

Office of Controller of Examinations

Institutional Support Provided for Conduct of University Examinations

The Institute has extended necessary academic and administrative support for the smooth and effective conduct of the university examinations. The major activities undertaken are summarized below:

1. Conduct of Mid-Term Examination

The Institute provided the necessary support for the conduct of the Mid-Term Examination, including:

- Collection of question papers.
- Arrangement of invigilation duties.
- Arrangement of evaluators for evaluation of answer sheets.

2. Preparation & Submission of Internal Marks

The Institute ensured the preparation, verification and submission of internal assessment marks within the prescribed university requirements.

3. Invitation to External Practical Examiners

The Institute coordinated the invitation and communication with external practical examiners for conducting the practical examinations as per the university requirements.

4. Preparation & Conduct of Practical Examination

The necessary arrangements were made for the preparation and conduct of practical examinations as per the university schedule, including coordination with the concerned departments, students and examiners.

5. Preparation & Submission of External Practical Marks

The Institute facilitated the preparation and submission of **external practical examination marks** to the university.

The following activities were also carried out:

- Collection of practical answer sheets from the University.
- Collection and distribution of admit cards to the students.

6. Evaluation Process – End-Term Examination

The Institute supported the End-Term Examination evaluation process and requested the University for the Appointment of evaluators for End-Term Evaluation.

7. Request for Examination Centre

The Institute requested the University for allotment of an Examination Centre; however, the centre was not allotted.

8. Submission of Examination Forms

The Institute facilitated the collection, verification and submission of examination forms of the students as per the prescribed university procedure and schedule.

9. Collection & Distribution of Grade Cards

The institute facilitated the collection of grade cards from the University and their distribution to the concerned students.

Through the above activities, the Institute has provided continuous academic, administrative and logistical support for the smooth conduct and completion of the university examination-related processes.

The Institute remains committed to ensuring timely compliance with university requirements and effective coordination for all examination-related activities.


Prof. (Dr.) M.K. Saini





GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

Sector 16-C, Dwarka, New Delhi -110078

EXAMINATION DIVISION

(CONDUCT BRANCH)

IRU

ACCEPTANCE FOR CONDUCTING END TERM EXAMINATIONS (THEORY) (MAY - JUNE 2026)

(PLEASE FILL ALL COLUMNS IN CAPITAL LETTERS)

1. Name of Institution : ECHELON INSTITUTE OF TECHNOLOGY
 (Complete Address with Phone No) : KABULPUR, KHERI - MANJHAWALI
 ROAD, FARIDABAD
 Pin Code: 121101
 Tel. No. : 7988258653
 Fax :
 Res :
 Email: conduct.etfandabadi@gmail.com
- (i) Shift (Please Tick)
- | | |
|--------|--------|
| Single | Double |
|--------|--------|
- (ii) a) Nearest Bus Stand : ECHELON INSTITUTE OF TECHNOLOGY
 b) Nearest Police Station : TILHARON
 (iii) Bus Routes No : 913
 (iv) Nearer to some Prominent Place :
2. Name of the Centre Superintendent : Prof. Mukesh Saini
 Residential Address : A-405, Red Wood Residency
 Sec-78, Faridabad - 121101
 Mobile No. 7988258653
 Fax :
 Res :
3. Name of the Deputy Superintendent : Prof. Shital Prasad
 Residential Address : H-115, Phoenix colony
 old Faridabad, Faridabad
 Mobile No. 9871733760
 Fax :
 Res :
4. i. Seating Capacity : 1000
- | | |
|---|----------|
| ii. Total No. of Rooms | 45 |
| iii. No. of Rooms with CCTV Camera's | 45 |
| iv. No. of Rooms without CCTV Camera's | 1 |
| v. No. of Heavy Duty Xerox Machine/ Printer etc. | 03 |
| vi. Seating Capacity in each Room | 20/40/60 |
| with social distancing norms ((upto 20 Candidates) | |
| vii. Alternative arrangement in case of Electricity Failure | Yes |
| viii. Security arrangement | Yes |
| ix. Number of Permanent Faculty Member (s) | 176 |
| x. Number of Non teaching Staff | 128 |
5. Any other Information :

Note: C.S may ensure availability/functionality of Photostat, fax, internet etc. at the Institute and also smooth conduct of the examination as per norms of the University.

Dated:

(Signature of Director/Principal with Seal)
 Echelon Institute of Technology
 Kabulpur, Kheri-Manjhawali Road,
 Naharpar, Faridabad-121101



EIT COE <coe@eitfaridabad.co.in>

Request for Information Regarding Evaluation of Engineering Answer Sheets

3 messages

EIT COE <coe@eitfaridabad.co.in>

Wed, Jun 10, 2026 at 1:37 AM

To: result3.exam@ipu.ac.in

Dear Sir,

Good Afternoon.

We have received a communication regarding the evaluation of answer sheets for Management Studies on 30.05.2026. In this regard, we would like to know when the evaluation process for the **Engineering Departments** is likely to commence, as the examinations have already been completed.

Further, I tried contacting your office on the official telephone number (+91 11 25302253), but the number appears to be non-functional.

You are kindly requested to send all communications related to the Examinations Department to **coe@eitfaridabad.co.in** so that timely action can be taken at our end at an earliest. Kindly share the details of subjects required to be available for evaluation.

We shall be grateful for your response.

Thanks & Regards.

Prof. (Dr.) M. K. Saini

Controller of Examinations

Echelon Institute of Technology

Faridabad-121001

Contact:- +917988258653

Email- mukeshkumarsaini@eitfaridabad.co.in ,

coe@eitfaridabad.co.in



Institute Vision:

"Technical and Management leaders engaged in the evolution of life, being at the frontiers of the continuous technological and administrative breakthroughs, inspired by ongoing exploration of self, society, and nature through self-reflective consciousness by building a culture of inspiration, exploration, and growth."

Result Branch-III, GGS IP University, Delhi <result3.exam@ipu.ac.in>

Wed, Jun 10, 2026 at 2:12 AM

To: EIT COE <coe@eitfaridabad.co.in>

Acknowledged

In-charge Result-3

Examination Division

Guru Gobind Singh Indraprastha University

Sector 16C, Dwarka - 110078

Ph: +91 11 25302253

[Quoted text hidden]

EIT COE <coe@eitfaridabad.co.in>

Tue, Jun 30, 2026 at 1:02 AM

To: result3.exam@ipu.ac.in

Good Afternoon sir

Have the Evaluation started for engineering Courses. We have made a request earlier to share the information and consider our faculty members for the same.

Thanks & Regards.

• • **Prof. (Dr.) M. K. Saini**

Controller of Examinations

Echelon Institute of Technology

Fardabad-121001

Contact:- +917988258653

Email- mukeshkumarsaini@eitfardabad.co.in ,

mk.saini@fardabad.co.in



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