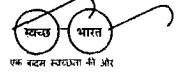




GOVERNMENT OF NCT OF DELHI
BOARD OF TECHNICAL EDUCATION
MUNI MAYA RAM MARG
PITAMPURA: DELHI- 110088
- 01127322460



NO. F.5/5/87/Exam/BTE /Part File 1/ 5803

Dated: 18/12/18

CIRCULAR

Guidelines for Spot Evaluation

- i) The Principals of all the Govt. Institutes of Technology must ensure that all the faculties teaching the subjects must attend the Spot-Evaluation compulsorily. The Principals are required to reflect the fact of non-attending of Spot Evaluation by the teaching faculties, if any in the ACRs of such defaulting faculties. However, under exceptional circumstances, a teaching faculty may be given exemption from attending the spot evaluation on the recommendation of the concerned Principal, the same may be conveyed to BTE/DTTE accordingly.
- ii) It has been observed that evaluation procedure and reliability of effective evaluation are not same and it is dissimilar to that of part-time employees with regular/contractual ones. Keeping in view of that the first preference of evaluation should be given to the regular/contractual faculties of the Institute of technology. In the first five days of Spot Evaluation no part-time faculty is allowed at the Spot evaluation Centre.
- iii) The part-time teachers those who taught theory subjects only be permitted to evaluate answer sheets (Only the taught subject and approved by the Principal).
- iv) Every HOD/Lecturer (SG) with AGP greater than or equal to Rs. 9000 or equivalent in teaching cadre must evaluate/check 240 copies of answer sheets subject to the availability and maximum 60 copies per day.
- v) Lecturer (SG) with AGP Rs.8000 or equivalent in teaching cadre must evaluate/check 360 copies subject to the availability and maximum 60 copies per day.
- vi) Senior Lecturer with AGP Rs.7000 or equivalent in teaching cadre must evaluate/check 480 copies subject to the availability and maximum 60 copies per day.
- vii) Lecturer with AGP Rs. 5400 and Rs. 6000 in teaching cadre must evaluate/check 600 copies subject to the availability and maximum 60 copies per day.
- viii) Foreman Instructor, WSS those who are involved in theoretical lecture in the institute must evaluate/check answer sheets as per guidelines mentioned at point iv) to vii) subject to availability and maximum 60 copies per day. But WSI and Technical Assistant/Lab Assistant not being involved in teaching are not allowed in the Spot Evaluation Centre as paper evaluator. Therefore, Principals of concerned Institutes must check before permitting such faculty.

- ix) Every teaching faculty of the institute including F.I, WSS involved in theoretical lecture except WSI/Technical Assistant/Lab Assistant must report to the Spot Evaluation from the first day of the commencement of spot evaluation and must be punctual in attending Spot Evaluation centre.
- x) As the copy of the answer sheets are now been given to the student on their demand, the evaluators/examiners must check the answer sheet each questions properly and marking be done accordingly. Negligence in this regard may lead to severe action as per BTE norms/CCS rules.
- xi) The officers who will be deployed as Observers in the Spot Evaluation Centre will be exempted in paper evaluation as those officers will already be in official duty at BTE.
- xii) Only the persons involved in paper evaluation, approved by the Controller, BTE or OSD (Exam) will be allowed in the Spot Evaluation Centre. The entry of the unauthorized persons in the Spot Evaluation centre is strictly prohibited and trespassers will be prosecuted as per law.
- xiii) To enforce high degree of security, all officers/staff will be under video surveillance and no mobile phone will be allowed in the Spot Evaluation centre except to Controller, BTE, OSD (Exam), BTE and Centre Supdt. of the Spot Evaluation Centre.
- xiv) Gossiping and hobnobbing in the Spot Evaluation centre are strictly prohibited.
- xv) Non-Compliance of the guidelines will be treated as severe misconduct and dereliction of duty and necessary disciplinary action will be taken as per CCS/BTE rules.
- xvi) The remuneration/TA to the evaluators/examiners will be given as per the existing norms of BTE, Delhi.
- xvii) Paper evaluation will be the bounden duty of every regular teaching faculty of the Institute of technology, failing which will be brought to the notice of competent authority.
- xviii) It is not desirable for the officers taking part in STC/STTP during the spot evaluation. So the concerned Principal is instructed not to relieve any officers/staff during spot evaluation time of BTE, Delhi. Any officers/officials who will be relieved for STC/STTP before the commencement of spot evaluation must report to the spot evaluation centre on first day after joining in the institute after completion of STC/STTP.

This issues with prior approval of Competent Authority.


Registrar, BTE

Copy to:-

1. All Principal- Govt./ Pvt./ Govt. Aided Institutes of Technology
2. Controller, BTE
3. OSD(Exam)/ Asstt. Registrar, BTE
4. PA to Jt. Director, TTE
5. Guard File
6. System Analyst, DTTE (AS) with request to upload on the website.