



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



NO. F.5/5/87/Exam/BTE /Part File 1/ 393

Dated: 19/06/19

CIRCULAR


The Spot Evaluation for ongoing Even semester BTE Examination is scheduled to start w.e.f. 04/07/2019 to 18/07/2019 on all days, including Saturday, Sunday and public holiday at Board of Technical Education & Kasturba Institute of Technology, Pitampura, Delhi from 10:00 AM to 05:00 PM.

All concerned Principals are requested to bring this in to the knowledge of all the faculty members under their jurisdiction and ask them to attend Spot Evaluation during above period as per schedule attached and guidelines mentioned.

The list of faculty attending the Spot Evaluation as per schedule shall be sent to the Board's office for the period 04/07/2019 to 18/07/2019. The list shall have all the faculty members of each branch for the Spot Evaluation as per schedule before the start of evaluation.

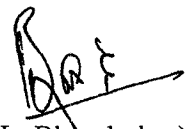
It shall also be ensured that every faculty member of different branch shall attend the Spot Evaluation without fail. In case any faculty member from a particular branch is not sent for the evaluation, the reason for the same shall also be reported to the Board. The non-reporting of the said faculty will be sent to the concerned Principal for taking necessary action. The list may also be sent through e-mail at sudipta8960acharjee@gmail.com of OSD, BTE.

This issues with the prior approval of the Competent Authority.


(Dr. S.L. Bhandarkar)
CONTROLLER, BTE

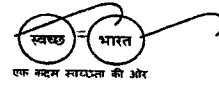
Copy for information and necessary action: -

1. The Principals of all Govt. & Private Polytechnics.
2. Registrar, BTE
3. OSD, BTE
4. Centre Supervisor I, II, III.
5. PS to Director, TTE
6. PA to Jt. Director, TTE
7. Examination Incharge, BTE
8. Guard File
9. System Analyst, DTTE (AS)
with a request to upload
the complete set of documents
on department website for
wide publicity.


(Dr. S.L. Bhandarkar)
CONTROLLER, BTE



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NO. F.5/5/87/Exam/BTE /Part File 1/ ३११

Dated: 19/06/19

CIRCULAR

The Spot Evaluation in r/o recently concluded BTE Examination is scheduled to start at BTE/KITW, Delhi from 04.07.2019 to 18.07.2019 (10:00 AM to 05:00 PM.)

All Concerned Principals are requested to bring this in to knowledge of all the faculty members under their jurisdiction and direct them to attend Spot Evaluation during above period as per schedule given below:-

**Spot Evaluation Centre I & II at KITW and Centre III at BTE w.e.f 04.07.19 to 18.07.19
on all days, including Saturday, Sunday and public Holiday**

Centre -I at KITW			
S.NO	Subject	From	To
1	Mech. Mech. Maint.	04/07/2019	13/07/2019
2	Civil, Const.,PHEE	05/07/2019	14/07/2019
3	Auto, Production, Printing, Arch.	06/07/2019	13/07/2019
4	Tool & Die Making	07/07/2019	13/07/2019
5	Engg. Drawing & subject related to Drawing & other related discipline.	10/07/2019	16/07/2019

Centre-II at KITW			
S.NO	Subject	From	To
1	Electronic Comm., Digital, Medical	04/07/2019	13/07/2019
2	Electrical Engg., Computer, I&C Polymer Tech, ITESM	05/07/2019	14/07/2019
3	Drawing, Chemical Engg. & other related discipline.	10/07/2019	16/07/2019

Centre-III at BTE			
S.NO	Subject	From	To
1	Maths, Physics	04/07/2019	17/07/2019
2	Chemistry, Comm. Tech.	05/07/2019	15/07/2019
3	MLT, Pharmacy & other Non-Engg. Discipline with other related discipline.	06/07/2019	15/07/2019

This issue with the prior approval of Competent Authority.

(Dr. S.L. BHANDARKAR)
CONTROLLER, BTE

Copy for information and necessary action: -

1. The Principals of all Govt. & Private Polytechnics.
2. PS to Director(TTE)
3. PA to Jt.. Director,(TTE)
4. Principal, Kasturba Institute of Tech. (KIT) with the request to make necessary arrangements for Spot Evaluation Centre I at and Centre-II at KIT, in consultation with Sh. Sudipta Acharjee, OSD(BTE).
5. A.O. (Admn.), DTTE with the request to issue necessary direction for opening of conference Room, during the period of Spot Evaluation, if required.
6. Registrar, BTE/ OSD, BTE
7. Examination Incharge, BTE
8. Centre Supervisor I, II, III.
9. AAO/DDO, BTE.
10. Store Keeper/Caretaker, BTE with the direction to make necessary arrangement for evaluation.

(Dr. S.L. BHANDARKAR)



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

Dated: 18/12/18

CIRCULAR

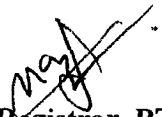
Guidelines for Spot Evaluation

- 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.

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- 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.

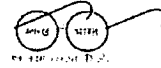

Registrar, BTE

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



GOVERNMENT OF NCT OF DELHI
BOARD OF TECHNICAL EDUCATION
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IDENTITY CARD OF EXAMINERS FOR EVALUATION WORK

I.D.No.- _____ Centre No. _____
(To be filled by the Office)

Recent Passport size
Photograph
(for private only)

Signature of Centre Supervisor
(Name in Capital letters)

1. Name : _____
2. Father's /Husband's Name : _____
3. Date of Birth : _____
4. Address : _____
5. Contact no. : Residential _____ Office _____ Mobile No. _____
6. Present status/Designation: _____
With Office Address _____
7. Academic/Professional Qualifications : _____
8. Discipline : _____
9. Experience (i) Teaching : (i) Years _____ (ii) Months _____
(ii) Professional : (i) Years _____ (ii) Months _____
10. Paper taught (during last 2 years) (Only 4 options for evaluation may be indicated)
(1) _____ (2) _____
(3) _____ (4) _____

Declaration:- I hereby undertake that above information is true and correct to the best of my Knowledge and belief. Further, I undertake that I am conversant with the above said subject, I am not associated with any coaching centre. None of my relative had appeared in the paper, for which I am the evaluator.

Date : _____

(Signature of the Examiner)

Recommendations of Principal :-

Dr./Ms./Mr. _____ is recommended to evaluate the paper
(Codes) _____ of the diploma level
examination of the Board of Technical Education held on June- 2019 _____.

(Signature of HOD)

(Signature of Principal)

Terms and Conditions:-

1. Minimum Qualification : As per AICTE norms/RRs
2. Minimum teaching experience required : 01 year
3. Age : Should not be more than 70 years
4. Self Attested copies of documents of Technical/Academic qualification (s), experience & residence proof should be attached for Retired/Private Evaluators, Centre Supdt. Is authorized to assign the evaluating work.
5. ECS Format

Examiner's Slip

Name of Examiner _____ ID _____
Signature of the Examiner _____ Centre No. _____
Papers Codes (1) _____ (2) _____
(3) _____ (4) _____

Signature of Centre Supervisor With Seal