

# Delhi Technological University

(Formerly Delhi College of Engineering)

Shahbad Daultapur, Bawana Road, Delhi-110042

F.DTU/EXAMINATION/001/2025-26/10851

Dated :06.05.2026

## Notification and Guidelines for Evaluation of End Term Examination, May, 2026

It is being notified that the evaluation of answer books of End Term Theory Examination, May, 2026 will be done centrally at the Evaluation Hall, 3<sup>rd</sup> Floor, Main Admin Block from 6<sup>th</sup> May, 2026 on all working days, including Saturday till 30<sup>th</sup> May 2026.


1. Examiner/Faculty members shall produce the Examiner letter received from Controller of Examination for the evaluation of Answer books of their respective subject.
2. Answer books will be issued to the concerned examiner/faculty only after making entry in the Register available in Evaluation Center. They may also check the attendance sheet available with central evaluation team to know about absent students and Unfair Means Cases with respect to their courses.
3. Bundles of Answer books of Reregistered students will be evaluated by Course Coordinator/BOS assigned examiner of the respective Course Code.
4. **In case of any mismatch in the issued answered books, missing details of the enrolled student or any other clarification regarding evaluation the examiners/faculty must contact the Coordinator/Dy. Coordinator Central evaluation.**
5. **The answer books must be evaluated within 10 days of the conduct of examination of the concerned course (paper).**
6. No Ph.D./Research Scholar or staff will be allowed as an accompanying person for Evaluation work in the Evaluation center. Disciplinary action will be taken against both the Examiner and Accompanying person, if any Ph.D scholar or unauthorized person found evaluation of the answer scripts not issued to them.
7. After evaluation, the examiners may get the answer books issued from the Coordinator, Evaluation Center for showing them to the students. Examiners will 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. **Further, they are advised to show Answer books only in the classrooms/ designated places in the Departments and not in the open places.**
8. Examiner shall ensure entry of question wise marks and their signature on the front page of the answer books before showing to the students.
9. The Examiner shall ensure:
  - (a). timely evaluation of answer books
  - (b). showing of evaluated answer books to the students
  - (c). making necessary correction (if any)
  - (d). uploading of marks on the Samarth portal (<https://dtu.samarth.ac.in/>).
  - (e). moderation of grades by Grade Moderation Committee of the department.
  - (f). Submission of duly signed award list (with marks & grades), generated through Samarth Portal, to coordinator evaluation center.

*Handwritten signature and date:*  
06/05/2026

In case student list/ student name is not showing in the Samarth portal, Examiner may contact the concerned Department HOD/TT Incharge/ERP Incharge to update the list. Take care that marks of all respective evaluated answer books have been entered on Samarth Portal within 15 days of the conduct of the examination of that course. Note that no offline marks submission, other than generated through Samarth Portal will be considered.

In case of any technical problem related to marks entry contact the result section, Examination Branch.

10. After showing the answer books and making necessary correction (if any) the examiner shall return Answer books issued to them to the Coordinator, Evaluation Center **within 05 days** from the date of issue of Answer books along with award list (with marks & grade) and bills for remuneration of Evaluation of End Term Theory Examination in the Evaluation Center.
11. Ph.D. students appointed as examiners shall carry DTU ID Card & examiner letter for issuance of Answer books.
12. Bills will be processed by the Examination Branch only after submission of signed award list (with marks & grades).

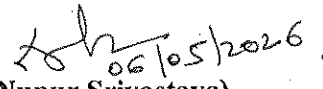
  
(Dr. Nupur Srivastava)  
Controller of Examination

F.DTU/EXAMINATION/001/2025-26/10851

Dated :06.05.2026

**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. Controller of Finance, DTU.
4. All the Deans & Heads of the Academic Department of DTU with a request to circulate among all the concerned.
5. Prof. Yasha Hasija, Coordinator (Central Evaluation), AY 2025-26 (Main Campus).
6. Dr. Ratnam Mishra, Coordinator (Central Evaluation), AY 2025-26 (East Campus).
7. Head, CC – for uploading on the website.
8. OSD (Exam).
9. Guard File.

  
(Dr. Nupur Srivastava)  
Controller of Examination