

## 1. Situation of Office

Administrative Block, Vivekanand Library Building, Chaudhary Devi Lal University, Sirsa.

## 2. Officials of the Secrecy & Re-evaluation Branch

Sr. No.	Name	Designation	Office/ Mobile No.
1.	Prof. Praveen Aghamkar	COE	01666-239808
2.	Sh. Ramesh Kumar Mehta	Deputy Registrar	01666-239805
3.	Sh. Sanjay Tiwari	Superintendent	01666-239810
4.	Sh. Harbans Lal	Superintendent	01666-239810
5.	Sh. Vijay Ranga	Assistant	01666-239810
6.	Sh. Satish Kumar	Assistant	01666-239810
7.	Sh. Krishan Kumar	Assistant	01666-239810
8.	Sh. Kuldeep Kumar	Clerk-cum-DEO	01666-239810
9.	Ms. Neetu Rani	Steno-Typist	01666-239810
10.	Sh. Rajiv Raman	Daftri	01666-239810
11.	Sh. Anil Kumar	Watchman	01666-239810

### 3.(I) Function (Secrecy Branch)

- (i) Receipt of Panels.
- (ii) Appointment of Paper-Setters, Evaluator
- (iii) Receipt of Answer Books from various Examination Centres
- (iv) Dispatch of Answer Books for evaluation.
- (v) Receipt of Awards and Answer Books after evaluation.
- (vi) Dispatch of Awards to Result Branch.
- (vii) Removal of Discrepancies.
- (viii) Conduct of Meetings of Complaints Committee.
- (ix) Processing of payment to the Paper-Setters, Evaluators & adjustment of advance.

### 3.(II) Function (Re-evaluation Branch)

- (i) Receipt of Application Forms for Re-evaluation.
- (ii) Entries of Forms in the Computer
- (iii) Shorting of Answer Books from the bundles.
- (iv) Coding and covering of marks given by the evaluator with black tape.
- (v) Dispatch of Answer Books to the Re-evaluators.
- (vi) Collection of Answer Books from the Re-evaluators.
- (vii) If the marks increased more than 15% or decreased more than 10%, the Answer Books are sent to another examiner after coding the relevant documents.
- (viii) Preparation of Result.
- (ix) Processing of Re-evaluation Awards.
- (x) Payment to the Re-evaluators and adjustment of advances.
- (xi) Appointment of Ph.D. Examiners and evaluation of Ph.D. thesis.
- (xii) Correspondence for conducting viva-voce related to Ph.D. and verification of Ph.D. remuneration bills.

- (xiii) Conduct of Research Committee Meetings.
- (xiv) Award of Ph.D. Degrees.
- (xv) Processing of evaluation of dissertations/project reports/field works of different courses run under the UTDs & UCDL and arrangement of viva-voce & payment thereof.
- (xvi) Diary & Despatch of Secrecy & Re-evaluation Branch.
- (xvii) Store of Secrecy & Re-evaluation Branch.

**4. Discharge of Duties and Norms**

The office discharge the duties as mentioned above under the kind control and direction of the Hon'ble Vice-Chancellor/Registrar/Controller of Examinations as per rules and regulations mentioned in the University Calendar Volume-II and decision of the Academic Council/Executive Council and Court. The Secrecy & Re-evaluation Branch works on the basis of rules and instructions of the University.

- (I) University Calendar Volume-I, II & III.
- (II) University Accounts Code.
- (III) The decision of the Academic Council/Executive Council/Court.

**5. Record of Office**

The office maintains record as per provision of the Accounts Code.

**6. Channel for Supervision**

Vice-Chancellor-Registrar/COE-DeputyRegistrar-Supdt.-Dealing  
Assistant/Computer Assistant/S.S.S./J.S.S./Clerk-cum-DEO/Daftri.