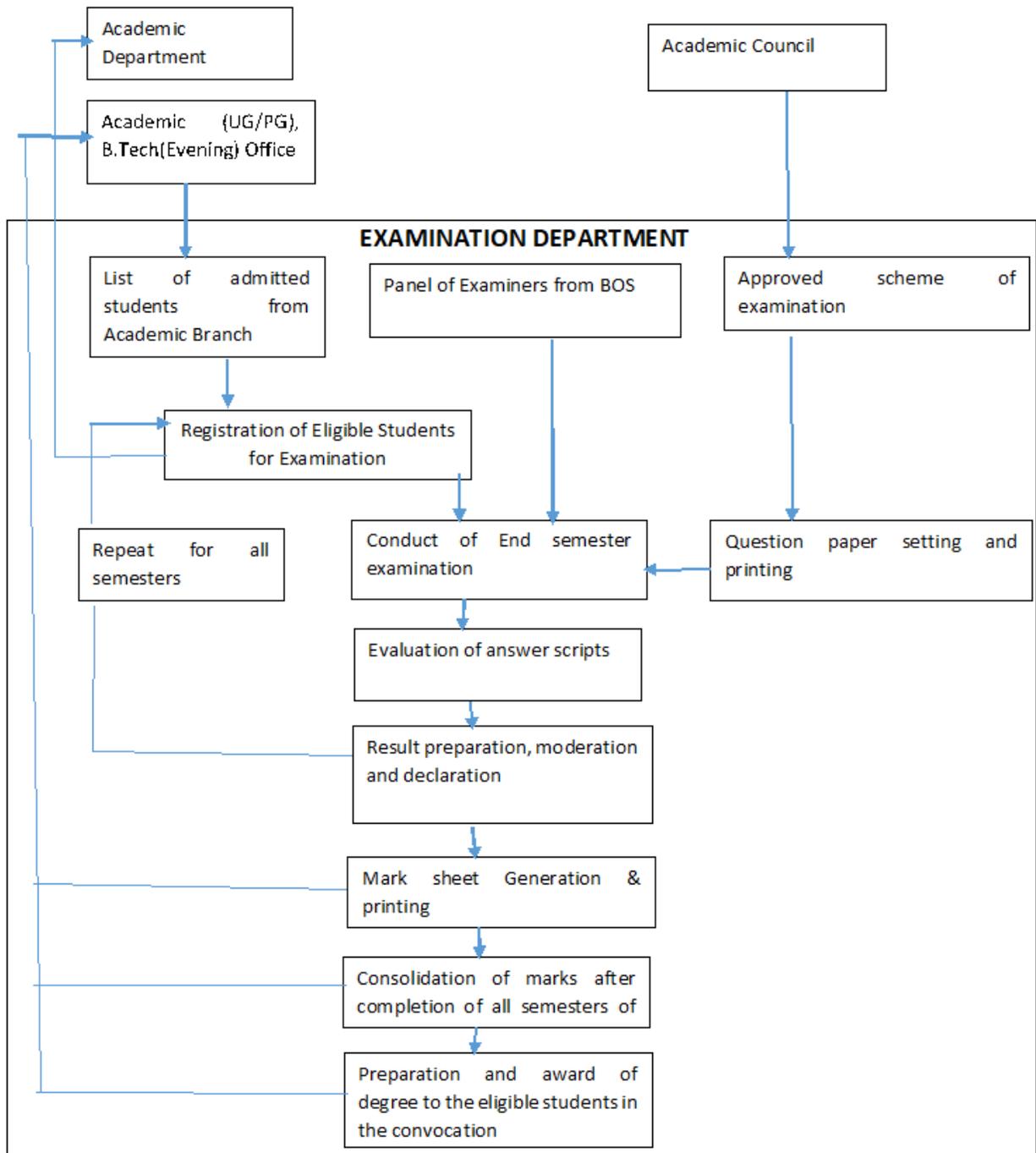
4.1.3 Work Culture

All the activities of the Examination department are time bound and confidential in nature. The officials posted in the Examination department are committed to timely completion of various activities thereby maintaining due confidentiality and sanctity.

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4.1.4 Flow of Processes and Information



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4.1.5 Internal Issues

- The activities of the Examination Department are not fully automated.

4.1.6 External Issues

- Receiving recommendation of Board of Studies from Academic Departments
- Receiving of Question Papers
- Receiving of Awards/Grades

4.1.7 Risks

- Data Confidentiality and Security
- Server Issues

4.1.8 Opportunities

- Examination department contributes to maintain the quality and standards of the services provided by the University by ensuring timely completion of various pre and post examination activities through prescribed rules and regulations, dedicated staff and support from all departments.

4.2 Interested Parties

4.2.1 Students

4.2.2 Parents

4.2.3 Faculty

4.2.4 Academic and Non-Academic Departments of DTU

4.2.5 Govt. of NCT of Delhi and its ministries/departments

4.2.6 Govt. of India and its ministries/departments

4.2.7 Employers

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5. Scope:

5.1 Scope of the Quality Management System

This procedure is applicable to all the students and the departments of the University offering various programmes.

5.2 Locations

5.2.1 Delhi Technological University, Shahbad Daultpur, Bawana Road, Delhi-110042

5.2.2 East Delhi Campus , VivekVihar, Phase -2, Jhilmil Colony, Delhi- 110095

5.3 Exclusions

None

6. Procedures:

6.1 Process Management Methodology

Refer processes and information flow chart mentioned at 4.1.4

6.2 Top Level Processes

6.2.1 Course Registration

6.2.2 Conduct of Examination

6.2.3 Course Evaluation & Declaration of Results

6.2.4 Bill claims and Payment Processing

6.2.5 Maintenance of Record.

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7. Complete Department Procedures

7.1 Course Registration

7.1.1 Summary

- Every student shall be required to register for the courses that he/she wants to study for earning credits and his/her name will appear in the roll list of each of these courses. No credit shall be given if a student attended a course of which he or she has not registered. The performance of a student in all the courses, for which he/she has registered, shall be included in his/her grade card(s).
- A student may normally register for a minimum of 16 credits and a maximum of 32credits. In case the student is not allowed to register the courses of current semester due to backlog of courses(s) of previous year(s), he/she may register for credits less than 16 depending on number of backlog of courses(s) of previous year(s).

7.1.2 Revision and Approval

- [ver 1.0] - [14-03-2018] - [First Draft] - [Examination]

7.1.3 Procedure

1. Link for online registration is opened for all semesters/programmes as per the academic calendar.

Check List:

- Examination Department should receive list of Courses offered in the current semester from Academic Departments

Timeline:

- As per academic calendar, usually 10-15 days

2. Students register online for the courses of the current semester and/or any pending courses of the previous year(s).

Check List:

- Student should know his/her pending/backlog Course(s)

Timeline:

- As per academic calendar, usually 10-15 days

3. Students take the print out of online Registration and submit to the Examination Department through his/her department.

Check List:

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- Registration Form duly signed by HOD/Dean(Academics)
- Fee Receipt

Timeline:

- As per academic calendar, usually 10-15 days

4. In-charge(Conduct & Evaluation) verifies the registration forms to ensure fee payment and registration being done by the students as per the rules of the University.

Check List:

- Registration Form duly signed by HOD/Dean(Academics)
- Fee Receipt

Timeline:

- Before the mid-semester examination

5. Students who wish to change any course(s) should submit their requests at Controller of Examination office within the time frame specified by Controller of Examination.

Check List:

- Application Form forwarded through HOD/Dean(Academics)
- Registration Form

Timeline:

- Within the first ten days of the semester

6. In-charge(Conduct & Evaluation) processes the course change requests of students.

Timeline:

- Before the mid-semester examination

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7.2 Conduct of Examination

7.2.1 Summary

- All End Term Examinations are conducted by the Controller of Examination. The Examiners for theory as well as practical examinations and dissertation/thesis/project report/training report are appointed by the Vice Chancellor on the recommendations of the Boards of Studies of different departments of the University in case of any exigency.
- The Vice Chancellor is empowered to add names in the panel of examiners by Boards of Studies before the approval is accorded by him and the panel is forwarded to Controller of Examination. It is from out of these panels that the Controller of Examination get the setting of question papers done.
- Question Papers are printed at in-home printing system under the supervision of concerned Officer. The papers are handed over to the persons authorized by Controller of Examination for distribution and acknowledgement is obtained.
- Supplementary Examination in any course(s) shall be permissible only in the semester(s) in which the course(s) is/are run. A student will carry the marks obtained by him/her in the Mid-Term Examination, Practical Examination and Sessional.

7.2.2 Revision and Approval

- [ver 1.0] - [14-03-2018] - [First Draft] - [Examination]

7.2.3 Procedure

1. Panel of examiners is received through Board of Studies of all the departments.

Check List:

- Board of Studies in the prescribed template at 10.7

Timeline:

- Before the mid-semester examination

2. The data of the registered students is compiled.

Timeline:

- Before the mid-semester examination

3. Paper setting is done by the approved panel of examiners of the concerned departments as approved by Hon'ble Vice Chancellor.

Check List:

- Board of Studies

Timeline:

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- One week before the commencement of examination
4. Superintendent is appointed for conduct of examination by the Hon'ble Vice Chancellor.

Timeline:

- One month before the commencement of examination

7.3 Course Evaluation & Declaration of Results

7.3.1 Summary

- A student shall be evaluated for his/her academic performance in a course through tutorials, particulars, home work, assignments, term papers, field work/industrial training, seminars, quizzes as Class work Sessional (CWS) and Practical Sessional (PRS), Mid-Term Examination (MTE), End –Term Examination (ETE) and Practical Examination (PRE) as applicable according to the guidelines formulated by the AC.
- Head of Department will ensure that end term examination answer sheets are shown to the students before the day of moderation, on a date to be specified and prominently displayed by the respective teachers. Further, the answer sheets be preserved by the concerned teacher for a prescribed period.
- End Terms answer scripts are evaluated by the examiners appointed by the Honb'le Vice Chancellor at the activated spot evaluation centres. The results of the End Term Examinations are declared by the Controller of Examination. The mark sheets containing the marks/grades obtained in each course is issued by the Controller of Examination after declaration of results.

7.3.2 Revision and Approval

- [ver 1.0] - [14-03-2018] - [First Draft] - [Examination]

7.3.3 Procedure

1. Panel of examiner is received through Board of Studies of all the departments.

Check List:

- Board of Studies

Timeline:

- Before the mid-semester examination

2. Coordinator for Central Evaluation is appointed by Hon'ble Vice Chancellor for evaluation of answer scripts.

Timeline:

- One month before the commencement of examination

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3. The evaluated answer scripts are shown to the students.

Check List:

- Notice to Students through Class Representative
- Details of Venue

Timeline:

- Before the submission of the awards to Course Coordinator or Central Evaluation Center

4. The concerned course coordinator compiles the grades awarded by various examinations and submits the same to the Result Moderation Committee.

5. Result Moderation Committee submits the moderated grades to the Controller of Examination.

Timeline:

- Within 5 days after the close of central evaluation center

6. The submitted awards/grades will be entered into the result processing system by the staff of Result Section.

Check List:

- Award/Grade Sheets

Timeline:

- Within 5 days of the receiving of Award/Grade Sheet

7. In-charge(Results) withholds the results of students who were given punishment/case pending under Unfair Means

Check List:

- Unfair Means Case reports forwarded to Controller of Examination by Supdt(Exam)

Timeline:

- Within 5 days of the receiving of Award/Grade Sheet

8. In-charge (Results) generates tabulation sheets and gets verified by the appointed tabulators.

Check List:

- Award/Grade Sheets

Timeline:

- Within 5 days of the receiving of Award/Grade Sheet

9. Controller of Examination convenes the meeting of Result Moderation Committee for moderation of results.

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- Before-Moderation Sheets

Timeline:

- Before declaration of Results
10. In-charge(Results) arranges for the moderation of results by the moderators as recommended by the Moderation Committee.

Check List:

- Recommendations of Moderation Committee
- Before-Moderation Sheets

Timeline:

- Before declaration of Results
11. The moderated resulted will be scrutinized by the Scrutinizers.

Check List:

- Recommendations of Moderation Committee
- After-Moderation Sheets

Timeline:

- Before declaration of Results
12. In-charge(Results) finalizes and declares the results with the approval of Controller of Examination. The results will be published on the examination portal.

Check List:

- Finalized Results

Timeline:

- Immediate after the preparation of final results

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7.4 Bill Claims and Payment Processing

7.4.1 Summary

- All bill and payments to related to various activities of the examination – namely, Paper Setting, Exam Centre Arrangements Advances, Answer Sheets Evaluation, Practical/Project/Thesis/Dissertation Advances, Central Evaluation Center Advances and Payments, Tabulation/Moderation/Scrutinization/Consolidation/Marksheets/Degrees work, etc are processed as per rules and approved the Competent Authority of the University.

7.4.2 Revision and Approval

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7.4.3 Procedure

- Various Bills and Claims related to Examination work will be submitted by the faculty/staff.
 - Bills for preparation of Question Paper for End Semester/Supplementary/Makeup Examinations; Tabulation, Moderation, Scrutinization, Validation, Consolidation, Checking & Verification of Results (Computer and Manual); Preparation, Checking and Verification of Marksheets/Degree
 - On the basis of the number of copies evaluated, faculty concerned submits the evaluation bills.
 - Claim bills submitted/forwarded by the Supdt(Exam) and Co-ordinator, Central Evaluation Center for payment to officials/staff deputed for work.
 - Any other bills related to Examination Work approved by the Competent Authority of the University.

Check List:

- Bills and Claims with Teacher Codes/Approval letter
- Honorarium/Rate Chart approved by the competent authority

Timeline:

- Within 20 days after the completion of the activity
- In-charge(Conduct & Evaluation) collects the bills and forwards the same for vetting to Accounts Branch subsequent to which forwarded to Competent Authority for Approval.

Timeline:

- Within 20 days after the submission of bills and claims
- After receiving the approval, Sanction Oder issued for final payment to the beneficiaries in their respective Bank Account through Online System.

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Timeline:

- Within 2 months after the submission of bills and claims

7.5 Maintenance of Record

7.5.1 Summary

- All the award sheets & other documents generated during the result processing are retained as per the prevailing Record Retention Rules of the Examination Department.

7.5.2 Revision and Approval

- [ver 1.0] - [14-03-2018] - [First Draft] - [Examination]

7.5.3 Procedure

1. The award sheets & the evaluated answer scripts are received from the Evaluation Centre.

Check List:

- Award Sheets in the format prescribed at 9.2

Timeline:

- Within the close of Evaluation Center

2. The answer scripts & the award lists are stored in the safe custody.

Timeline:

- Answer Sheets will be stored in the safe custody as and when received.
- Award/Grade Sheets will be stored in the safe custody after the awards/grades are entered in the result processing system

3. The answer scripts, award sheets etc. are weeded out as per rule.

Check List:

- List of Documents recommended for weeding out by the committee constituted by Controller of Examination.

Timeline:

- As per the prescribed weeding out rules

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8. Overview:

8.1 Process Sequence

Refer Flow of Processes and Information flowchart at 4.1.4

9. Related document

- 9.1 Performa Letter of appointment of External Examiner.
- 9.2 Performa of award list
- 9.3 Performa of Tabulation Sheet
- 9.4 Performa of before Moderation sheet
- 9.5 Performa of after Moderation sheet
- 9.6 Performa of Result Notification
- 9.7 Performa for data validation sheet for consolidation
- 9.8 Performa for Consolidated Result Notification
- 9.9 Performa for Scroll of Degrees

10. Related Forms

- 10.1 Claim Bill for paper setting, Evaluation of Answer Scripts/Projects/Practical/Dissertation, conveyance and Contingent Expenses.
- 10.2 Advance Form for conduct of examination
- 10.3 Performa for reporting cases of alleged use of Unfair Means/disorderly conduct at the University Examination.
- 10.4 Performa for reporting of the material recovered from the candidate at the time of UFM.
- 10.5 Performa for statement before UFMSC.
- 10.6 Online student Registration Form
- 10.7 Board of Studies Performa for panel of Examiners.
- 10.8 Paper setting
- 10.9 Requisition form for correction in result, name, roll no, subject title etc. in mark sheets/Duplicate Mark Sheets/Consolidate Result/Degree etc.
- 10.10 Performa for submission of theses for M.Tech
- 10.11 Performa for Feed Back of Examination Department.

DTU Dept. EXAMINATION	Code:	DTU/EXAM/001
	Version:	1.0
	Effective from:	
	Valid through:	
	Pages:	
	Signature of Authorizer/HOD:	

11. References

- 11.1 Act, Statutes, Ordinances & Regulations
- 11.2 Different Schemes of Examinations and Syllabi

12. Attachments

- 12.1 Performa annexed as per related documents & Forms mentioned at Point 9 and 10 above.