



# Guru Gobind Singh Indraprastha University

Sec- 16C, Dwarka, New Delhi – 110078

## EXAMINATION DIVISION



No. GGSIPU/EXAM/EVAL./2016/

Date: 01-12-2016

### Minutes of the meeting

A meeting of the Directors/Principals of affiliated institutes with COE (O) was held on 30-11-2016 at seminar block C-block at 10:30 am and 2:30 pm in order to deliberate upon the issues pertaining to the evaluation of answer sheets in a time bound manner. The Directors/Principals/Representatives of affiliated institutes were apprised by the difficulties faced at the spot evaluation centres during evaluation of answer sheets. The following issues were discussed:

1. **Unavailability of evaluators at spot evaluation centres:** It was discussed that unavailability of sufficient number of evaluators at spot evaluation centres imparts delay in the evaluation process that ultimately results in delay in result preparation and declaration.

It was decided that institute shall send evaluators to the evaluation centre three days after the conduct of a particular subject code for four consecutive days or till the evaluation of the subject code gets completed. Evaluator shall mean the faculty who is teaching that course in current semester in any of the affiliated institute in regular/contract/visiting mode.

The evaluator shall take the 'evaluation participation certificate' from the concerned evaluation centre supdt. for the dates on which he/she performed evaluation task and the same shall be submitted by the evaluator to the concerned Director/Principal of the institute.

The list of the evaluators who are unable to participate in evaluation due to involvement in any of the examination task or in case of leave shall be forwarded by the Director/Principal to COE(O).

All the Directors/Principals/Representatives agreed upon on this issue.

2. **Evaluation as per instructions at evaluation centres:** All the Directors/Principals/Representatives of the affiliated institutes were requested to sensitize the evaluators to follow the instructions given at evaluation centres. Non – compliance of these instructions shall amount to immoral and illegal act and evaluators involved in such non-compliance shall be liable to face action by the University. Some of the instructions are as below:

(a) The maximum number of answer sheets to be evaluated in a single day is 60.

(b) Conveyance should be claimed from one centre only in case evaluator evaluates answer sheets at two centres in a single day.

(c) Evaluators should submit their bills just after completion of evaluation and should not leave it pending.

3. Details of faculty taking theory courses in current semester: All the Directors/Principals/Representatives of affiliated institutes were requested to bring along the details of faculty for all theory subjects offered in current semester in a prescribed format (soft copy as well hard copy). Most of the Directors/Principals/Representatives of affiliated institutes submitted the details to the University and those, who did not bring the said details, were requested to send the same through e-mail at [coe@ipu.ac.in](mailto:coe@ipu.ac.in)

The meeting ended with the thanks to chair.

**Pravin Chandra**  
**Controller of Examinations (O)**