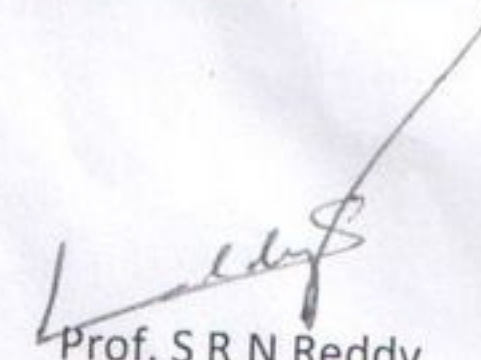




**Indira Gandhi Delhi Technical University For Women**  
(Established by Govt. of Delhi vide Act 09 of 2012)  
Kashmere Gate, Delhi 110006

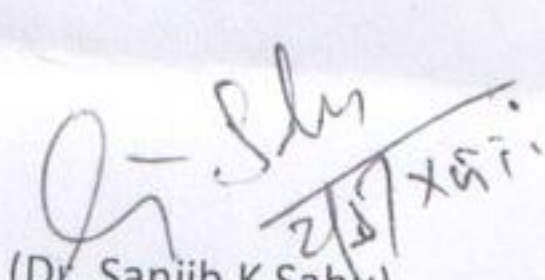
**Subject: General guidelines for the conduct of End Term Examination, May 2018.**

1. All the students are advised to strictly follow the guidelines of the University related to the conducted of Examination and advised to report on time as per the date sheet of the examination available on the University website.
2. All the Invigilators, Centre Supdt, Dy. Centre Supdt. and staff are requested to follow the guidelines of the University Examinations available on the University website for smoothly engaging the End Term Examinations. All the Invigilators are requested to kindly report on time and cooperate with the Centre Supdt.
3. The GA Branch is requested to provide the clean and safe environment in all the blocks of the University for smoothly conduct of End Term Examinations. They are requested to ensure lighting, sanitation, drinking water and safety of the campus.
4. Incharge-Health Centre is requested to provide the basic medical facilities during the examinations.
5. Evaluation Centre will be operational from 14<sup>th</sup> May, 2018(F/N) onwards and will be open for 30 days. Faculty members are requested to complete the evaluation before going on summer break.
6. For any issue faced by the staff or faculty regarding the Examination, they are requested to contact the Centre Supdt. or the Dean (EA)/Dy.COE.

  
Prof. S R N Reddy  
Dean (Examination Affairs)

Copy to:

1. All Deans (Research/Academic/Examination/Students Welfare/ Plg and Dev.).
2. All HoDs. (CSE/ECE/IT/MAE/Arch/ASH).
3. Asst. Registrar(GA)
4. In-Charge Health Centre
5. PS to VC, IGDTUW
6. PA to Registrar, IGDTUW
7. Incharge – Web Services for Uploading the Circular on Univ. Web Site
8. Guard File

  
(Dy. Sanjib K Sahu)  
Dy. Controller of Examination

Examination Division  
Diary No. 1206(A-P) Date: 21/5/18  
Indira Gandhi Delhi Technical University for Women  
Kashmere Gate, Delhi-110006