



Integral University, Lucknow

(Office of the Controller of Examination)

EXAMINATION MANUAL

INTEGRAL UNIVERSITY, LUCKNOW

EXAMINATION MANUAL

1. Objective and Scope:

The conduct of examinations and declaration of results is one of the important activities of the **Integral University, Lucknow**. It is of paramount importance that the examinations are conducted with utmost precision, fairness and objectivity to gain public credibility and esteem. In order to achieve this, all rules and procedures relating to the examinations should be so well outlined as to leave nothing to chance and assumption.

This Manual is an effort in that direction. It defines the roles, responsibilities of the people involved, protocols, procedures to be followed and various steps that have to be taken at all the levels associated with the conduct of the **examinations of the Integral University, Lucknow**.

2. Definitions and Abbreviations (in alphabetical order):

2.1.1 Abbreviations

BoS	Board of Studies
ICC	Instructions and Code of Conduct
COE	Controller of Examinations of Integral University, Lucknow.
CS	Center Superintendent
ACS	Assistant Center Superintendent
CEC	Central Evaluation Centre
DA	Daily Allowance
ESC	Examination Sub Committee for enquiring mal practices etc.
PoE	Panel of Examiners
CA	Continuous Assessment Marks
CT	Class test/sessional marks
TA	Teacher Assessment Marks
UG	Under-Graduate
PG	Post-Graduate
UGC	University Grants Commission

- 2.2 “Academic Year” refers to a year commencing on a particular date in July and ending on a particular date in June of the following year as may be decided by the Academic Council.
- 2.3 “Admission to an Examination” refers to the issuance of admit card by the COE/ Head of the Department; to a candidate as a token of his fulfillment of all the conditions laid down in the relevant academic regulations, provided that, a candidate who does not fulfill all such conditions may, at the discretion of the VC/COE, be admitted provisionally, however, in case all conditions are not fulfilled by the student, subsequently, his/her admission shall be liable to be cancelled.
- 2.4 “**Answer-booklet**” refers to a stitched booklet of fixed pages issued by the University to the students in the examination hall to write answers to the questions listed in the question paper of a subject of examination.
- 2.5 “**Answer script**” refers to the Answer-booklet in which the examinee has attempted/ written answers in response to the questions asked in the question paper on the examination day. It shall only bear a dummy number (CODE) in case of theory paper at the time of evaluation and the identity of the examinee shall NOT be revealed.

- 2.6 **‘Attempt’** refers to either partial or complete appearance by a candidate in an examination. Mere remittance of examination fees shall not amount to an attempt an examination. Absence in exam/paper will not be considered as an attempt.
- 2.7 **“Board of Studies”** refers to the Board constituted in every Department of Teaching/ Study and chaired by the Head or equivalent of the Department with the responsibilities of formulating the Academic regulations and curriculum for various programmes offered by the department. It shall also be responsible for nominating the examiners from various institutions/universities into the Panel of Examiners for each of the courses/ subjects.
- 2.8 **‘Candidate’** refers to a person, who has been admitted to an examination by the Integral University, Lucknow.
- 2.9 **‘Candidates List’** refers to the list of all eligible candidates registered for an examination which includes the name, father’s name, year, semester roll number, enrollment number and the subjects/courses for which the candidate has registered to take the examination.
- 2.10 **‘Central Evaluation Centre/Hall’** refers to a well-secured premises with restricted entry where the evaluation of the theory answer booklets/copies of the Examination is normally conducted.
- 2.11 **‘Center Superintendent’** refers to any person appointed by the Controller of Examinations (COE) to be in overall control and supervision of the Examination Centre for a specified period/session(s) of the Integral University, Lucknow examinations.
- 2.12 **‘Assistant Center Superintendent’** refers to any person appointed by the Controller of Examinations (COE) for assistance in overall control and supervision of a particular Examination Centre for a specified period/session(s) of the Integral University, Lucknow examinations.
- 2.13 **‘Code of Conduct’** refers to the norms to be followed while conducting oneself in the context of the functions/ duties assigned to an individual.
- 2.14 **‘Control Room’** refers to the room which serves as the office at the Examination centre for the staff of Center Superintendent(s) and Assistant Center Superintendent(s) during the examination session.
- 2.15 **‘Course’** refers to a paper of any subject of study either theory or practical during an academic period such as semester. A set of several courses constitute a Programme.
- 2.16 **‘Dummy Number/code’** refers to a number allotted to each Answer-booklet after the examination in order to hide the identity of the examinee to prevent bias and malpractice in the examination.
- 2.17 **‘Errant Examinee’** refers to an examinee that has been caught in an act of misconduct/ unfair-means/ malpractice and booked.
- 2.18 **‘Examination Centre’** refers to any premises consisting of examination halls, control room, service room and other necessary facilities such as drinking water and toilets etc.
- 2.19 **‘Examination Hall’** includes any room, laboratory, workshop or any other premises used for conducting examinations of the Integral University, Lucknow.
- 2.20 **‘Examination Sub Committee’** refers to the committee constituted by the Vice-Chancellor for the purpose of conducting necessary enquiry on matters of the examinations related misconduct/ malpractice and also for the issuance of PhD degree.

- 2.21 **‘Examinee’** means a person who actually presents himself/herself for an examination or a part thereof to which he/ she has been admitted.
- 2.22 **‘Examiners’** means teachers appointed by the COE from among the Panel of Examiners approved by the Vice-Chancellor/COE/Dean/BoS for valuation of theory/practical papers/UG or PG dissertation etc.
- 2.23 **‘Fine’** refers to the sum of monetary penalty imposed on the candidate for valid reasons such as misconduct/ malpractice or any other undue acts of omission by the candidate/ student.
- 2.24 **‘Supporting Staff’** refers to the non-teaching staff member of appropriate rank to help in issuing the Answer Booklets and render other assistance to invigilators during the conduct of examination in the assigned hall.
- 2.25 **‘Invigilator’** means any teaching faculty/ lab assistants/lab instructor of the Departments appointed by the Controller of Examinations (COE) for invigilation work.
- 2.26 **‘Internal/Continuous Assessment’** means the assessment based on continuous internal assessment (CA) tests (two mid semester test/improvement or make up exam= CT and Two quizzes, two assignments and attendance=TA) given to the students during an academic period.
- 2.27 **‘Late Fee’** refers to a sum of money by cash or other valid medium through bank that may need to be paid to the University as a result of failure to meet the deadlines.
- 2.28 **‘Unfare means’** refer to any of the acts prescribed as malpractice in examinations as elaborated in Section 13.
- 2.29 **‘Misconduct’** refers to the behavior or act such as disobeying the instructions, insolent/ violent behaviour, and causing hindrance to the duties of the staff on examination duty etc. as elaborated in Section 13 of this manual.
- 2.30 **‘Near-Relative’** includes wife, son, daughter, son-in-law, daughter-in-law, grandson, granddaughter, grandson-in-law, granddaughter-in-law, sister-in-law, brother-in-law, cousin, nephew, niece, brother, sister, uncle, aunt and such ones as may be indicated by the Integral University, Lucknow.
- 2.31 **‘Panel of Examiners’** constitutes pool of all available examiners from the University and other external Institutions who are enrolled by the Board of Studies after the due process.
- 2.32 **‘Paper of Examination’** refers to any particular paper belonging to a subject for which examination is being held on a particular day.
- 2.33 **‘Paper setter’** means any person appointed by the Vice Chancellor/ BoS/Controller of Examinations from the Panel of Examiners.
- 2.34 **‘Photocopy of answer paper’** refers to a reprographic reproduction of the original Answer Booklet used for answering the questions by the student in the examination.
- 2.35 **‘Programme’** refers to either Undergraduate or Postgraduate Degree programme of study pursued by the students. A Programme consists of several courses that need to be studied by the candidate over the duration of the Programme.
- 2.36 **‘Reviewers’** consist of the examiners who have been appointed by the COE to Review the papers valued by the Examiners.
- 2.37 **‘Paper moderation’** refers to validating the question papers set by paper setters for conformity with the pattern and academic regulations in force. Any erratum/ aberrations/ formats/ choice/ pattern deviation etc. are subjected to necessary corrections before printing.
- 2.38 **‘Paper Moderator’** refers to any person appointed by the COE to scrutinize the question papers received from the paper setters to detect any aberrations, provide remedy and validate it before it is accepted and taken up for the printing process.

- 2.39 **‘Semester’** means the duration of an academic period normally consisting of not less than 90 working days and applies to all programs of study which are conducted in the semester system. There shall be two semesters in an academic year.
- 2.40 **‘Examination Report’** means the report prepared by the Center Superintendent(s)/Assistant Center Superintendent(s) of the Examination centre for that session regarding the number of candidates present/ absent, UFM/ Misconduct if any, Attendance record of invigilators and other examination supporting staff on duty and such related matters with necessary enclosures.
- 2.41 **‘Student’** refers to a person who is enrolled as such by the University/ Department, to pursue education, receive instructions, write examination(s) and qualify for any degree awarded by the Integral University, Lucknow.
- 3. Works to be attended to by the Office of the Controller of Examinations:**
- The following works shall be attended to by the Office of the Controller of Examinations.
- 3.1 Issuance of schedule of examination, notification of examination fees and inviting applications from the candidates for admission into University examination, Convocation and such other related work.
- 3.2 Preparation of detailed schedule of examination and their publication/display on time.
- 3.3 Setting up centers of examinations for theory and practical examinations.
- 3.4 Scrutiny of examination application forms of candidates before the commencement of Practical/ Theory examinations.
- 3.5 Allotment of Roll Numbers to the applicants and to check the amount of fees paid, date of payment, whether paid in full to cover the subject/subjects offered including the carry-over subjects.
- 3.6 Preparation of the subject-wise, paper-wise and date-wise statement to print question papers with code. Question Papers to be printed shall be 20% in excess of the actual requirement in a particular paper.
- 3.7 The question paper packets shall indicate program, c o u r s e / course code, year, semester, date of examinations, name and room no. of examination centre, time shift of examinations, number of question papers in each packet etc.
- 3.8 Maintenance of all records, statistics, stock registers and database of candidates pertinent to examinations.
- 3.9 Processing and passing of bills of remuneration of TA, DA, other Conveyance/Allowance, and Maintenance of correspondence thereon
- 3.10 Registration, distribution and dispatching of day to day communications/ letters.
- 3.11 Appointment of Center Superintendent(s), Assistant Center Superintendent(s), Flying Squad, Invigilators for each session of the examination for each of the examination centres and issuance of instructions regarding the conduct of examinations.
- 3.12 Appointment of officials and other staff required for conduct of examination.
- 3.13 Arrangements for the work for dispatching of all examination material to examination centres, evaluation centres etc.
- 3.14 Announcement of selection and issuance of office orders to the CS, ACS, members and internal and external examiners, paper setters etc.
- 3.15 Arrangement for conducting examination, collection of answer papers, valuation, processing and declaration of results.
- 3.16 Preservation of e valuated answer scripts at least for six months after the

announcement of results and their disposal afterwards.

- 3.17 Arrangement for preparation and distribution of mark sheets and degrees to the candidates.
- 3.18 Collection and maintenance of statistical data regarding the number of examinations, number of candidates registered for each examination, the number of boys, girls, regular candidates and repeaters, pass percentage, and receipts on each category of examination etc.
- 3.19 Preparation of merit lists and their communication to appropriate authorities/bodies.
- 3.20 Collection of work done statements from the paper setters and examiners and forwarding them to the Account Section for payment of remuneration and TA.
- 3.21 Preparation of the lists of lapses and irregularities committed by the evaluators and others and forwarding the list to the competent authorities for consideration and necessary action.
- 3.22 Arrangement for scrutiny of valued answer-booklets requested by the candidates on prescribed application form with due fees.
- 3.23 Scrutiny and passing of the bills of printing and purchase of examination related materials.
- 3.24 Convening Examination Sub Committee and Assisting the Vice Chancellor to deal with all types of cases of misconduct/ malpractices, detected before, during and after examinations.
- 3.25 Dealing with matters of examination fees and refunds, if any.
- 3.26 Passing of conveyance bills, postal reimbursement bills and such other remuneration matters.
- 3.27 Announcement of results of examinations, dealing the cases of withheld results for future announcement and follow up work in cases of any discrepancies.
- 3.28 Issuance of duplicate marks sheets/ duplicate degree, consolidated marks card, provisional degree, rank certificate, etc.
- 3.29 Work related to Convocation as under:
 - 3.29.1 Preparation of Eligibility lists for convocation, faculty wise and year wise.
 - 3.29.2 Receipt and scrutiny of applications for conferring degree in person in the Convocation.
 - 3.29.3 Preparation of Presentation lists, faculty wise, year wise, in person separately.
 - 3.29.4 Preparation of lists of Prize winners, and medal winners.
 - 3.29.5 Print the lists of students attending the convocation and preserving the bound volume of such list.
 - 3.29.6 Writing/printing of degree / Rank certificate /prize or medal certificate, Ph.D. certificate.
 - 3.29.7 Intimating the candidates about the date and venue of convocation.
 - 3.29.8 Distribution of admission cards and parent passes to candidates for the convocation.
 - 3.29.9 Distribution of Degree.
 - 3.29.10 Seating arrangements in the convocation hall.
 - 3.29.11 To attend legal matters relating to examination, if any.

4. Functions of the Controller of Examinations (COE):

- 4.1 The Controller of Examinations shall be the principal officer-in-charge of the conduct of examinations of the university and declaration of the results. He shall be a full-time salaried officer of the university and shall work directly under the directions and control of the Vice-Chancellor.
- 4.2 The Controller shall be responsible for all the work that has to be attended by the office of the Controller of Examinations as listed in Section-3 above.
- 4.3 The Controller of Examinations shall be responsible for maintenance of records, maintenance of marks lists/degrees and evaluated answer scripts. The evaluated answer scripts shall be preserved for six months after the announcement of results. He shall also be responsible for safe disposal/ destruction of the answer-scripts thereafter through tenders except the scripts regarding which court cases are pending.
- 4.4 He/ She shall draw up and notify a Calendar of events for various examinations. It is incumbent on the part of the Controller of Examinations to ensure adherence to the Calendar of events
- 4.5 He/ She shall arrange for the tabulation and announcement of results expeditiously and arrange for the distribution of Marks statements to the department.
- 4.6 He/ She shall arrange to prepare the eligibility list of candidates and presentation lists for convocation and arrange to write/print the distribution of the degree to be conferred at the convocation.
- 4.7 He/ She shall arrange to prepare the merit, rank list and list of prize winners and medal winners.
- 4.8 He/ She shall be responsible for the proper custody and maintenance of marks registers and other valuable and permanent records of the section.
- 4.9 He/ She shall pass the DA and TA bills and other remuneration bills of the staff drafted for the examination work subject to rules.
- 4.10 He/ She shall arrange for the scrutiny of evaluated answer scripts, re- totaling in case of any reported totaling mistakes to redress the grievances of students.
- 4.11 He/ She shall arrange to make enquiries into all types of malpractices committed during examination, evaluation and processing of results etc. through appropriate committees.
- 4.12 The Controller of Examinations shall imitate disciplinary action wherever necessary against the candidates, paper setters, examiners, scrutinizers, or any other persons connected with examinations and found guilty of malpractices in relation to the examinations and refer them to the Examination Sub Committee for appropriate action.
- 4.13 The Controller of Examinations shall keep a record of those persons who have committed lapses in discharging the examination related responsibilities entrusted to them.
- 4.14 He/ She shall arrange for printing of question papers and supply them to the centre of examinations in accordance with the scheme.
- 4.15 He/ She shall issue marks statement, duplicate marks statement, consolidated marks statement, transcripts, rank certificates, duplicate Degree.
- 4.16 He/ She may make any structural changes in the examination administration as and when required in consultation with Vice Chancellor.
- 4.17 He/ She shall exercise all these powers subject to the general control and supervision of the Vice-Chancellor.

5. Duties and responsibilities of the Head Examiners/HOD:

- 5.1 Head of Examiners shall be appointed by the COE/HOD for each Examination (Programme) from among the internal examiners listed in the Panel of Internal Examiners provided such persons satisfy the following conditions:
 - He/she shall preserve strict confidentiality regarding the work allotted to them and shall not violate the integrity of the examination system.
- 5.2 Head Examiner/HOD has to prepare the list of question papers, with title and code, to be set programme-wise, semester-wise, subject-wise (Scheme/ Regulations-wise).
- 5.3 After the preparation of the list of question papers to be set, the same has to be forwarded to the COE with the syllabus of the paper, Question paper pattern/ Model Question paper, and if possible previous question paper.
- 5.4 Head Examiner/HOD shall arrange with the approval of the COE, for the conduct of practical/ clinical/ projects examinations preferably earlier to the commencement of theory examinations or later as the case may be.
- 5.5 He/she shall verify and confirm the required number of examiners and ensure that the evaluation work is completed within the stipulated time..
6. **Panel of Examiners:**
 - 6.1 A panel of examiners shall be enrolled for each subject of study with the approval of Board of Studies of each Department. All faculty members of Integral University will automatically become the examiners in the respective department board.
 - 6.2 The Chairman of the Board of Studies shall arrange for a list of all eligible examiners from various Colleges/ Institutions/ University departments in addition to the faculty members of Integral University.
 - 6.3 The list of such eligible examiners shall be placed in the respective Board of Studies for enrollment of the eligible examiners into the Panel of Examiners as per the University norms after due approval.
 - 6.4 The list of Examiners and question paper setter shall be constituted from among the panel of Examiners prepared and submitted by the Board of Studies of the respective Departments for each Programme offered in the Department of Study.
 - 6.5 Examiners shall be appointed by the Vice-Chancellor/Controller of Examinations from the panel of examiners listed by the BoS.
 - 6.6 It shall be the duty of the Heads of the Departments to prepare seniority-wise detailed panels of examiners and place the same before the respective Boards of Studies for approval.
 - 6.7 It shall be the duty of the member of the panel of examiners to scrutinize/moderate and approve sets of question papers, with necessary translation wherever necessary, and submit the same to the confidential section of the Office of the COE.
7. **Question Papers:**
 - 7.1 All arrangements shall be made to get the required sets of question papers for each paper of examination sufficiently in advance to the commencement of the examination period.
 - 7.2 The question paper(s) shall meet the specifications/ pattern as per the academic regulations of each programme of study in the University. Question papers for each subject shall be available in multiple sets to meet any eventuality.
 - 7.3 The question paper-setters shall be communicated regarding their appointment together with the necessary instructions, syllabus, model question

papers, question paper pattern, forms of acceptance, inner cover and outer cloth cover, remuneration forms and other related stationery etc.

- 7.4 Whenever, a paper setter declines the offer, alternative arrangements shall be made expeditiously to get the paper set by a suitable alternative paper-setter.

8. Appointment of Question Paper Setters/ Scrutinizers:

- 8.1 No one can claim appointment as paper setter/ scrutinizer or any other examination work as a matter of right. The COE shall finalize the question paper setters/ scrutinizers from the BoE.
- 8.2 No person shall be appointed as a paper- setter for an examination if any of his/her near relatives are appearing for that examination.
- 8.3 The paper setters/ scrutinizers are required to submit their intention of acceptance/ decline of the offer.
- 8.4 The Internal paper setters/ scrutinizers shall normally not decline the assignment of examination work except in extraordinary situations since examination duty is treated as an essential service by the University. The external paper setters/ scrutinizers shall intimate their acceptance or otherwise as soon as they receive the communication from the University or in the prescribed time limit. The acceptance of the offer may also be informed by email/postal mail to the COE. If no communication is received within the prescribed time limit, it will be presumed that the assignment is not accepted by the paper setter/ scrutinizer.
- 8.5 If by chance, a wrong subject has been assigned to the paper-setter, he/she shall indicate the same and decline the offer. They shall NOT accept an offer that is NOT related to his subject/ expertise/ knowledge domain.
- 8.6 The paper setters/ scrutinizers/ examiners shall follow all the regulations of the University from time to time with respect to setting of question papers, scheme of evaluation etc.

9. Functions and Responsibilities of Paper Setters:

- 9.1 The Paper setter shall set the papers only on the texts and courses of study prescribed, and ensure that no question on topics not included in the prescribed syllabus is set.
- 9.2 The Paper Setter shall take all the necessary precaution for the maintenance of confidentiality of his/ her appointment and the question paper(s) submitted set by him/ her.
- 9.3 The Paper setter shall set the number of sets of question papers as requested, as per the prescribed pattern containing questions covering a wide range of contents of the courses for which they are set and send them all in sealed packets to the COE.
- 9.4 The Paper setter shall ensure that the question papers set carry the correct name of the subject, Title and code of the paper, applicable Regulation(s). He/ she shall also indicate the duration of the paper, the maximum marks allotted to each question of the paper, choice, and maximum marks of the full paper. If the question paper is common to one or more schemes/courses, it shall be clearly indicated.
- 9.5 The Paper setter shall provide necessary instructions for the guidance of candidates at the top of the question paper. Any Mathematical, Physical tables, charts, data and handbooks permitted to be used should also be clearly indicated.
- 9.6 The question paper should be fairly distributed over the whole syllabus of study and not concentrated on any one or a few units/ portions only.

- 9.7 The question paper setter shall indicate the permissible use of mathematical, physical tables, charts, data or hand books and gazettes etc. which are permitted to be used by the examinee in the INSTRUCTIONS.
- 9.8 If there are any sections which need to be answered in different answer-booklets, the paper setter shall provide clear instructions for the same. The number of questions to be answered in each section shall also be indicated clearly. All questions and subdivisions shall be marked clearly as per the pattern provided.
- 9.9 The Paper setter shall write the questions legibly in Ink or type personally, avoiding additions, alterations and erasures. Abbreviations are to be avoided. Special care shall be taken in the delineation of mathematical signs of index figures. He/she should workout the numerical problems before including them in the question papers.
- 9.10 The paper setters shall write/type the questions in the blank sheets specifically supplied for the purpose by the University or on / A4 papers. The questions should be written/typed clearly and legibly. Sufficient space should be provided between two questions.
- 9.11 The Paper setters shall observe strict secrecy regarding the work allotted to them. The Paper setter is not permitted to keep carbon copies of hand written question paper. Drafts or copies of the paper set should be destroyed as soon as the papers set have been sent to the COE.
- 9.12 The paper setter shall not delegate the task of setting the question paper partially or entirely to anyone else.
- 9.13 The question papers and scheme of valuation, if any, shall be enclosed in the labeled inner cover, sealed and included along with other information/ forms and claim bills in an outer cover.
- 9.14 The check list shall be marked to ensure that all required documents/ components have been included in the envelop.
- 9.15 The Paper setter must carefully paste the inner cover provided by the University and affix his/ her signature on the joints of the cover and fix a cellophane tape on the signatures. The Paper setter shall fill in all the details required on the inner cover. This inner cover shall then be enclosed in a cloth-lined outer envelope marked "CONFIDENTIAL" and sent through Speed Post/ Registered post to the Controller of Examinations, or delivered to the COE in person.
- 9.16 The paper setter shall also submit the remuneration and postal expenses claim bills in the outer cover/ or separately with all the details to the COE.
- 9.17 The paper setter shall send the declaration/undertaking and check list along with the Question papers set.
- 10. Handling Question Papers Received from Paper Setters:**
 - 10.1 The question paper(s) received from the respective paper setters are processed and stored securely maintaining full confidentiality warranted of an examination system. An account keeping must be done in order to send reminders to the paper setters if question papers are not received within the stipulated time.
 - 10.2 All the question papers received from the paper setters are subjected to scrutiny in order to validate their conformity with the pattern and academic regulations in force. Any erratum or aberrations are subjected to necessary corrections.
 - 10.3 The printing of the question papers shall be done in a classified zone with restricted entry. The printing process shall NOT leave any trail which may

eventually result in the leakage of full or part of the question paper.

- 10.4 All the printed question papers shall be packed in cover and sealed securely for storage under the custody of the COE.
- 10.5 The sealed envelopes containing question papers should be arranged examination-wise and Paper-Code Number-wise and kept under strict secrecy and vigil. The almirah, in which these question papers are kept, should be sealed every time it is opened.
- 10.6 Relevant sealed envelopes containing the question papers should be taken out of the confidential almirah strictly in accordance with the Examination Programme. Envelopes should be counted and an entry should be made in the Register before the envelopes are carried to the Control Room of each of the Examination Centers.

11. Duties of Question Paper moderators:

- 11.1 Question paper moderators are appointed from the current Board of Examiners as a validation process for the purpose of carefully examining the question papers for any aberrations, errors, spelling mistakes, pattern, scope, distribution of marks etc. or any other lapse and providing necessary corrections.
- 11.2 The Question paper moderators shall be present at the moderator's room at the office of the COE of the University on the assigned date and time to fulfill the given responsibility. He/ she shall express his/ her consent or otherwise to the COE as soon as such an appointment of duty is received as suggested in the communication.

12. Pre-Examination Work/ Activities:

12.1 Preparation of Candidates list:

- 12.1.1 A list of all eligible candidates for each examination shall be prepared after thorough scrutiny and accounting for attendance, due fee/fine/late fee, if any from the data base system at examination computer center (SDC).
- 12.1.2 The list shall contain the candidate's name, father name, enroll no, roll no, and the name & code numbers of the courses/ subjects in which he/ she has registered for appearing in the Examination.

12.2 Admit Card:

- 12.2.1 The admit card is issued to all the eligible candidates admitted to the University examination. Any Candidate found ineligible due to valid reasons such as attendance deficiency etc. shall not be issued admit card.
- 12.2.2 Admit Card shall contain information regarding the name of the candidate, candidate father's name, Date of Birth, photograph, Year of Admission, Programme of Study, enrollment number, Roll number, year/semester, center code, name and code of the subject(s) in which he/ she is registered for the current examination and also general instructions.
- 12.2.3 The office of the COE in consultation with Software Development Cell (SDC) shall allow the concerned Departments to print the admit cards from Student Management Information System portal (SMIS) at least 3 days before the commencement of the examinations. The Department office shall distribute it after due verification to the concerned student with due acknowledgement by signature. If any discrepancy or error is found in the Admit Card, it should be communicated to the concerned examination section with the recommendation of the Head of the Department.

12.3 Scheduling and Time Table of Examinations:

- 12.3.1 While scheduling examinations, all care should be taken to ensure that NO overlap in the subjects/ papers of examination occurs for any regular or carryover candidates.
- 12.3.2 The Examination schedule shall be cross validated for any overlap and necessary amendments shall be made in consultation with respective departments.
- 12.3.3 The scheduling of all Practical Examination shall be as per the academic time line/academic calendar issued in the beginning of semester.
- 12.3.4 The Time tables shall be posted on the University website before the commencement of the examinations.

12.4 Initial Preparations for the Theory Examination Period:

- 12.4.1 The number of Candidates, day-wise, shift-wise, shall be ascertained on the basis of the examination schedules, list of candidates registered and admitted for the University examination.
- 12.4.2 On the basis of the number of candidates and the seating capacity of halls available, the number of examination halls required should be fixed and necessary steps should be taken to make arrangements for the conduct of examinations.
- 12.4.3 The order of appointment of invigilators be issued and communicated to the invigilators.
- 12.4.4 A Control Room and Services Room that is considered accessible and at the same time secure (safe) are identified at the Examination centre for the entire period of examination.
- 12.4.5 Attendance verification sheet of candidates seated in each of the examination hall is prepared based on the Programme of study and Semester/ Year of study.
- 12.4.6 Preparation of Answer-booklets Stock register at the examination centre which needs to be updated after each session of examination.
- 12.4.7 Specific number of Answer-booklets shall be prepared room-wise. The University seal shall be affixed.
- 12.4.8 Seating plan should be prepared for each room and displayed in the respective rooms.
- 12.4.9 It should be verified that sufficient quantum of Question Papers of each paper have been received in sealed envelopes. The sealed envelopes are arranged date-wise, room-wise and paper-wise and kept inside a sealed almirah/safe/ locker. A copy of the time table is kept in the almirah/ safe with the envelopes of Question Papers. This should be available for ready reference every day. It should be seen every day before taking out the envelopes before the scheduled time of the examination.

12.5 Appointment of Supporting Staff for Examination Centre:

The COE shall appoint a team of members from various cadres of staff from various departments of the university in the Office of the COE to facilitate the conduct of day-to-day affairs in the conduct of examinations at the Centre. Such staff shall be responsible for all the activities outlined in Section-12.

13. Duties and Responsibilities of Centre Superintendents:

- 13.1 The COE shall appoint the Centre Superintendent(s) and communicate his/her appointment order in sufficient advance of the commencement of examinations. Each Centre of examination shall have one or more Centre Superintendent(s) who shall not be less than the rank of Professor, based on the number of examinees and examination halls.

- 13.2** The Centre Superintendent (CS) who finds it impossible to attend to the work assigned shall submit the reasons to the COE expressing the reasons and the details of alternative arrangement (Professor consenting to serve as Centre Superintendent) sufficiently in advance to the assigned time of duty.
- 13.3** The Centre Superintendent(s) shall be responsible for the proper and smooth conduct of examinations at his/her/their centre. He/She shall take all necessary action before, during and after the examination for the smooth conduct of examination and dispatch of answer-booklets promptly to the control room/office the COE.
- 13.4** The CS shall ensure that staff involved in control room prepares a Report of candidates present during the examination session at his/her centre for each programme of study and each subject of examination and forwards the same to the COE. A record of the usage of Answer-booklet in an examination session shall also be prepared.
- 13.5** The CS shall ensure satisfactory seating of candidates taking the examination and resolve any contingency issues that may arise in seating arrangement. He/She shall ensure that all candidates are treated equally without any discrimination.
- 13.6** The CS shall depute the required number of invigilators in each examination room. One invigilator shall be allotted for every 20 students or part thereof as far as possible.
- 13.7** The CS shall make sure that as far as possible, invigilators are allotted room at random and that no Hall invigilator shall have prior information of the room to which he/ she shall be posted.
- 13.8** The Centre Superintendent shall briefly address all the supervisory staff prior to the commencement of examination and remind them of their duties and responsibilities. He/ She shall particularly impress upon them the need to prevent malpractices by scrupulous observation of rules. He/ She shall also explain to the supervisory staff the procedure of reporting when a case of malpractice is detected.
- 13.9** The CS shall inform the Hall Superintendent and candidates personally that no additional Answer Booklet will be provided and the candidates have to write their answer only in the Answer Booklet supplied to them in the Examination by the University.
- 13.10** The CS shall not leave the Centre of Examinations during the period of examination without the prior permission of the COE. In case of emergency, he/ she shall make arrangements for the proper conduct of examinations by entrusting the responsibility to an eligible member of faculty, and report the arrangements made to the COE and obtain approval, before leaving the centres of examination.
- 13.11** The CS shall ensure that the question paper packets for each hall is sealed and not tampered with before handing it to the invigilator prior to the Examination session not earlier than half an hour fixed for the commencement of the examination in that hall.
- 13.12** The CS shall arrange staff to collect back the undistributed question papers from the examination halls at the end of the examination session along with the Answer scripts.
- 13.13** The CS shall attempt to resolve any serious misprint, wrong code, mistranslation, omissions or ambiguity etc, noticed or reported to him in the question papers by referring to the original scripts of the respective question paper and shall not, on his own accord or at the instance of any other person, give any clarification, unless it is a clear case of apparent misprint. Serious disparity in the question paper shall be immediately reported to the COE by phone and the issue resolved according to his instructions.
- 13.14** The CS shall ensure that only candidates with valid admit cards issued by the

University are allowed to take the examination. If a candidate has lost the Admit Card, the Centre Superintendent shall arrange to issue duplicate conditional permission after verification of his/ her Identity and credentials in candidates list and getting an undertaking from the candidate.

- 13.15** When the subject/paper is wrongly indicated in the admit card issued, the Centre Superintendent shall give the correct subject/paper provisionally after an undertaking by the candidate. Such provisional permission is subject to the approval of the University. The student shall be made aware that incase the contention of the candidate is found to be not valid; his/her answer script may not be valued. All such cases of admissions are provisional till they are approved by the University.
- 13.16** The CS shall ensure that no candidate is admitted to the examination hall 30 minutes after the commencement of the examinations and no candidate is allowed to leave the examination hall within 30 minutes of the commencement of the examination. The Centre Superintendent shall arrange for the ringing of bells to mark the examination timings as per Section-11 below.
- 13.17** The Centre Superintendent shall take action against an examinee indulging in malpractice or attempting to use unfair means as defined in Section below, in the examination room or within the premises of the examination centre. All malpractices shall be reported and shall be handled as per the guidelines given in the Examination Malpractice Handling guidelines provided in Section below.
- 13.18** All the Answer-booklets confiscated in malpractice UFM cases during the examination session should be packed separately in one bundle and marked "Malpractice UFM Case" on the label. Such answer-booklets shall NOT be mixed with the regular answer-booklets.
- 13.19** The CS/ACS shall sign all relevant records such as invigilators attendance sheet, answer booklet usage in the session, programme/ subject-wise attendance summary for a session and remuneration acknowledgement sheet etc. relevant to the examination session.
- 13.20** In case of any major law and order problem or in the event of any external factor causing a disturbance in the Examination centre, the COE/Dy. Registrar Examinations Office should be notified immediately by the CS. It is essential that any incident or condition which could potentially cause disturbance or discomfort to students is reported.

14. Duties and Responsibilities of the Invigilators:

- 14.1** The Invigilators are appointed by the Controller of Examinations to perform invigilation work during the specified sessions of theory examinations conducted by the university.
- 14.2** The Invigilators shall report to the Centre Superintendent (CS) at least 45 minutes before the commencement of the examination on the first day and 30 minutes before on successive days/ sessions of examinations at the control room. The invigilators should affix their signature in the duty attendance sheet of the session and wait for the allocation of the examination room and issuance of the question paper packet for the room.
- 14.3** On allocation of the examination room at the Control room, the invigilators shall go to the examination room allotted at least 10 minutes before the commencement of the examination with relevant examination materials and ensure that no incriminating or any other materials are found in the room.
- 14.4** All the invigilators must remain in the examination room for the entire period of examination. Invigilators are advised to keep constant vigil on the examinees in the room.

- 14.5** The candidates shall be admitted into the examination room 15 minutes before the commencement of the examination. The invigilators shall announce to the candidates to leave the books, papers and other reference materials etc., outside the examination room/building.
- 14.6** The invigilators should read out the warning note: "You should follow the instructions printed on the Admit Card and on the facing of the answer-booklet. You should search your pockets, desks and tables and handover to the Invigilators any paper/ book/ notes/ manuscripts/ photocopies/ electronic gadgets which you may find there and close surroundings, before receiving the question paper in hand"
- 14.7** Invigilators shall ensure that any undesired materials brought by the candidates are left outside the room/building at their own risk.
- 14.8** The invigilators shall warn the candidates about the possession of mobile phones, digital equipments and other electronic gadgets except a simple wrist watch. The candidates should be advised to submit the same to the invigilators if they have inadvertently brought to the examination room.
- 14.9** If any student has not brought his/ her Admit Card, the matter should be brought to the notice of the CS/ACS for issuing provisional admit card after submitting the required fee and verification of the identity of the candidate and in the Candidate List.
- 14.10** The invigilators shall ensure that candidates are seated before the commencement of the examination. No candidate is allowed to enter the examination room after the first 30 minutes for whatever reason.
- 14.11** The invigilators shall distribute the Answer Booklets ten minutes before the commencement of examination, only to those candidates, who are seated in the examination room and are not to be placed on the vacant seat.
- 14.12** The invigilators shall distribute the question papers to the candidates seated in the examination room only when the commencement bell of the examination is given.
- 14.13** When candidates seek clarification on question paper that cannot be dealt with by the room Invigilators in the examination room, the invigilators shall immediately notify the Centre Superintendent who will endeavor to obtain and convey the necessary information to the student(s). If the matter cannot be resolved by the CS, the Examinations Office must be informed immediately to resolve the issue through subject teacher/moderator.
- 14.14** The invigilators shall affix his signature at the appropriate place on the first page of the Answer Booklet only after checking the identity of the candidate with photo on admit card and also ensuring that the candidate has written the correct roll number, course, date of exam, signature etc in relevant fields of the first page of the Answer Booklet. He shall also secure the signature of the candidates in the attendance sheet(s) provided for the room.
- 14.15** The invigilators shall mark the absentees only after the first 30 minutes of commencement of the examination. A consolidated statement of the number of candidates present, absent and the absentees" numbers shall be prepared.
- 14.16** The invigilators should not allow any candidate who arrives later than 30 minutes into the examination room. No extra time shall be given at the end of the examination to account for the late arrival of those candidates permitted within the first 30 minutes.
- 14.17** The invigilators should not allow any candidate to leave examination room for any purpose within the first half an hour of the commencement of the examination.
- 14.18** The invigilators shall not accept the Answer Booklet of any examinee without ensuring that, it bears his/ her University roll number, other information asked on the title page of the Answer Booklets and that the blank pages in the Answer Booklet are crossed out by the examinee with pen.

- 14.19** The invigilators shall remain alert in the examination room and shall attend to the requests of the candidates for supply of the graph sheets & other relevant material.
- 14.20** All Room Invigilators are expected to remain in the room for the entire duration of the examination. In the eventuality that the invigilators must leave the room in order to clarify a question or other emergency, it shall be made sure that there is at least one invigilator present in the room. Such absences must be kept to a minimum.
- 14.21** The candidate visiting the toilet should be properly escorted; however frequent visits to the toilet by the candidate should be discouraged. No student will be allowed to go to the toilet in the first half an hour and the last 30 minutes.
- 14.22** The invigilators shall alert the examinees about the time remaining for the examination session.
- 14.23** The invigilators shall ensure that, there is no communication among the candidates in the examination room. The Room Invigilators shall not allow the candidate to use unfair means in the examination room. Smoking, chewing tobacco/paan etc. is strictly prohibited in the examination room while the examination is in progress.
- 14.24** The invigilator should report to the Centre Superintendent/ACS the cases of insolent, indecent, undisciplined and undignified behavior of candidates.
- 14.25** While making rounds of the examination room, if the invigilators notices that any candidate is indulging in copying or possessing a manuscript or Answer Booklet other than that of the candidate, any written material on calculator/ geometry box / scale, he/she shall immediately take in his/ her possession the candidate's Answer Booklet, question paper, and the materials which he/she has used or intended to use for copying and immediately should be recorded in the appropriate form along with a statement from the candidate. He/she should not allow the candidate to leave the examination room and a „B” answer booklet be given to the candidate for writing the paper.
- 14.26** The invigilators should not tamper with the Answer Booklets issued to the candidates for any reason whatsoever. Malpractices are recorded in the appropriate form along with a statement from the candidate. He should ensure that if a candidate is asked to give a statement in connection with suspected or proven malpractice or use of unfair means but is unwilling to do so, she/he shall not be forced to give the statement. The fact of his/her having refused to make a statement shall be recorded by the invigilator(s) on duty, at the time of occurrence or detection of the incident or immediately thereafter.
- 14.27** The Room Invigilators shall arrange the written Answer Booklets returned by the candidates at the end of the examination in proper order for each subject and programme and tally the same with the attendance of the candidates. He/she shall be responsible for the safe possession of all Answer Booklets until it is handed over to the Answer-booklets receiving staff in the Control Room. The receiving staff shall receive the Answer-booklets after due verification and tally with the attendance.
- 14.28** The invigilators shall not leave the Examination Centre premises until he/she personally hands over the Answer Booklets at the Control Room to the designated staff and return the examination relevant materials of the examination session in their possession.
- 14.29** In the event of an emergency alert, all candidates should be instructed to stop writing, leave all papers, answer books and bags and silently leave the room. It should be made clear to students that examination conditions will continue until they are told otherwise.
- 14.30** When any candidate feels extremely sick/ distressed, the invigilators may request the CS/ACS to make arrangements to escort the sick candidate to the University Hospital with necessary transport arrangement with the help of the

supporting staff in the control room.

- 14.31** Answer Booklets Confiscated due to unfair and malpractice of the candidates shall be handed over separately without mixing them with the regular answer booklets.
- 14.32** Any dereliction of duty on the part of the invigilators is recorded and the CS shall initiate necessary action as per the provisions of the examination regulations and report the same to the COE immediately.

15. Examination Session Timings and Bell Alerts:

- 15.1** Unless otherwise notified, the forenoon session of theory examination shall be between 9:30 AM to 12:30 PM for all on-campus examinations.
- 15.2** Unless otherwise notified, the afternoon session of theory examination shall be between 1:30 PM to 4:30 PM for all on-campus examinations.
- 15.3** The schedules for practical examinations to be conducted in the specified laboratories of the departments shall be notified in the examination notice boards of the respective departments at least a week in advance.
- 15.4** In an examination session there will be a total of 6 Bell alerts. The scheme of ringing of the bell during the examination session and the operations linked with it are given below:

15.4.1 First Long Bell 10 minutes before the commencement of the Examination:

- Candidates enter the examination hall and take their respective seats.
- Answer-booklets are distributed.

15.4.2 Second Long Bell at the Scheduled start-time of the examination of the session.

- Start of the examination.
- Question papers are distributed.
- No Candidate should be allowed to leave the examination hall until the next bell.
- Invigilators shall check the identity and admit cards, verify the first page entries of Answer-booklets and affix the signature on the Answer-booklet Front page at the appropriate place and complete the verifications round with examination invigilator.
- Invigilator shall take the attendance of examination on the attendance sheet.
- All the absentees should be marked "ABSENT" on the attendance sheet.
- No Candidate should be allowed to enter the examination hall.

15.4.3 Third Bell - One Strokes at the end of 60 minutes of examination.

15.4.4 Fourth Bell - Two Strokes at the end of 120 minutes of examination.

15.4.5 Fifth Bell - One Short Stroke bell at the end of 170 minutes of examination.

- Warning 10 minutes before the end of the examination.
- Candidates are alerted about the remaining time.
- Candidates are reminded to enter the total pages written and strike off the unwritten blank pages in the answer booklet.

15.4.6 Sixth Bell - One Long Bell at the end of 180 minutes of examination.

- End of Examination.
- Answer booklets are collected.

- 15.5** The ringing of bell will be according to the time indicated by the watch/clock in the Control/ Services Room. Different watches may show different times

but, for the purpose of the examination, the watch/clock of the Control/ Services Room will be treated as authentic.

16. Control Room at the Examination Centre:

The control room shall function as office at the Examination centre. The rooms shall be easily accessible from all the examination rooms and at the same time secure and safe.

16.1 Examinations Control Room/Service/support Staff:

During the period of University examinations, staff of various ranks from the Office of Controller of Examinations shall be deputed to each Examination centre in sufficient numbers to attend to the duties related to the conduct of examinations for the entire duration of Examinations. The support staff may be drawn from the non-teaching staff of appropriate rank of various departments of the University.

16.2 Summary of functions of the staff of Room for each day of examination:

16.2.1 Seating Chart be exhibited on the Notice Board.

16.2.2 Instructions to candidates/examinees are exhibited on the Notice Board.

16.2.3 Candidates are assigned to Examination rooms.

16.2.4 Signature of invigilator who report on duty, be taken in the relevant form.

16.2.5 Outer Packet containing the question paper packets for the session is opened, 15 minutes before the commencement of the examination.

16.2.6 The question papers be taken out of the envelopes. The subject printed on the question paper should agree with the subject mentioned in the Time Table.

16.2.7 Materials are issued to the invigilators from the Control Room. Signatures are taken as an acknowledgement of their having received the materials.

16.2.8 The Control Room will collect the following items from the invigilators after half an hour of the commencement of the Examination:

- Attendance sheets/verification of candidates. These should be signed by candidates as well as the invigilators.
- Remaining Main Answer Booklets and supplementary answer book (B).
- Remaining question papers.

16.2.9 A record of the usage of Answer-booklets shall be maintained for each session. Session-wise consumption records shall be updated in the Answer-booklets Stock Register at the end of each session with signature of the person concerned.

16.2.10 Account of Question Papers is prepared. Entries are made in the concerned Stock Register. Envelopes are retained in safe custody.

16.2.11 Seating arrangement of the next day is prepared. Four copies of the seating map are prepared.

16.2.12 Packets of Main Answer Books, Supplementary Answer Books, and different proforma are kept ready, for the next day.

16.2.13 Superintendent should take rounds to ascertain the performance of duties by the invigilators.

16.2.14 Water should be served to candidates in the Examination Room.

16.2.15 After three hours, the Control Room should collect the Answer Books from invigilator, check them, count them and send them to the University examination section in sealed covers.

16.2.16 Session report in two copies be prepared and signed for each session of Examination.

16.2.17 Various examination related Forms filled and signed by invigilators, be placed immediately in the corresponding file covers.

- 16.2.18** Packet of Answer-booklets caught in Misconduct/ Malpractice/ Unfair-means is sent separately with the incriminating evidence along with the candidate's statement, invigilators/flying squad report and CS/ACS report.
- 16.2.19** Perform any other relevant work/ activity that may be necessary.
- 16.3 Answer-booklets**
- 16.3.1** Answer-booklets shall in no case be stamped in larger quantity than required for each session/ day's use so that any misuses/ malpractices are prevented.
- 16.3.2** Only University seal shall be used on all the answer book list.
- 16.3.3** The Answer booklet stock register should be made available for Inspection by the Observer or Centre Superintendent or any other authority concerned with the Examinations.
- 16.4 Room Arrangements & Seating Arrangement during the Examination:**
- 16.4.1** The Examination Hall(s) should have adequate light and ventilation. It should be clean and tidy. Sufficient furniture, viz. desk, chairs, tables, benches should be provided to the candidates. It should be ensured that the atmosphere around the Examination room remains calm and quiet.
- 16.4.2** The examination section shall prepare well in advance, the statement regarding seating arrangements for the candidates.
- 16.4.3** Each Candidate shall be allotted a definite seat for each paper of the examination. It is preferable to allot the same seat for a candidate for his entire examination. The seat allocation for carryover paper candidate may vary for each of the back/ carryover paper due to logistics and administrative constraints.
- 16.4.4** Sufficient space should be given between two examinees so that the neighboring candidates may not peep into each others' Answer booklets. As far as possible, two adjacent candidates shall not be writing the same subject/ paper. If necessary, a candidate of a different subject or paper shall be seated between two candidates of the same paper.
- 16.4.5** Seating charts/plan should be displayed prominently showing the position of candidates (according to their roll number) in each room for each day at accessible place for the examinees (inside/ outside the room) and copy of the same shall be retained for the sake of documentation and record keeping.
- 16.4.6** On the first day of Examination, the Examination room(s) should be opened half an hour before the commencement time in order to enable candidates locate their allotted seat. On the remaining days of the Examination, the rooms should be opened 15 minutes before the commencement of examination.
- 16.4.7** Special care may be taken in providing a seat to a candidate who suffers from any infectious disease so as to avoid any adverse effect on the other candidates. Candidates who cannot climb staircase due to their physical condition shall be provided sitting arrangement in a room at the Ground floor.
- 16.5 Packing of Answer-booklets after the examination:**
- 16.5.1** Immediately after every session the answer books of each paper collected from candidates will be arranged in the serial order of roll Number and after counting them and checking the number of answer books with the number of candidates appeared, the same shall be packed in covers of suitable size. The answer scripts must be packed as below:
- 16.5.2** Answer books of only one subject and one examination must be packed in sealed packet(s).
- 16.5.3** Several such packets of answer books shall be bundled and wrapped in appropriate material (cloth/ paper).

- 16.5.4** The answer books related to Malpractice/ Misconduct shall NOT be mixed or packed with the regular answer scripts. In each case of malpractice, the answer books shall be packed along with the confiscated incriminating material (duly signed by the examinee), report of the invigilators/flying squad and statement of the errant examinee.
- 16.5.5** The consolidated report of the CS/ACS on all cases of reported malpractices/ misconduct shall be placed in the outer cover which shall contain all individual covers of reported malpractice cases.
- 16.6 Documentation of Reports of the Examination Session:**
The following records are consolidated, packed and sent to the Office of the COE after each session/ day of the examination at the examination centre.
- 16.6.1** Attendance Statements of Candidates sorted programme-wise/ subject-wise, Attendance statement of Superintendents and all staff on examination duty.
- 16.6.2** Attendance summary Statement programme-wise/ subject-wise be prepared and sent to the Office of COE.
- 16.6.3** Answer booklets packing list for each bundle/ bag/ box.
- 16.6.4** Record of the instances of Malpractice/ Misconduct and the related materials such as answer-booklets, incriminating materials and reports of invigilators & CS/ACS.
- 16.7 Transportation of Answer-books from Examination Centre to the Office of the COE:**
- 16.7.1** All the Answer-books and Reports/ Records of the examination held on the session/ day shall be packed safely and dispatched to the Office of the COE in the University vehicle securely.
- 16.7.2** The person in-charge of the receipt and safe-keeping of answer books after the examination shall receive those bundles from invigilators/examination centre(s), check for the integrity of the packing. He/ She shall then arrange to keep them safely and securely till taken up for further processing.
- 17. Misconduct and Malpractices in Examination by Candidates:**
In the Examination room the candidate shall be under the disciplinary control of the invigilators and he/she shall obey the instructions of invigilators. No candidate shall use unfair-means or indulge in disorderly conduct or malpractice during, or in connection with the examinations.
- 17.1 Misconduct:** A candidate indulging in any of the following acts in the examination hall will be considered as Misconduct in the examination and booked for the same.
- 17.1.1** Candidate blatantly disobeying the instructions of the centre Superintendent (CS/ACS)/ invigilators flying squad member or any other university appointed officials on examination duty.
- 17.1.2** Candidate exhibiting insolent/ violent behavior with the invigilators or other examination staff or other examinees. Unruly behavior in or near the examination room.
- 17.1.3** Acts of threats, violence, creating disturbance inside/ outside the examination hall, preventing other candidates from entering the room, misbehavior with the supervising staff etc.
- 17.1.4** Bringing dangerous weapons/ articles into the examination centre/ room on any pretext.
- 17.1.5** Any acts by candidates that hinder the discharge of duty by staff on examination duty or the smooth conduct of the examination.
- 17.1.6** Tearing off or mutilating an answer booklet or any part thereof.
- 17.1.7** Talking with neighbours, showing signs or signals to others in the hall/

verandah.

- 17.1.8 Writing the examination even after the final bell despite several calls to stop writing.
- 17.1.9 Causing damage to the belongings of Examiners, as an act of vengeance.
- 17.1.10 Arranging outside persons to terrorize the examination staff.
- 17.1.11 Causing damage to examination material/ records.
- 17.1.12 Assaulting physically or attempting to attack any examination staff while being caught/ booked for any malpractice.
- 17.1.13 Writing filthy/ indecent/ vulgar words or sketching obscene figures etc. in the answer-booklet or black board, walls or furniture at the examination centre.
- 17.1.14 Tampering with the particulars, including register number, written on another candidate's answer-book and/ or writing wrong particulars, including register number on one's own answer-booklet.
- 17.1.15 Refusing to be searched by the invigilators/ CS/ACS any other member of the supervisory staff, or obstructing or hindering such search in the examination room, Verandah, etc.

17.2 Malpractices:

A candidate indulging in any of the following acts in the examination room will be considered as committing malpractice(s) in the examination and booked for the same:

- 17.2.1 Possession of printed/ photocopy / manuscripts pertaining/ not pertaining to the day's examination, or in the form of book, pages of a book or loose sheets, or any other matter not permissible to be brought into the Examination hall.
- 17.2.2 Possession of Tables, Hand books, Code books etc. which are not permitted for the day's examination.
- 17.2.3 Possession of Programmable Calculators, Mobile Phones, Smart watches/ Bluetooth or Wi-Fi enabled devices, Pagers, Organizers, Digital memory pad etc. with/ without matters related to the day's examination stored in them.
- 17.2.4 Possessing any other prohibited material that may be of help in writing answers or facilitate copying in the examination room.
- 17.2.5 Writing any matter, formula, definitions, sketches in any part of the candidate's body, dress, handkerchief, instrument box, calculator cover, wall, table, drawing board, Question paper, admit Card etc. which may have relevance to the syllabus of the examination-paper concerned.
- 17.2.6 Exchange of admit Cards, question papers, scales, calculator, instrument box etc. with any formula, answers, sketches, and hints related to the day's examination written on them with neighboring candidates.
- 17.2.7 Showing the answer-booklet/ question paper to the neighbors or allowing them to copy.
- 17.2.8 Giving/ Receiving the main answer-booklet or other information carrying material to/ from neighbor for copying.
- 17.2.9 Copying from any printed or hand-written material or answer-booklet of another candidate.
- 17.2.10 Writing any appeal to the Examiner offering money or any irrelevant matters in the answer script, insertion of currency notes in answer script and giving contact address, telephone numbers etc. Communicating or attempting to communicate, directly or through another person with an examiner or with an

official of the University with the object of influencing him in the award of marks or making any approach or manipulation for that purpose.

- 17.2.11** Communicating or attempting to communicate with the staff of the University or any person connected with the conduct of examination or with any paper-setter, with the object of finding out the name and address of the paper setter or finding out the questions.
- 17.2.12** Making any request or representation or offers any threat or inducement to CS/ACS/invigilators or/ and any other official or officer of the University in the Examination room or to the Examiner in the answer book.
- 17.2.13** Approaching directly or indirectly the teachers, Officers or Examiners or brings about undue pressure or undue influence upon them for favour in the examination or valuation.
- 17.2.14** Writing the roll number anywhere in the answer-booklet other than in the fly slip of the Front Page.
- 17.2.15** Revealing identity in any form in the answer written or in any other part of the answer-booklet by the examinee at the University examination
- 17.2.16** Writing the examination without valid admit Card or obtaining admission to the examination on a false representation.
- 17.2.17** Striking off all the pages including the correct answers written by him/ her in the answer-booklet, when being caught for any act of malpractice.
- 17.2.18** Inserting pre-written additional sheet(s) having matters related to the subject of the day's examination into the main answer-booklet.
- 17.2.19** Smuggling-in blank or written answer-booklet and forging signature of the invigilators /CS/ACS thereon.
- 17.2.20** Replacing the answer-booklet supplied in the hall by pre-prepared answer-booklet brought by the candidate himself/ herself or obtaining from external sources.
- 17.2.21** Presenting to the examiner a practical or class-work-notebook which does not belong to him/ her.
- 17.2.22** Forging the signature of the teacher anywhere in the Practical Record book.
- 17.2.23** Altering the marks awarded for any exercises in the Practical Record book or boosting the total and average marks obtained in the Record book of Laboratory work.
- 17.2.24** Helping another candidate in answering any question orally or by transmission of material or information.
- 17.2.25** Giving or receiving assistance in answering the question papers or from any other candidate/ person in the examination hall or outside during the examination hours.
- 17.2.26** Unauthorized communications in any form with other examinees or anyone else inside or outside the examination hall.
- 17.2.27** Mutual/ Mass copying by candidates in the examination hall.
- 17.2.28** Impersonation - Arranging some other person to write the examination for the candidate (or) attempting to write the examination for somebody else.
- 17.2.29** Taking away with him/her the answer booklet, without handing over the same to

the invigilators or trying to take away or damage another candidate's answer-booklet/ script.

- 17.2.30** Refusing to give written statement, refusing to receive show cause notice, absenting from enquiries, running away from examination hall when caught for any malpractice, trying to destroy the evidences by tearing/swallowing/ erasing/ throwing away the bits, materials etc.
- 17.2.31** Destroying or attempting to destroy a note or paper or any other material, or causing disappearance or destruction of any such material either by himself/herself or with the assistance of any other person etc. during the examination hours.
- 17.2.32** Interfering with or counterfeiting of University/ Institution seal, or answer- booklets or office stationery used in the examinations.
- 17.2.33** Making a false representation pertaining to the eligibility of the candidate to appear in the examination.
- 17.2.34** Committing any act(s) intending to gain an advantage or favour in the examination by misleading, deceiving or inducing the examiner or officers or authorities of the University.
- 17.2.35** Forging another person's signature in any of the examination documents.
- 17.2.36** Any other similar act(s) of commission and/or omission(s) which may be considered as Malpractice by the competent authority

17.3 Guidelines for Prevention of Unfair Means:

No candidate shall use unfair means or indulge in disorderly conduct at or in connection with any examinations.

Here "Candidate" means an examinee taking an examination. Examination means, Mid Semester, Improvement, Carryover (Mid Semester or End Semester), End Semester, Quizzes, practicals which are considered as part of assessment/ evaluation by the instructor while awarding grades in a subject. Cases of unfair means will be dealt with as per the rules of the University.

17.3.1 For End Semester Examination and/or Carryover (End semester) of all the courses

Sl. No.	Case	Disciplinary Action / Punishment / Penalty
1.	Unauthorized material is found in the possession of the student while writing the examination but is not utilized by him/her as examination Material.	Cancellation of the concerned examination paper.
2.	Unauthorized material is found in the possession of the student while writing the examination and is also <u>utilized</u> by him / her.	In Semester system, his /her theory papers equal to the maximum permissible limit of carry over papers as per ordinance, of the End Semester Examination shall be cancelled as punishment. The cancelled papers will include the paper in which the examinee has been caught using unfair means and the rest of the papers, in which the examinee has obtained minimum marks, shall be cancelled. However the student will be allowed to appear in the practical examination. In case of annual

		examination system two papers shall be cancelled as punishment including the paper in which the examinee has been caught using unfair means. The other paper, in which the examinee has obtained minimum marks out of all papers, shall be cancelled.
3.	Unauthorized material is found in the possession of the student while writing the examination and the above material is also <u>utilized</u> by him/her, and he/she also <u>misbehaves</u> with the invigilating staff.	His/her whole year examination shall be cancelled as exemplary punishment (whether semester system or annual system), i.e. if the examinee has been caught using unfair means in odd semester, he/she will not be allowed to appear in the even semester examination. If he/she was caught in even semester, his/her odd semester result shall stand cancelled.
4.	A candidate is found guilty under point-3 given above and is caught red handed in any subsequent forthcoming End Semester Examination.	He/she may be debarred from the university.
5.	Question paper with writing is found in the possession of the student while writing the examination but is not utilized by him/her as examination material.	The minimum punishment to be given is cancellation of the concerned examination paper.
6.	Question paper with writing is found in the possession of the student while writing the examination and is utilized by him/her as examination material	All Papers of the concerned exam to be cancelled.
7.	Question paper with writing is found in the possession of the student while writing the carryover (End Semester) examination but is not utilized by him/her as examination material.	Cancellation of the concerned examination paper.
8.	Question paper with writing is found in the possession of the student while writing the carryover (End Semester) examination and is utilized by him/her as examination material	The student shall be debarred from appearing in the subsequent carryover examination of the same subject.

17.3.2 Continuous Assessment (CA)/CA-Reassessment Examination of all the courses excluding courses conducted by IIMS&R:

Sl. No.	Case	Disciplinary Action / Penalty
1.	Unauthorized material is found in the possession of the student while writing the continuous assessment examination but is also utilized/not <u>utilized</u> by him/her as examination material	Cancellation of the concerned examination paper and can only appear in the Improvement examination for that paper with requisite fine.
2.	Unauthorized material is found in the possession of the student	Cancellation of the concerned examination paper and can only appear

	while writing the CA-reassessment examination but is also utilized/ not <u>utilized</u> by him/her as examination material	in the CA-reassessment examination again for that paper with requisite fine in the next semester.
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For Practical examinations:

Sl. No.	Case	Disciplinary Action / Penalty
1.	Unauthorized material is found in the possession of the student during Practical examination but is not <u>utilized</u> by him/her as examination material	Cancellation of the concerned examination paper.
2.	Unauthorized material is found in the possession of the student while Practical examination but is also <u>utilized</u> by him/her as examination material	Cancellation of the concerned examination paper.

17.4 Handling and Reporting Misconduct, Malpractice at Examinations:

The following shall be the procedure for dealing with the cases of candidates found using or suspected of using unfair-means or involved in malpractice or misconduct in connection with the examinations:

- 17.4.1 Where a candidate is suspected of using unfair means as defined above, the invigilator or the centre superintendent or any other member of the invigilators or flying squad search the candidate and/or his belongings. Where any written or printed material is found in his possession as a consequence of the search, the matter is taken to the notice of the CS/ACS. The candidate's answer booklet shall be confiscated along with the material recovered. Second Answer booklet shall be issued.
- 17.4.2 The Centre Superintendent shall thereafter obtain a statement/ undertaking of the student on the prescribed form. The invigilator shall provide his/ her report. CS/ACS/flying squad shall countersign on the report. The candidate shall be made to affix his/her signature on the incriminating materials used in the malpractice. Answer scripts of all such cases are packed separately.
- 17.4.3 If the candidate refuses to give a statement, he/she should be asked to record in writing his/her refusal to give a statement. If he/she refuses to give a statement, the facts shall be noted duly witnessed by invigilating staff.
- 17.4.4 If the candidate refuses to hand over the incriminating material or destroys or runs away with the material (causes to disappear) the facts shall be noted duly witnessed by the invigilating staff and the matter reported to the CS/ACS immediately.
- 17.4.5 In case of Misconduct/insolent behavior (i.e. verbal or nonverbal e.g. gestures), the invigilator or concerned authorized person shall record the facts in writing and shall report the same to the Controller of Examinations.
- 17.4.6 The answer scripts, relevant question paper(s), statement of the errant-examinee and the incriminating materials confiscated shall be packed in a packet and labeled. It is reiterated that these Answer scripts should NOT be packed with the other Answer scripts. They should be placed in a separate packet and sealed. It is the responsibility of the Centre's Superintendent to ensure that the malpractice related bundle is securely dispatched to the COE with appropriate labeling.
- 17.4.7 Based on the reports, COE shall place such cases before the Examination Sub Committee along with all the materials and records received by him/ her.

17.5 Post-Examination, if the examiner at the time of assessment of answer-booklet(s) suspects that there is a *prime facie* evidence that the examinee(s) whose answer script(s) the examiner is assessing appears to have resorted to malpractice, he/she shall forthwith stop further evaluation and return the answer script with a report prepared by him under his/her name and signature to Head Examiner in separate confidential sealed envelope marked as "Suspected Malpractice case". The Head Examiner shall forward the same to the COE along with his/ her remarks and signature. If the suspicion arises or malpractice is suspected after script is already valued, marks shall not be entered in the OMR Sheet or marks list along with other students but enter them in a separate list and hand over to the custodian who in turn shall forward the same to the COE in a sealed cover.

17.6 Punishments for Malpractice

A candidate found guilty of Misconduct/ Malpractice at, or in connection with an examination shall be subjected to due enquiry by the Examinations Sub Committee appointed for the purpose. If the candidate is found guilty, he/ she may be awarded one or more punishment(s) and/ or monetary penalty based on the norms of punishments prescribed in this regulations and the Committee's assessment on the nature and severity of the malpractice. The punishment(s) and/ or monetary penalty shall be subject to review and/ or moderation by the Vice-Chancellor.

17.7 Examination Sub Committee - Constitution, Powers and Functions

17.7.1 The ESC constituted by the University shall be the competent authority to enquire the act of misconduct/ malpractice and recommend appropriate disciplinary action against the students using, attempting to use, aiding, abetting, instigating or allowing unfair means at the examination conducted by the University.

17.7.2 The Examination Sub Committee (ESC) shall be appointed by the Vice-Chancellor.

17.7.3 The ESC shall function as a recommendatory body and submit its recommendations in the form of a report to VC through COE. The Competent Authority (Vice-Chancellor) may impose a fine and/or punishment on the student /person concerned declared guilty taking into account the recommendation of the Examination Sub Committee (ESC).

17.7.4 The ESC shall have all the powers to issue notice, summon the candidate and witness, record their statements and recommend appropriate punishment/ penalty as per the norms provided in the regulations.

17.7.5 A *prime facie* case of Misconduct/ Malpractice in examinations reported to the University by the Centre Superintendent/ or Examiners shall be enquired into by the ESC.

17.8 The Protocol and Procedure for Enquiry of Errant Examinee/Candidate during Examinations:

17.8.1 The ESC shall meet at the required place specified in the said notice for the purpose of holding the enquiry.

17.8.2 The ESC shall proceed to conduct a summary enquiry based on the documents that are being taken into consideration or are to be relied upon for the purpose of proving charge(s) against the concerned examinee by providing a fair and reasonable opportunity to the student. On conclusion of the enquiry the committee shall record its findings about the commission of guilt by the student or otherwise prepare a report along with its recommendations.

17.8.3 The ESC should follow the above procedure in the spirit of the principles of natural justice in dealing with the cases of malpractice.

17.8.4 The ESC shall submit its report to the COE along with its recommendations regarding punishment and quantum of penalty if any to be imposed upon the errant examinee or otherwise. The Committee shall follow the norms for award of punishment in Section 13.3 hereunder as far as possible.

17.8.5 The Controller of Examinations in turn shall, place the report before the Vice-Chancellor which shall consider and impose the penalty as recommended by the ESC or moderate the punishment or exonerate the candidate, as the case may be.

18. Post-Examination Work/ Activities

18.1 Pre-Evaluation Processing of Theory Answer scripts

18.2 Dummy Number printing of Answer-scripts is undertaken after due random shuffling of the Answer-scripts. The part revealing the identity of the candidate is then masked.

18.3 On the day of commencement of Central Valuation, the Identity masked Answer-script packets shall be transferred to Valuation Centre and Custody Transfer to Head Examiners of the respective department.

19. Central Evaluation of Theory Answer scripts:

19.1 All theory answer scripts shall be sent to the central valuation center (CVC) securely after the due process of assigning Dummy numbers and removal of the flap containing the examinee's roll number.

19.2 Only examiners duly appointed by COE/ HOD/Head Examiners, approved by the University should be assigned valuation work and none else.

19.3 The head examiners shall ensure that the Registers/Forms pertaining to issuing of Answer-scripts to the Examiners, receiving of assessed answer-scripts from the Examiner are maintained properly.

19.4 The Head Examiner shall remind the examiners to ensure that the papers are valued strictly in accordance with the scheme of valuation, if any, and that the papers are not valued in a hurry.

19.5 Daily account to be maintained regarding the number of answer packets valued.

20. Appointment, Duties and Responsibility of Examiners:

20.1 No one can claim appointment as examiner or any other examination work as a matter of right.

20.2 The COE in consultation with HOD shall appoint examiners for each examination from among the list of eligible examiners.

20.3 The Internal examiners shall normally not decline the assignment of examination work except in extraordinary situations since examination duty is treated as an essential service by the University.

20.4 The external examiners shall intimate their acceptance or otherwise as soon as they receive the communication from the University or in the prescribed time limit. The acceptance of the offer may also be informed by email to the COE. If no communication is received within the prescribed time limit, it will be presumed that the assignment is not accepted by the examiner.

20.5 If by chance, a subject has been assigned wrongly to the examiner, he shall indicate the same and decline the offer. He shall NOT accept an offer that is NOT related to his subject/ expertise/ knowledge domain.

20.6 The Examiners shall maintain strict secrecy regarding their appointment and other work allotted in connection with the examinations.

- 20.7 The Examiners shall NOT evaluate the answer scripts NOT related to his/ her subjects.
 - 20.8 The Examiners have to count the number of answer scripts in the packet and ensure that it tallies with the claim on the Packet. The Examiners must ensure that Dummy Number is printed on the answer scripts and shall not value the packets in case of any discrepancy. Discrepancies, if any, should be brought to the notice of the Head Examiner/Dy. Registrar, Exams/COE.
 - 20.9 The examiners shall value the scripts strictly in accordance with the scheme of valuation given by the paper setters, if any.
 - 20.10 The examiner shall value all the answers and take into account the marks of only the maximum required or permitted questions by considering the marks awarded to the questions advantageous to the candidate and round off those not considered.
 - 20.11 The examiners shall write „ZERO“ wherever answers do not deserve any marks. The examiner shall total up the marks.
 - 20.12 The examiner shall ensure that no answer or part of any answer is left out in valuation. The examiners should read the answer script in detail and evaluate the scripts.
 - 20.13 The marks awarded for each question shall be entered in the appropriate row & column on the mark-table on the Front Page of the Answer-booklet. The total marks shall be entered both in figures and words with his/ her signature.
 - 20.14 The examiner shall not take the answer scripts out of the valuation center under any circumstances.
 - 20.15 If the examiner during valuation of the scripts suspects any case of malpractice, he/she shall immediately report it to the COE. He/she shall submit the suspected script after valuing it fully along with his/her report to the Head Examiner/COE, who in turn shall forward the same to the COE. He/she shall enter such references in the marks list against the register number / code number.
 - 20.16 The examiner shall report to the COE, cases of any candidates or other person on his/ her behalf approaching him/ her for any favor or writing letters to him/her indicating the name of the person, the register number/ code number of the candidate, subject/paper etc.
 - 20.17 The examiner shall prepare marks lists in the prescribed proforma provided for the purpose and shall upload the marks at the exam portal.
- 21. Practical/ Clinical/ Viva-voce Examinations**
- 21.1 The University shall notify the examination schedule of conduct of Practical/ viva-voce examinations at least two weeks prior to the Practical examinations. Detailed time table of the Practical examinations, subject wise, batch wise etc shall be announced by the Head of the Departments.
 - 21.2 The University shall appoint Examiners (preferably Internal) for Practical examinations for different courses/ subjects from the panel of examiners submitted by the respective Boards of studies. Whenever Internal Examiners are appointed, all efforts should be made to appoint the faculty who handled the practical classes during the respective academic period. When several teachers are involved in handling the classes, they shall be appointed by rotation. The HOD of the concerned department shall be responsible for the conduct of the practical/ viva-voce examination(s) in the respective departments.
 - 21.3 The required number of answer booklets and other material shall be demanded and obtained from the University by the HOD well in time for practical examinations.
 - 21.4 Candidates shall be in possession of Admit Cards on all the days of Practical examinations. In the event of non possession or loss of Admit Cards the HOD is empowered to permit the Candidate to appear in the examination in

exceptional circumstances and after verifying the identity of the candidate.

21.5 Practical answer scripts after the practical examination shall be packed in separate covers and sent to the Examination Section after completion of all the Practical examinations.

21.6 Marks allotted by the examiners for the practical and viva-voce examination shall be entered in words and figures on prescribed format and enclosed in covers prescribed for the same.

22. Remuneration/ Honorarium/ Allowances

Examiners shall submit their remuneration claims in appropriate form along with the attendance statement of candidates to the COE.

23. Post-Evaluation Data Processing/ Tabulation:

23.1 There shall be restricted/ classified zones within the office of COE with adequate security measures to ensure that no unauthorized person has access to sensitive materials or information that would affect the outcome of examination process. Only authorized persons shall have access to these areas.

23.2 All the data processing relevant to the marks shall be done in these restricted/ classified zones.

23.3 Marks Tabulation and Validation:

23.3.1 The results of each of the examinations shall be tabulated in the Examination Database maintained on well secured Computer server with restricted access. The persons responsible for such activity may be referred to as Marks-Tabulators.

23.3.2 Marks-Tabulator(s) shall be appointed by COE with the approval of Vice-Chancellor. Marks-Tabulator(s) shall be staff members of the University working in the office of COE. They shall possess sufficient computer programming and database (SQL & RDBMS) skill and experience.

23.3.3 The marks tabulated by the Marks-Tabulator shall be scrutinized and validated by a Validator who shall be appointed by the COE.

23.3.4 The Validator shall:

- Check the posting made by the Marks-tabulators from the original statement submitted by the examiner.
- Check totals/aggregates posted by Marks-tabulators.
- Check the result prepared by the Marks-Tabulator for failures, honors such as Distinction, Pass, Fail, and Absentees etc.
- Validate the Grades, SGPA and CGPA etc. computed on the basis of the marks obtained by the candidates in examination.
- Any other discrepancy/ errata/ manipulation/ inconsistency etc. that might have crept into the marks database.

24. Procedure for Assigning of Credits and Grading of Performance

24.1 Credit System

In Choice based credit system (CBCS) every course will be assigned certain credits (rounded to the highest integer) generally reflecting its weight and contact periods per week, as given below:

- 1 Lecture period (L) per week = 1 Credit
- 1 Tutorial period (T) per week = 1 Credit
- 1 Practical period (P) per week = 0.5 Credit

In addition to theory and laboratory subjects there may be other courses such as seminar, project, etc., which will be assigned credits as per their contribution in the program irrespective of contact periods.

24.2 Grading of Performance:

24.2.1 Letter Grade and Grade Point Allocation

In every course (excluding courses offered by Department of Architecture, Agriculture and Pharmacy), based on the combined performance in all assessments in a particular semester as per the curriculum/syllabus, the student is awarded a Letter Grade. These Letter Grades not only indicate a qualitative assessment of the student's performance but also carry a quantitative (numeric) equivalent called the Grade Point. The letter grades and their equivalent grade points applicable are given below:

Percentage of Marks Obtained	Letter	Grade Points	Performance
85.00 and above	O	10	Outstanding
80.00 - 84.99	A	9	Excellent
75.00-79.99	B	8	Very Good
65.00-74.99	C	7	Good
60-64.99	D	6	Fair
55-59.99	E	5	Average
41.00-54.99	P	4	Pass
Less than 41.00	F	0	Fail

A student who remains absent in any form of evaluation/examination, Letter Grade allocated to him/her should be **AB** and corresponding grade point is **zero**. He/she should reappear for the said evaluation/examination in due course. Irrespective of the total marks obtained by the candidate in a subject, the candidate will be awarded 'F' grade if he/she fails to fulfill the following criteria for passing the subjects:

	Scheme I ESE=60 CA=40		Scheme II ESE=40 CA=60		Scheme III ESE=75 CA=25	
	Criteria 1	Criteria 2	Criteria 1	Criteria 2	Criteria 1	Criteria 2
CA	≥ 20 (50%)	$< 50\%$	≥ 30 (50%)	$< 50\%$	≥ 13 (50%)	$< 50\%$
ESE	≥ 21 (35%)	≥ 21 (35%)	≥ 14 (35%)	≥ 14 (35%)	≥ 26 (35%)	≥ 26 (35%)
Total	$\geq 41\%$	$\geq 50\%$	$\geq 41\%$	$\geq 50\%$	$\geq 41\%^*$	$\geq 50\%$

*In scheme III, criteria 1, if student fulfills conditions in CA and ESE but not in total, then he/ shall reappear in continuous assessment (CA).

24.2.2 SGPA/ CGPA Calculation

24.2.2.1 Semester Grade Point Average (SGPA)

The performance of a student in a semester is indicated by a number called Semester Grade Point Average (SGPA). The SGPA is the weighted average of the grade points obtained in all the courses by the student during the semester. For example, if a student passes five courses (Theory/labs./Projects/ Seminar etc.) in a semester with credits C1, C2, C3, C4 and C5 and students grade points in these courses are G1, G2, G3, G4 and G5 respectively, then students' SGPA is equal to:

$$\text{SGPA} = (C1G1 + C2G2 + C3G3 + C4G4 + C5G5) / (C1 + C2 + C3 + C4 + C5)$$

The SGPA is calculated to two decimal places. The SGPA for any semester will take

into consideration the “For AB” grade awarded in that semester. For example if a student has failed in course 4, the SGPA will then be computed as:

$$SGPA = (C1G1 + C2G2 + C3G3 + C4*Zero + C5G5) / (C1 + C2 + C3 + C4 + C5)$$

24.2.2.2 Cumulative Grade Point Average (CGPA):

An up to date assessment of the overall performance of a student from the time s/he enrolled in the University is obtained by calculating a number called the Cumulative Grade Point Average (CGPA), in a manner similar to the calculation of SGPA. The CGPA therefore considers all the courses mentioned in the curriculum/syllabus manual, towards the minimum requirement of the degree students have enrolled for. The CGPA is calculated at the end of every semester to two decimal places and is indicated in semester grade report cards.

The CGPA will reflect the failed status in case of F grade(s), till the course(s) is/are passed. When the course(s) is/are passed by obtaining a pass grade on subsequent examination(s) the CGPA will only reflect the new grade and not the fail grades earned earlier. Example: Up to semester ‘r’ a student has registered for „n” courses, among which he/she has ‘F’ grade in ‘I’ course. The semester grade report at the end of semester ‘r’ therefore will contain a CGPA calculated as:

$$CGPA = (C1G1 + C2G2 + C3G3 + \dots + C_i * Zero + \dots + C_n G_n) / (C1 + C2 + C3 + \dots + C_i + \dots + C_n)$$

Even if a student has failed in a course more than once, the course will figure only once in the numerator as well as the denominator. At the end of semester „r+1” he/she has appeared for examination for „k” number of courses including the „i” backlog course and has cleared all the courses including the backlog course, the CGPA at the end of this semester is calculated as,

$$CGPA = (C1G1 + C2G2 + C3G3 + \dots + C_i G_i + \dots + C_n G_n) / (C1 + C2 + C3 + \dots + C_i + \dots + C_n)$$

There will also be a final CGPA calculated which considers all the credits earned by the student specified for a particular programme.

(Note: r= number of semester, n= course name, F= fail)

- 24.3** The Division awarded will be based on the CGPA. Numerical percentage will be calculated by the following formula:

$$y = 6.5x + 25$$

where y is percentage and A is CGPA.

The Division will usually be awarded as under:

First Division (Honors)	75% and above
First Division	60% and above
Second Division	less than 60%
Fail	less than 41%

24.4 Award of Grace Mark/ Moderation of Marks:

- 24.4.1** Moderation of marks may be carried out in special/ unique circumstances such as, out-of-syllabus question, wrong question etc., so as to benefit all the candidates in a paper/ subject of the examination irrespective of the marks secured by candidates individually.

- 24.4.2** The Grace marks will be awarded only, if candidate appears in all the papers prescribed for the examination in case of regular candidates or all the failed papers in case of candidates writing supplementary examinations. Absence of a candidate in any paper(s) that he or she has registered for the examination will make him ineligible for grace marks.

- 24.4.3** While awarding grace marks for more than one paper/ subject, the papers/ subjects of passing shall be selected for award of grace marks in the order of decreasing (maximum => minimum) grace marks required for obtaining the required marks for passing so as to give maximum benefit for the candidate.

24.4.4 A candidate may be awarded grace marks up to a maximum of total 10 marks distributed in maximum four subjects including theory papers, Practical, project, seminar, industrial training and/or aggregate marks in each academic year provided he/she can be declared to have passed the academic year by the award of these marks.

24.4.5 The grace marks shall also be added to the aggregate marks. No grace marks shall be awarded in carry over / re-back/special back examinations.

25. Result Finalization and Publication

The results of the concerned examinations shall ordinarily be declared within 15 days of the last examination. The results shall be published on the University website.

25.1 Results Withheld/UFM and their Declaration:

25.1.1 If there is discrepancy in the subjects mentioned in the examination form and actual examination given by the candidate, the results of such examinee will be withheld and will be declared after due confirmation of the term that he/she had kept with approval of the Controller of Examination.

25.1.2 The results of those candidates held in reserve for malpractice and/or lapse in the examination will be declared as per the resolution passed by the Examination Committee/Examination Sub-committee.

25.1.3 The result of the candidate writing wrong subject in the examination form and actually appearing for the different subject shall be withheld. The result of such candidate will be declared after confirming from the COE regarding the subject and payment of a prescribed fine.

25.1.4 The results reserved for dues payable to University and/or College shall be declared on confirmation of payment of the said dues.

26. Grievances in Examinations

The examination system of the University shall also provide for mechanisms to redress/ resolve any reasonable and valid issue(s) of grievances and provide relief to the concerned Candidates. All such matters shall be resolved subject to the University rules and regulations.

26.1 Scrutiny of Answer Books

26.1.1 Scrutiny is applicable only for theory papers and shall not be entertained for other components such as practical/ Thesis/ Dissertation etc.

26.1.2 Every application for scrutiny should be submitted by the candidate in the prescribed form along with the prescribed fee.

26.1.3 Scrutiny of answer-scripts can be sought only with at least one affirmation by a teacher relevant to the subject as mentioned below and that any of the criteria below are satisfied:

- Finds that any answer(s) to question(s) that has/ have not been evaluated.

26.1.4 The application for scrutiny shall be submitted to the Controller of Examinations.

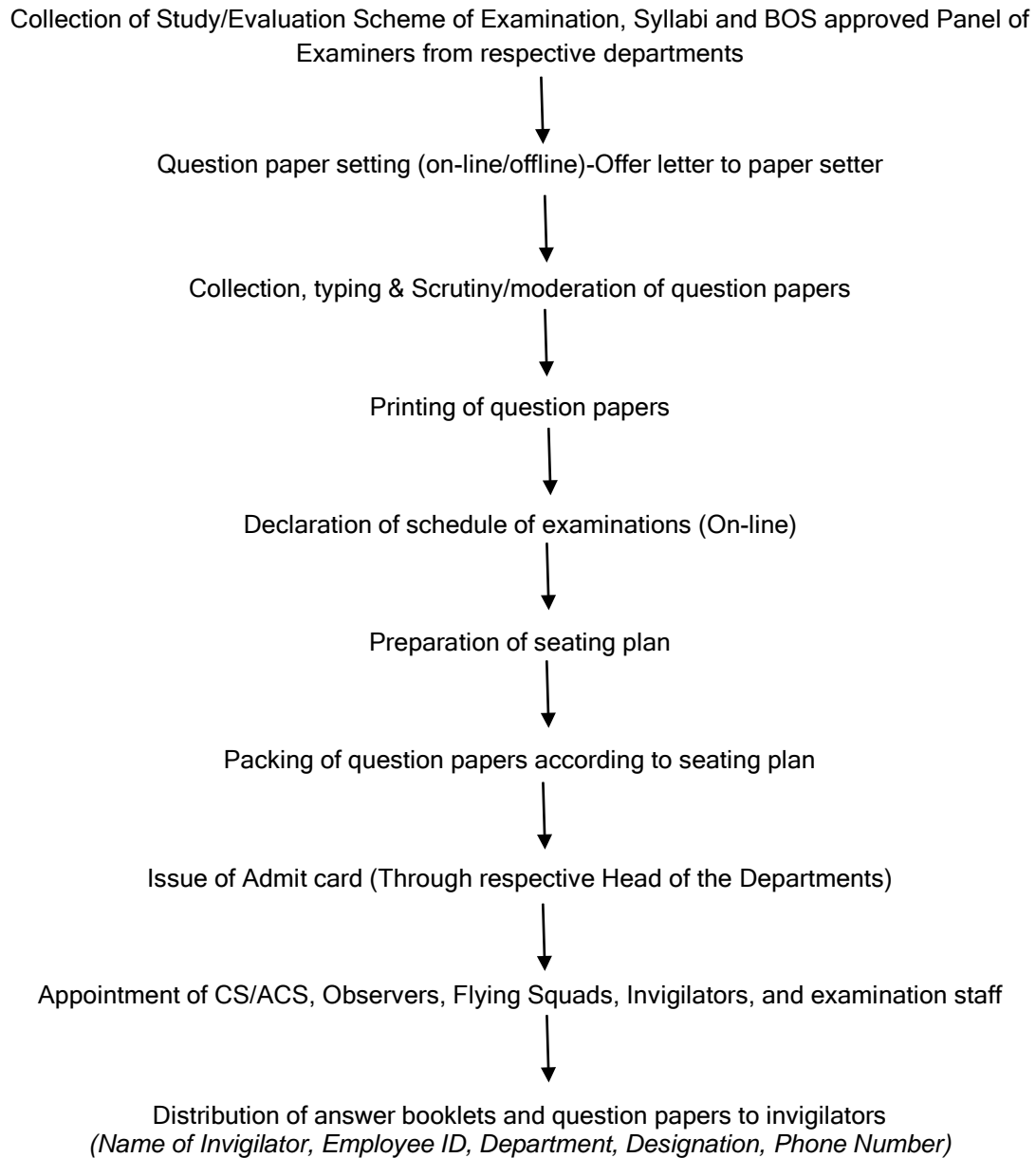
26.1.5 In all cases of scrutiny, fees once paid will not be refunded. Applications which are late and not in the prescribed form and which are found defective in any respect will not be entertained and will be summarily rejected without notice. In the case of applications which are found in order, the University shall take steps to get the answer-scripts scrutinized.

26.1.6 The result of the scrutiny shall ordinarily be made known to the student within 1 months of the last date of receipt of applications by the Office of the Controller of Examinations. No interim enquiries of any kind will be entertained in this regard.

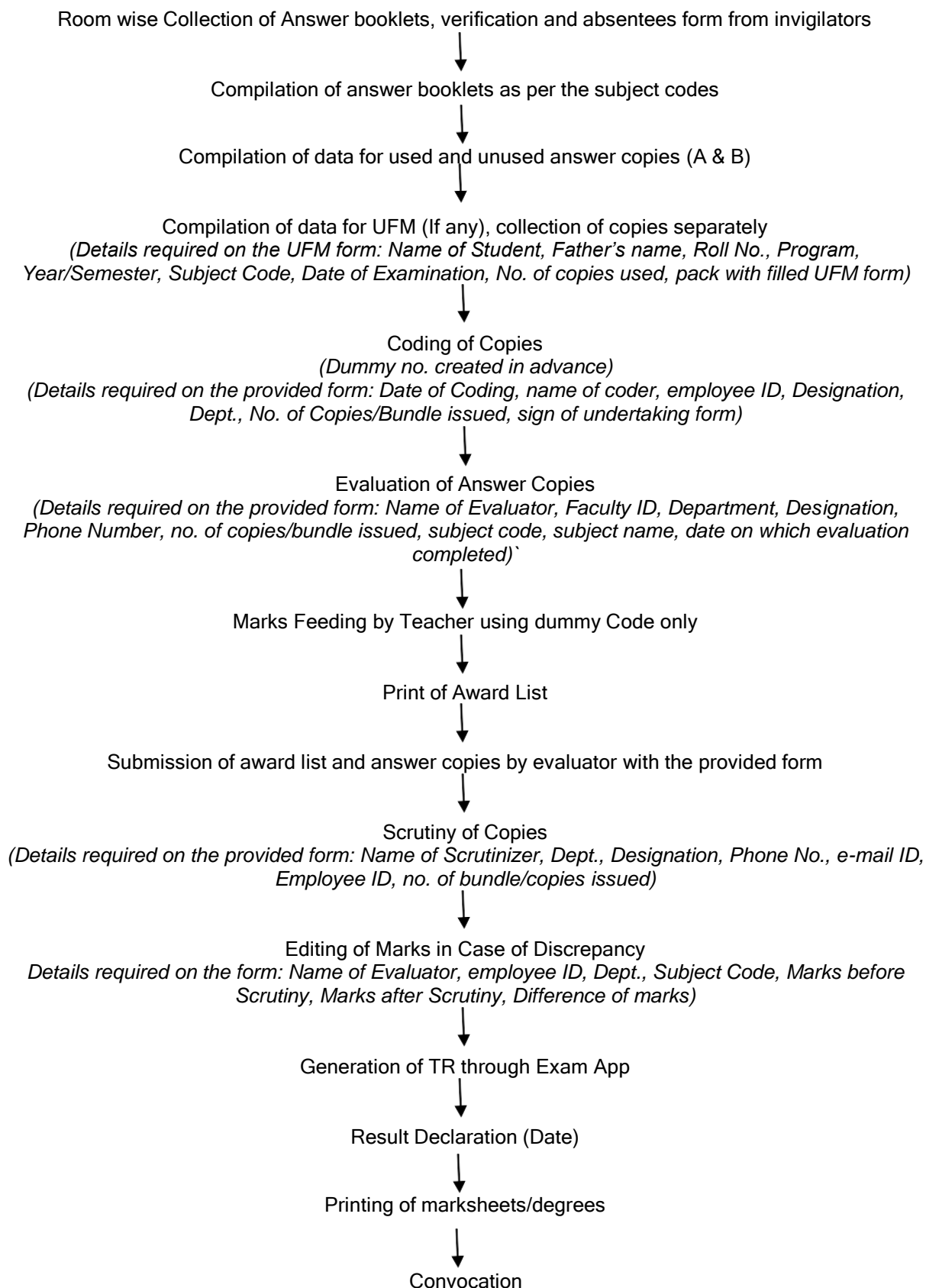
- 26.1.7 Issue of Duplicate Admit Card/ Mark Statement/ Transcripts/ Consolidated Marks Statements/ Degree may be done after due application process with the necessary fees/ fine.
- 26.2 Error Correction in Name**
- 26.2.1 To correct the spelling or the proper sequence of the name which are not due to data entry errors, the student shall present a copy of his/ her birth certificate/ Secondary School Certificate/ other Government record such as Passport.
- 26.2.2 Any errors in the Name of candidates printed in the Marks statement/Admit Card may be brought to the notice of COE for necessary correction with appropriate evidence.
- 27. Miscellaneous:**
- 27.1 Internal Assessment Marks:**
- 27.1.1 The Internal Assessment marks shall be awarded as per the academic regulations of the individual programme.
- 27.1.2 The Internal Assessment marks shall be submitted to the Controller of Examinations at the end of each academic session before the commencement of the University Examinations in the prescribed form provided by the COE.
- 27.2 Post-evaluation Custody and Disposal of Answer-scripts**
- 27.2.1 The evaluated Answer-scripts shall be preserved safely for a period of at least six months from the date of publication of results in their original packets bundled together. The bundles are to be stacked in racks with proper ventilation and free from termites/ pests. The answer-book storage area to be fumigated and aired periodically so that answer-books are preserved without any damage.
- 27.2.2 Appropriate staff shall be assigned the responsibility of safe-keeping of the answer-scripts till they are approved by the VC for safe disposal.
- 27.2.3 Records of all such bundles shall be maintained in appropriate computer database/ Register for easy retrieval at a later stage if necessary. Any retrieval and return of the answer-script(s) shall also be documented with date and time in the Register/ database.
- 27.2.4 Answer-scripts shall be made available from the storage area for purposes such as Photocopying/ Re-totalling etc. Such transactions shall be recorded.
- 27.2.5 The details of all Answer-scripts so shredded/ destroyed/ disposed shall be documented and certified by the COE
- 27.3 Scribes for Disabled Candidates**
- The facility of Scribe/Reader/Lab Assistant may be allowed to any person who has disability and if so desired by the person. Such candidates may be given compensatory for examination.
- 27.4 Examination Audit:**
- 27.4.1 Efforts shall be made to audit critical processes in the entire examination system by appropriate/ designated team of academicians drawn from the senior faculty of University.
- 27.4.2 Efforts shall be made to audit the evaluation of theory answer scripts by examiners on a regular basis. Answer-scripts awarded with high, average and low marks shall be randomly sampled for such process.



FLOW CHART FOR CONDUCTING EXAMINATIONS



FLOW CHART FOR EVALUATION OF ANSWER COPIES



ANNEXURES



INTEGRAL UNIVERSITY, LUCKNOW

Established under U.P. Act No. 09 of 2004 by State Legislation, Approved by
University Grants Commission under Section 2(f) and 12B of the UGC Act 1956,
MCI, PCI, INC, CoA, NCTE & UPSMF
Ph.: +91 (0522) 6451043, 2890730, 3296117 Fax: 0522-2890809
Kursi Road, Lucknow-226026, Uttar Pradesh (INDIA)

SAMPLE LETTER TO PAPER SETTERS

Ref. No.: IU/Exam/.....

Date:

To,

Dr.....
Designation.....
Name of Institution.....
Address.....
Contact No.:

Dear Sir / Madam,

The competent authority is pleased to appoint you as the Paper Setter for the Semester Examination 20..... The detail of the paper is given below. Kindly go through the instructions before paper setting.

Exam: XXXXXX

Year / Sem :

M.M.: ...

Duration: hrs.

Subject:

Sub. Code:

1. You are required to prepare **One Set** of question paper.
2. A copy of the previous Question Paper / Model Paper is enclosed as a **Sample Paper** for your ready reference only. Kindly ensure that no question should be **repeated** from the sample paper.
3. In setting the question paper following points may kindly be noted:
 - (a) The questions should be strictly as per the syllabus unit wise.
 - (b) No question should be asked beyond the syllabus.
4. A copy of the syllabus and the instructions for paper setting are enclosed herewith for your kind reference and guidance.
5. The remuneration for examination work shall be paid according to the rules of Integral University. Kindly fill-up remuneration bill attached herewith, so that the remuneration amount may be transferred **through RTGS**.
6. Kindly send the question paper duly sealed by Speed-Post to the undersigned within **7 days** from the receipt of this letter.
7. For any query, you may kindly contact at the mobile number 9889420532 (Dy. Registrar – Examination).

With regards,

Enclosures:

- (a) Instructions for Paper Setter
- (b) Syllabus
- (c) Previous Question Paper / Model Paper
- (d) Blank Sheets for setting question paper
- (e) Bill Proforma
- (f) Envelope with an inner cover

Yours sincerely,

(Prof. Abdul Rahman Khan)
Controller of Examinations
e-mail: coe@iul.ac.in



INSTRUCTIONS TO PAPER SETTERS

1. PATTERN OF QUESTION PAPER / DISTRIBUTION OF MARKS:

The Question paper should be fairly distributed over the whole syllabus prescribed for that paper. It will comprise of **FIVE** compulsory questions related with five / four units of the syllabus.

- **For B.Tech. / M.Tech. / B.Sc. (All Branches) / B.P.T. / M.P.T.**

First two questions will be of six parts each. The examinee will be asked to attempt any four parts of these questions. Rest three questions will be of three parts each. The examinee will be asked to attempt any two parts of these questions.

- **For M.Sc. (All Branches) / B.B.A. / M.B.A. / B.Com. (Hons.) / M.Com. / B.B.A. LL.B. / LL.B. / B.A. LL.B.**

First **Two** questions will be of **Four** parts each. The examinee will be asked to attempt any **Three** parts of these questions. Rest three questions will be of three parts each. The examinee will be asked to attempt any **Two** parts of these questions.

- **For B.Pharm.**

The Question paper should be fairly distributed over the whole syllabus prescribed for that paper. It will comprise of **Three** questions.

For 75 Marks

Q. 1	Multiple Choice Questions (Answer all questions)	1 x 20 = 20
Q. 2	Long Answer Questions (Answer any Two)	2 x 10 = 20
Q. 3	Short answer questions (Answer any seven questions)	7 x 5 = 35

For 50 Marks

Q. 1	Long Answer Questions (Answer any TWO)	2 x 10 = 20
Q. 2	Short answer questions (Answer any SIX questions)	5 x 6 = 30

For 35 Marks

Q. 1	Long Answer Questions (Answer 1 out of 2)	1 x 10 = 10
Q. 2	Short answer questions (Answer 5 out of 7)	5 x 5 = 25

- **For Architecture**

It will comprise of **FIVE / FOUR** compulsory questions related with five units of the syllabus. Suggested examination pattern is also given in the end of Syllabus.

- **For B.Ed. / M.Ed. / D.El.Ed.**

For 30 / 35 Marks

It will comprise of **SIX** questions related with three units of the syllabus (2 Questions from each unit). The examinee will be asked to attempt any **ONE** question from each unit.

For 60 / 75 Marks

It will comprise of **TEN** questions related with five units of the syllabus (2 Questions from each unit). The examinee will be asked to attempt any **ONE** question from each unit.

2. No question should be asked outside and beyond the syllabus.
3. The figures and symbols in Mathematics and the technical terms in other subjects should be written very clearly.
4. The question paper should be such that a candidate can answer the required number of questions within the allotted time.
5. The paper setters are requested to fill the forms (at the provided link) to facilitate prompt payment of remuneration.
6. While setting the question paper following points may kindly be noted :
 - (a) The question paper should be typed as legibly as possible and no abbreviations should be used.
 - (b) Question paper should be set in :
 - (i) English (for all courses, unless specified).
 - (ii) English and Hindi (for B. Ed./M.Ed./BFA Courses only).
 - (iii) Urdu (for the subject of Urdu in B.Ed. / M.Ed. / D.El.Ed. .
 - (c) The marks assigned to each question as per the attached or previous year paper are to be shown in the right side. The total marks shall not exceed the maximum marks allotted to the paper.
7. You are requested:
 - (a) To give an undertaking in the prescribed form attached herewith.
 - (b) To destroy all notes, rough draft and in case the question paper has been typed, the soft copy of the question paper and not to retain a copy in any form.
 - (c) To treat the matters strictly confidential. The Integral University takes great care not to disclose the names of the Paper Setters / Examiners.
 - (d) Do not write your name and signature on question paper.

Roll No.

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B.TECH. / M.TECH. / B.Sc. / B.R.I.T. / B.M.L.T. / B.P.T. / M.P.T.**..... SEMESTER EXAMINATION, 2019-20****Subject.....****Time : 3 Hours****Max. Marks : 60**

- Note :** (i) Attempt **ALL** questions.
(ii) Choices are given in each question set.

1. Attempt any **FOUR** of the following questions:

3 x 4 = 12

(a)

(b)

(c)

(d)

(e)

(f)

UNIT - I

2. Attempt any **FOUR** of the following questions:

3 x 4 = 12

(a)

(b)

(c)

(d)

(e)

(f)

UNIT - II

3. Attempt any **TWO** of the following questions:

6 x 2 = 12

(a)

(b)

(c)

UNIT - III

4. Attempt any **TWO** of the following questions:

6 x 2 = 12

(a)

(b)

(c)

UNIT - IV

5. Attempt any **TWO** of the following questions:

6 x 2 = 12

(a)

(b)

(c)

UNIT - V

•—————•

CERTIFICATE OF MODERATION/SCRUTINY OF QUESTION PAPER/S

End Semester (Odd) Examination 2019-2020

Course : _____ Semester: _____

Subject Name : _____ Sub. Code: _____

Details of modification/ changes in Question Paper, if any:

Q.N.	REASON(s)

Checked the following and found Correct:

Session	<input type="checkbox"/>	Even Distribution of marks of each question	<input type="checkbox"/>
Paper Title	<input type="checkbox"/>	No typographical mistakes	<input type="checkbox"/>
Paper Code	<input type="checkbox"/>	The question paper is fairly distributed over the whole syllabus and covers numerical/computer programming portion (if any)	<input type="checkbox"/>
Max. Marks	<input type="checkbox"/>	No question is from outside and beyond the Syllabus	<input type="checkbox"/>
Max. Hours	<input type="checkbox"/>	Required data is given in question paper	<input type="checkbox"/>

Following additional stationery/ arrangement is required at the time of Examination (*Graph Paper/ Steam Table/Codes/Drawing Sheet/Drawing Table/Other stationery:*)

Name of Moderator:

Designation:

Department:

Mobile No.:

Date : ____/____/ 2019

Signature of Moderator

INTEGRAL UNIVERSITY, LUCKNOW
REMUNERATION BILL FOR SETTING THE QUESTION PAPER
FORSEMESTER EXAMINATION OF SESSION – 20____ - 20____

Program: _____

Year / Sem. : _____

Name of the Subject: _____

Code of the Subject: _____ **No. of sets of Question Paper:** _____

Amount payable: @ Rs..... /- per set: _____

This is to certify that I have sent / handed over _____ set(s) of question paper to the authorized person and haven't retained anything pertaining to the examination.

Total Remuneration Amount (in figures) : Rs. _____

(in words) : Rs. _____

(Please fill up this information carefully)

Name : _____

(As per Bank A/c)

Address : _____

Signature _____

Contact No : _____

Bank Name : _____

City: _____



A/c No. : _____

IFSC Code : _____

SAMPLE COPY OF STUDENT'S VERIFICATION FORM USED DURING EXAMINATION

12/30/2019

192.168.20.11/integral/StudentVerificationPrint.aspx

 INTEGRAL UNIVERSITY, LUCKNOW Regular Examination 2019-20 Verification Card							
Enrollment No. : 1900100922			Roll No. : 1901029029			Year of Admission : 2019	
1. Name of Course/Branch: B.B.A.							
2. Year: 1							
3. Semester: 1							
4. University/Institute/Center Code: 001							
5. Name of Candidate (as per High School Certificate): AMAN ABDULLA							
6. Father's Name: MOHD MUMTAZ							
7. Date of Birth (as per High School Certificate): 16/08/1998							
8. Name & Code of Subjects							
S No.	Date	Shift	Subject Code	Name of Subject	Signature of Candidate	Room No	Signature of Invigilator
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							
13.							
14.							
Sign. of Centre Superintendent / Asst. Centre Superintendent							

192.168.20.11/integral/StudentVerificationPrint.aspx

1/1

INTEGRAL UNIVERSITY, LUCKNOW
(Office of the Controller of Examinations)
Form for recording discrepancy during Answer Book Evaluation

Program:..... Branch:..... Year/Semester:.....

Subject Name:..... Subject Code:.....Bundle No.

Types of Discrepancy (√)

- i. Question/s not evaluated/ Marks not awarded
- ii. Marks not included/written in the cage of cover page
- iii. Wrong marks written in the cage of cover page
- iv. Total marks written on the cover page/award list is/are incorrect
- v. Marks written in different cage

I. Question/s not evaluated/ Marks not awarded:

S.No.	Copy code	Question no.	Max. mark of question	Marks allotted after scrutiny	Old total marks awarded on cover page	New total marks in the cover page	Difference in total marks

ii. Marks not included/written in the cage of cover page:

S.No.	Copy code	Question no.	Max. mark of question	Cage no.	Awarded marks in the cage	New total marks on the cover page	Difference in total marks

iii. Wrong marks written in the cage of cover page:

S.No.	Copy code	Question no.	Max. mark of question	Awarded marks	Old marks written in the cage	New marks written in the cage	Old total marks on the cover page	New total marks on the cover page	Difference in total marks

iv. Total marks written on the cover page/award list is/are incorrect:

S.No.	Copy code	Old total marks	New total marks	Difference in total marks

v. Marks written in different cage:

S.No.	Copy code	Question no.	Max. mark of question	Old cage no.	New cage no	Awarded marks	Difference in total marks (if any)

Name of Scrutinizer:Deptt.....Employee ID.....

Ph No.....Email ID:.....Signature:.....Date.....

Name of Evaluator:.....Deptt.....Faculty ID.....

Ph. No.Email ID.....Signature.....Date.....

Signature of Dy. Registrar

(Exam).....Date.....

SAMPLE COPY OF AWARD LIST

INTEGRAL UNIVERSITY, LUCKNOW

AWARD LIST FOR EVALUATION OF THEORY ANSWER BOOKS

Odd Semester Examination 2019-20

Bundle No.

Course: B.Tech.-Biotechnology

Year: 1 Semester: 1

Subject Name: Chemistry

Subject Code: CH101

Maximum Marks: 60

S.No.	Code No.	Marks Obtained	
		In Figure	In Words
1	9117255		
2	9144704		
3	9116140		
4	9136825		
5	9139493		
6	9165224		
7	9118681		
8	9149103		
9	9132014		
10	9152947		
11	9157397		
12	9131814		
13	9141074		
14	9157039		
15	9152454		
16	9128512		
17	9144913		
18	9127502		
19	9140509		
20	9130151		
21	9116957		
22	9126167		
23	9154329		
24	9116194		
25	9163078		

Sampling of Answer Books:

Total No. of Answer Books Evaluated :

S.No.	Code No. of Answer Books	Signature of Evaluator:
1		
2		
3		
4		
5		
Name of Head Examiner:		Full Name:
Signature:		Department:
Date:		Employee ID No.:
		Mobile No.:

Date: 28/09/2019
Page 1 of 5

1- NET Framework with VB, NET(CA313) 2-Introduction to Open Source Environment(CA313) 3-Cyber Law and Internet Security(CA317) 4-Management Information System(CA317) 5-Fundamentals of E-Commerce(CA318) 6-Project Lab(CA321) 7-Advanced Technology Lab(CA322) 8-Open Source Lab(CA323)

Abbreviations: TE: Theory Examination; CA: Continuous Assessment; PT: Practical Total; PE: Practical Examination; PF: Practical Total; PCP: Promoted with Carryover Paper; ESE: End Semester Examination; Min. Marks- the minimum passing marks in End Semester Examination shall be 35%, minimum passing marks in Continuous Assessment shall be 50% in each head, or 50% in total (Continuous Assessment + End Semester Examination).

SAMPLE COPY OF MARKSHEET



INTEGRAL UNIVERSITY, LUCKNOW (INDIA) STATEMENT OF MARKS

BACHELOR OF TECHNOLOGY CIVIL ENGINEERING SECOND YEAR Session : 2016-17



Sr. No. : 497736
Roll No. : 1501011047
Enrollment No. : 1500101486

Name of Student : Chandra Mani
Father's Name : Mr. Jagannath

Third Semester										Fourth Semester									
Subject Codes & Names		Maximum Marks		Marks Obtained		Letter Grade		Subject Codes & Names		Maximum Marks		Marks Obtained		Letter Grade					
		Exam.Sess.	Total	Exam.Sess.	Total	Exam.Sess.	Total			Exam.Sess.	Total	Exam.Sess.	Total	Exam.Sess.	Total				
Theory Subjects																			
CE201	Fluid Mechanics	60	40	100	07	30	37	F	CE-209	Hydraulic & Hydraulic Machines	60	40	100	21	37	58	E		
CE202	Basic Surveying	60	40	100	10	29	39	F	CE-210	Advance Surveying	60	40	100	21	28	49	P		
CE203	Building Material and Construction	60	40	100	31	32	63	D	CE-211	Concrete Technology	60	40	100	26	25	51	P		
CE204	Strength of Material	60	40	100	11	29	40	F	CE-212	Structural Analysis-I	60	40	100	21	27	48	P		
ES-202	Disaster Management	60	40	100	33	33	66	C	CS-203	Cyber Law & Information Security	60	40	100	28	36	64	D		
MT201	Engineering Mathematics-III	60	40	100	04	30	34	F	MT-205	Computer Based Numerical Techniques	60	40	100	43	26	69	C		
Practical Subjects																			
CE206	Basic Survey Field Work	40	60	100	28	43	71	C	CE-213	Hydraulic & Hydraulic Machines Lab	40	60	100	32	50	82	A		
CE205	Fluid Mechanics Lab	40	60	100	27	41	68	C	CE-214	Advance Survey Field Work	40	60	100	26	51	77	B		
CE208	Material Testing Lab	40	60	100	23	48	71	C	CE-215	Concrete Technology Lab	40	60	100	27	45	72	C		
CE207	Building Planning & Drawing	40	60	100	26	50	76	B	MT-209	Numerical Techniques Lab	40	60	100	32	52	84	A		
Total :		520	480	1000	200	365	565		Total :		520	480	1000	277	377	654			
Audit Course:																			
BM-226 Human Values and Professional Ethics 50 -- 50 40 -- 40																			
Carryover Paper(s) (ESE) : 4																			
Carryover Paper(s) (CA) : NIL																			
Codes : NIL																			
Grace Marks (if any) : NIL																			
Prepared By 																			

Front page

Table of Grading of Performance

Percentage of Marks Obtained	Letter	Grade Points	Performance
85.00 and above	O	10	Outstanding
80.00-84.99	A	9	Excellent
75.00-79.99	B	8	Very Good
65.00-74.99	C	7	Good
60.00-64.99	D	6	Fair
55.00-59.99	E	5	Average
41.00-54.99	P	4	Pass
Less than 41.00	F	0	Fail

Abbreviation :

1. End-Semester Examination (ESE)
2. Continuous Assessment (CA)
3. Semester Grade Performance Index (SGPI)
4. Cumulative Grade Performance Index (CGPI)

Signature of Director / Dean / HOD
with seal

Back Page

Serial No. : 19045005



Enrollment No.: 1700103500





Integral University

Lucknow (India)

Upon the recommendation of the Academic Council, hereby confers the degree of

Master of Physiotherapy

in

Musculoskeletal

on

Nancy Gloria Turkey

who has successfully completed the course of studies as prescribed under the regulations and passed the final examination of the academic session 2018-2019

PHOTO COPY

Date of Issue : 11-Nov, 2019

Lucknow (U.P.), India


First Division



Vice Chancellor

Front page

Serial No. : 19045005
Roll No. : 1701451002
Enrollment No. : 1700103500

Checked By : 

Date of Issue : **11 Nov, 2019** Registrar / Controller of Examinations

Back page



**Office of the Controller of Examinations
INTEGRAL UNIVERSITY, LUCKNOW
Kursi Road, Lucknow-226026, Uttar Pradesh (INDIA)**
APPLICATION TO ISSUE DEGREE / MARKSHEET

Application No.:

Date: _____

The Controller of Examinations,
Integral University, Lucknow.

Affix
Photograph

Sir,

I request you please issue me the Degree / Mark sheet mentioned below. I certify that I am the same candidate who appeared at the following examination. My particulars are as follows:

Candidate's Name (*in block letters*) _____ Roll No. _____ Enrol. No. _____

Father's Name (*in block letters*) _____

Mother's Name (*in block letters*) _____

Present Postal Address _____

Phone No. _____ Email ID. _____

Name of Examination (Program) _____ Branch _____ Year/Semester _____

Authorization (in case student is not available):

I authorize _____ to collect my above mentioned Degree/Marksheet. The specimen signature of authorized person is given below. His/her photo/address ID is enclosed.

(Specimen Signature of authorized person)

(Signature of the Candidate)

INSTRUCTIONS FOR APPLICANT

Attach photocopies of result issued online of all year examination (passed). (In case of carryover, attach a copy of online carryover result).

The Candidate / authorized person must show his/her identify at the time of receiving the Degree/ Mark sheet.

Issue of Duplicate Degree/Mark sheet

Duplicate Degree/Mark sheet can also be obtained on submitting an application along with the following:

1. An Affidavit signed and certified by the First Class Magistrate.
2. Cutting from the leading newspaper showing that the original has been lost or destroyed, or submit defaced/remaining portion of Degree/ Marksheet.
3. Prescribed fee of Rs. 200/- (For duplicate marksheet) and Rs 300/- (For Degree).
4. Copy of FIR.

I have read all above mentioned instructions carefully. I will abide by the rules and regulations or any instructions given by the Examination Section.

FOR OFFICE USE ONLY

Name of person received the application: _____ Signature _____ Date _____

Name of person assigned to complete the task _____ Signature of COE/Dy. Registrar _____

Task completion Date _____ Signature of person who completed the task _____

I have received required Degree/ Marksheet after depositing all my dues, if any.

Yours faithfully,

(Signature of the candidate)
(After receiving the Degree / Mark Sheet)

Cut it from here and give it to applicant

ACKNOWLEDGMENT

(This slip is required for collecting the Degree/Marksheet)

Name of student: _____ Enrol No. _____ Application No. _____

Purpose _____ Date _____

Name and signature of authorized person at counter no.9 (Examination counter-Academic Block III) _____

Ph.D. Program

PhD program runs under the Faculty of Doctoral Studies and Research. Part of the program under the examination section is as following.

1. Course Work

The minimum credits assigned for the PhD course work shall be 10 credits, consisting of three papers, one Research Methodology, Research & Publication Ethics and other Subject/Topic-Specific. The maximum marks for each paper will be 100. The course work shall be assigned by the RDC or RDSC after the registration in coordination with the department and research interest shown by the PhD scholars.

The Research Methodology and Research & Publication Ethics paper shall be coordinated by the Office of the Research and Development (R&D) or assigned coordinator by the Dean, R&D. However, the subject-specific paper given by the concerned department shall be coordinated by the Departmental PhD Coordinator. Regular monitoring of attendance shall be routinely recorded. Expected attendance is 80% in both the courses.

All the registered PhD scholars shall be required to complete the prescribed course work during the initial two semesters.

Candidates already holding M.Phil. degree and admitted to the PhD programme, may be exempted by the RDC from the PhD course work. All other candidates admitted to the PhD programme shall be required to complete the prescribed PhD course work.

Grades in the course work, including the Research Methodology & Research & Publication Ethics shall be finalized after the combined assessment as per the approved evaluation scheme having 80% theoretical written examination and 20% internal evaluation (5% attendance and 15% for assigned presentation). The PhD scholar has to obtain minimum of 55% of marks in each paper or its equivalent grade in the UGC 7-point scale or an equivalent grade/CGPA in a point scale grading system.

All the PhD scholars are expected to pass the course work in the first semester in order to start their research work after title and synopsis approval by the subsequent RDC. If the scholar fails to pass in the first attempt, one more attempt may be given to clear the course work, failing which his/her PhD registration may be cancelled. In rare circumstances with justifying evidences, RDC may recommend to the Vice Chancellor for a final attempt to clear the course work paper(s), however, till then the PhD scholar shall not be allowed to undertake any research work.

RDC shall meet twice in each academic year and half of the members shall form the quorum for a meeting with essential presence of the external expert. The meeting minutes shall be finalized and signed by the external expert and other members. The minutes shall be forwarded to the HoD for dissemination to the supervisor and/or scholar as per the decision recorded in meeting minutes.

Functions and Duties of RDC:

- To allocate the research supervisors, course work, review the research proposal and finalize the research topic based on availability of the expertise and infrastructure

- To periodically examine and review the progress of PhD scholar's research work for evaluation and guidance

- To give permission for pre-PhD presentation to the PhD scholar which may be conducted as open presentation before the RDSC

- RDC may assign or approve certain functions/duties to the RDSC.

The PhD scholar has to submit the duly filled and signed Progress Report form at least two weeks before the scheduled RDC meeting to the Departmental PhD Coordinator who in turn will submit them collectively to the Office of the Research and Development a week prior to

the RDC meeting for review.

The scholar has to present his/her progress before the RDC. Continuation of the registration of a PhD scholar in the PhD programme will depend on his/her satisfactory progress and conduct. This will count towards maximum of 20 credits.

In case the progress of PhD scholar is unsatisfactory, the RDC shall record the reasons for the same and suggest corrective measures. If the PhD scholar fails to implement these corrective measures and again the progress is unsatisfactory, the RDC may recommend with specific reasons for cancellation of the registration of that PhD scholar. If a registered PhD scholar fails to appear in two successive RDCs then his/her registration is liable to be cancelled. In case, he/she is permitted to continue, the scholar has to deposit re-admission and/or Continuation fee along with any previous dues.

A PhD scholar may be normally permitted by the RDC to modify his/her topic of the research and/or synopsis on the recommendation of the supervisor within the first two RDCs.

All PhD scholars have to be in regular contact with their Research Supervisor(s) for research guidance and the attendance of the scholars has to be duly recorded and furnished by the Research Supervisor(s) in the Progress Report Form. The poor attendance shall be considered as "Unsatisfactory progress" unless certified by the Research Supervisor or Co-Supervisor and HoD with justifiable evidences.

To finalize and advertise the number of vacancies in a PhD program

To conduct the Entrance examination in coordination with Examination Section and subsequent interview

To facilitate the admission and registration of a candidate including the NRIs/OCIs/foreign citizens in PhD programme

To conduct the open pre-PhD presentations permitted by the RDC

To evaluate the progress report of the PhD scholar as special case

To perform any other task assigned by the RDC

To redress the special cases which shall be approved by the forthcoming RDC or the Vice Chancellor

2. Submission of Thesis and Pre-PhD Presentation

Full-time and part-time PhD scholars shall have to attend and clear at least four (04) and six (06) RDC meetings after successful completion of the course work, respectively.

Under the CBCS, a minimum of 88 credits including 08 credits for course work and 80 credits for research work have to be earned in order to be eligible for pre-PhD permission.

Prior to the submission of thesis, the scholar shall make an open Pre-PhD presentation in front of RDC or RDSC along with Research supervisor, Co-Supervisor, faculty members and other research scholars. A draft thesis on the University prescribed format has to be presented during the Pre-PhD presentation. The feedback and comments obtained from them may be suitably incorporated into the draft thesis which shall be communicated through the RDC or RDSC meeting minutes.

Pre-PhD permission shall not be normally given unless the scholar shows all the approved objectives have been achieved with at least one publication in Thomson Reuter and/or SCI or Scopus indexed journals in addition to either one additional publication or two paper presentations in International and/or National conferences/ seminars before the submission of the thesis for adjudication, and produce evidence for the same in the form of presentation certificates, acceptance letters and/or reprints.

After successful Pre-PhD presentation, the scholar has to submit one spiral bound thesis and a soft copy using the duly filled thesis submission form and other relevant documents/forms/certificates/annual PhD fee receipts within FOUR months from the date of the Pre-PhD presentation. In case, PhD scholar fails to submit within the stipulated time, he/she may need to take fresh permission from RDC or RDSC to submit it within four months which will be the final permission. Failure to submit his/her thesis again, the registration is liable to be cancelled.

The scholars shall have to deposit the annual PhD fee and any other fee on their due dates until the thesis is submitted even if granted special extension to submit the thesis as mentioned in the Clause 8.5 above. In addition, the scholar has to deposit the prescribed thesis submission and plagiarism check fee prior to submitting his/her thesis.

3. Evaluation of Thesis

Initial review of the submitted thesis will be conducted by the Office of the Research and Development for plagiarism, any other forms of academic dishonesty and correctness of English language. Further, the scholar has to give an undertaking and a certificate from the Research Supervisor(s) attesting to the originality of the work, vouching that there is no plagiarism.

A panel of six external experts duly qualified to examine the thesis shall be prepared and out of which at least four of the examiners in the panel shall be from outside the State of Uttar Pradesh, with preferably one from outside the country. The Vice Chancellor will approve two external examiners from the panel. Research Supervisor(s) shall act as an internal examiner(s).

The thesis shall be sent to the approved examiners for evaluation. A maximum of three months shall be given to the examiners for sending the evaluation report in the prescribed format, failing which the Vice Chancellor may appoint an alternate examiner from the panel as to complete the entire evaluation process and viva voce examination within a period of six months from the date of submission of thesis.

The examiners shall specifically report and recommend whether the thesis be:

Approved as it is

OR

To be resubmitted after revision/extension/modification of work. OR

Rejected

The compiled reports shall be communicated to the Research Supervisor. The revised thesis along with the rebuttal of the comments/suggestions highlighting the text in the revised thesis where the revision took place shall be submitted to the Office of the Research and Development for the review. The scholar and the Research Supervisor have to provide a certificate in writing that all the modifications/suggestions in the thesis by the examiner have been appropriately incorporated.

If one of the external examiners approves the thesis and the other examiner recommends revision and/or clarifications, the scholar's responses will be communicated to the concerned examiner. Viva voce examination may be conducted following positive reply of the concerned examiner. In case of negative reply from the concerned examiner, the scholar shall be given one more chance to rectify the comments to the satisfaction of the concerned examiner and/or RDC Chairman.

If the PhD scholar is required to revise the thesis by both the examiners, the scholar shall revise the thesis within maximum one year from the date of communication. The PhD scholar shall have to pay an additional examination and other pertinent fee as prescribed by the University from time to time for resubmission of his/her thesis.

The resubmitted thesis shall be examined by all the examiners. A copy of each of the previous evaluation report shall be sent to the examiners. The examiners shall clearly recommend whether the scholar has incorporated all the comments in the revised thesis which is to be approved or rejected.

If one of the evaluation reports of the external examiner is unsatisfactory and does not recommend viva voce, the University shall send the thesis to another external examiner out of the approved panel of examiners and the viva voce examination shall be held only if the report of the latter examiner is satisfactory. If the report of the latter examiner is also unsatisfactory, the thesis shall be rejected and the research scholar shall be declared ineligible for the award of the degree.

If both the external examiners reject the thesis at the first place, the thesis shall stand rejected.

The viva voce examination shall be conducted by the RDC Chairman, Research Supervisor and at least one of the two external examiners appointed by the Vice Chancellor, and shall be open to all the students and staff of University. In case of the inability of the external examiners to attend the viva voce examination of the PhD scholar

in the subsequent two months, the Vice Chancellor may appoint another external examiner for conducting viva voce examination who will be given suitable time to go through the thesis.

The external and internal examiners shall give a clear recommendation for the award of PhD degree based on the satisfactory performance by the scholar during the viva voce examination. In case the scholar is required to re-appear for a viva voce examination before the same Board of examiners, it shall not be earlier than two months from the date of the first viva voce examination. The scholar has to pay the additional examination fee. If the performance of the PhD scholar at the second viva voce examination is unsatisfactory, the thesis shall be rejected.

Every effort shall be made to complete the entire process of thesis evaluation within a period of six months from the date of submission of the revised thesis after initial review by the Office of Research & Development.

4. Award of PhD Degree

After the successful viva voce examination, the PhD scholar shall submit three hard bound and two soft copies of the thesis to the Office of Research and Development.

The PhD scholar shall be eligible for the award of Provisional Certificate, provided the Examination sub-committee recommends and Vice Chancellor approves the same.

The PhD degree will be awarded in the Convocation. The date of the eligibility of the scholar for the PhD degree shall be the date of approval of examination sub-committee's recommendation by the Vice Chancellor.

The award of PhD degree can be withdrawn at any time in case the thesis submitted by the scholar is found to be an act of plagiarism or any other academic misconduct and the examination sub-committee and the Academic Council recommend withdrawal of PhD degree and the Executive Council approves it.

5. Award of PhD degree prior to Notification of these Regulations

- 5.2 Award of degrees to registered scholars for the PhD programme on or after July 11, 2009 till the date of Notification of these Regulations shall be governed by the provisions of the UGC Regulations, 2009, Amendments 2015 and/or respective PhD Ordinance of the University.

6. Depository with INFLIBNET

- 6.2 Following the successful completion of the evaluation process and before the announcement of the award of the PhD degree, the University shall submit an electronic copy of the PhD thesis to the INFLIBNET, for hosting the same so as to make it accessible to all Institutions/Universities/Colleges.

EXAMINATION AUTOMATION MANUAL

Four portals:

1. Learning Management System (LMS) under Integral Learning Initiative (ILI)
Digital learning environment that provides online learning resource and activities with management information system capabilities as a compliment to face-to-face course offerings by the university.
2. Integral University Student Management System App (IUSMS App)
 - a. For issue of online notices
 - b. Online filling of Examination forms
 - c. Online Fee deposition
 - d. For Semester Registration
3. Student Management Information System (SMIS) portal
 - a. Allotment of Roll number to students
 - b. Student's Verification and Admit Card printing
 - c. Feeding of Continuous Assessment Marks
 - d. Student Upgradation/Promotion
 - e. Online Portal/display of Results
4. Integral University Examination App (IU Exam App)
 - a. Online Question Paper Designing
 - b. Scheduling, Conduction, Evaluation & Scrutinizing Evaluation.
 - c. Feeding of Semester End Examination Marks
 - d. For collation and compilation of examination data, printing of Tabulation Register and Marksheet
 - e. Online application for Scrutiny
 - f. Showing Evaluated Answer Copies of students.
 - g. Online Grievance Redressal Portal
 - h. Online document verification

1. Learning Management System (LMS) under Integral Learning Initiative (ILI)

Purpose and Scope:

ILI is a digital learning environment that provides online learning resource and activities with management information system capabilities as a compliment to face-to-face course offerings by the university. ILI can be used for online/ blended mode of learning and course offering of university.

I. Creation (Account and courses)

A. Account Creation

Students: Regular Student accounts shall be created by academic cell/ ILI cell through normal on boarding process for new students using students enrollment number and IUL email id created by the university. A Student account normally remains active for their enrollment period in the university and may be modified/ suspended /altered as per university policy. Students shall be enrolled in regular courses as per their entitlement based on semester/ session registration process and in electives as per the process specified by university.

Visiting students/ Parents: students of other institution/ parent account can be created as per university policy and access shall be limited to the categories/ sections allowed as per policy.

Instructional Faculty/ Academic Administrators: Instructional Faculty and Academic Administrators account shall be created by ILI cell using employee ID/ IUL email ID or any other id as per university policy, within one week of request and initial training shall be conducted online/offline regarding basic use practices, policies, and procedures.

Staff: Staff members seeking access to the IU system should request through their departmental head, who shall determine whether the scope of the project assignment requires access to the ILI system. ILI account shall be created as per recommendation of department head using employee id and a training session regarding basic use practices, policies, and procedures shall be done online/ offline.

An email containing the username and password shall be sent to users university email ID or on the enrolled email ID within week of enrollment. Users who misplace this information, or do not receive information can mail to the IT Helpdesk/ ILI cell from IUL email or visit ILI office. IU account information shall not be communicated to the student over the phone or without proper identification.

B. Course Page Creation

Catalog All regular course offerings will receive automatic course creation in the IU prior to the start of each semester by academic with start and end dates as per schedule. The default course created will have desired format of activities as per policy.

Non-Catalog Courses Human Resource Development courses, value added course, skill courses and other courses not associated with curriculum shall be created by a academic/ manager after approval of request of initiator through head of respective section. These courses may be created in self enrollment mode or manual enrollment of associated enrollment rosters, with details.

II. User Role Definitions

Course Level

Editing Teacher (Facilitator): Teachers can do anything within a course, including changing the activities and grading students however it is desired that basic activity structure of desired course should not be altered and new activities may be added. This role is assigned to Instructional Faculty only.

Non-Editing Teacher (Mentor): Non-editing teachers can teach in courses and grade students, but may not alter activities. This role is assigned as per policy.

IU Student: Students generally have fewer privileges within a course. This role is assigned to registered students only (registered through Email ID).

O Student: Students not enrolled in Integral University may be allowed to participate in courses as per policy. This role is assigned to students who are not bona fide students of university.

Observers: Observers can access course but can't modify them, however they have privilege to participate in forums. This role is primarily used by academic administration for accreditation and evaluation purposes. The role may be site wide or category level as per the purpose of the role assigned to user.

Observers: Parents can access activities and reports of their wards but can't modify them. This role is primarily meant for collaborative mentoring of students.

Manager: Managers can access course and modify them, they usually do not participate in courses. This role is primarily used by academic administration for accreditation and evaluation purposes. The role may be site wide or category level as per the purpose of the role assigned to user.

Site Level Administrator Administrators have full site access and editing privileges.

III. Auto-enrollment Processing & Access Request Procedures

A. Course Level Access Request Procedure Scheduled course participants are automatically assigned to in catalog courses as per semester / session registration data. All changes to Editing Teacher/ Non Editing teacher/ IU Student role assignments in catalog courses must be processed through the academic cell/ ILI cell, before they will be reflected in IU. Instructors wishing to grant scheduled course access to individuals using other role assignments must contact the academic cell/ ILI for processing as per university policy.

B. Category Level Access Request Procedure Category level role assignments must be manually processed by site wide Manager/ Administrator as per the policy.

C. Course Enrollment Procedure Students & Faculty

Faculty and Students who are actively associated with any catalog course will be enrolled in the IU courses as per semester/ session registration data and assignment by academic/ ILI cell/ category managers.

C. Course Enrollment Procedure Students & Faculty and other roles in non Catalog courses

Non catalog courses creation and students/ faculty/ other roll assignment in non catalog courses shall be handled by academic cell/ ILI cell on the request of initiator through respective department head as per policy.

IV. Course Page Access

Initial Faculty Access Faculty to their assigned catalog courses are provided generally 1 week prior to the semester start date to allow time for course development.

Initial Student Access Students are automatically given access to their assigned courses generally few days prior to the start of the semester as per semester/ session registration data. A student not accessing the course for one month shall be automatically suspended and would require submitting a request to academic cell/ ILI cell for activating the registration.

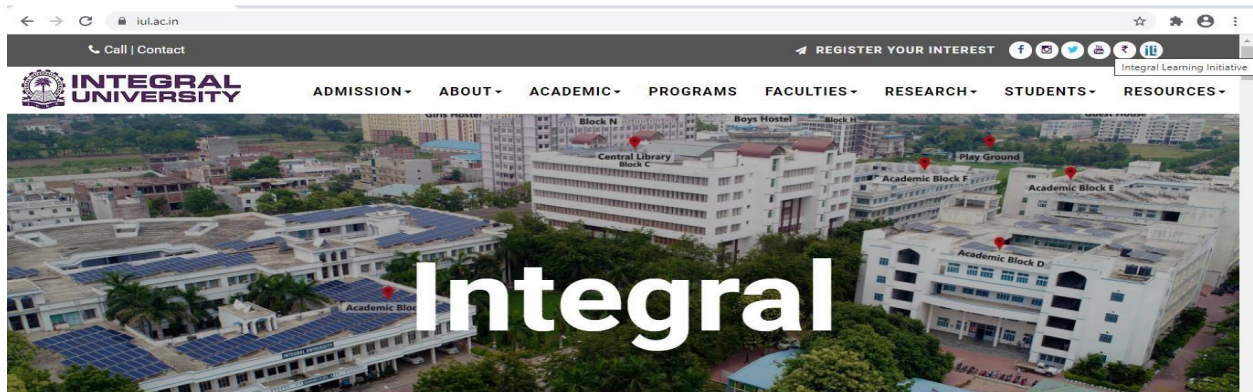
V. Post Semester Access and Archiving

Assigned Faculty: Faculty will maintain access to assigned course for one month or till completion of end semester examination after that the course shall be archived. All archived course with activities and resource shall be property of IU. These courses may be used as template for next year. Faculties may take backup of their course before archiving. Faculties can post their creations on slide share and YouTube or any other repository as suggested from time to time.

Students: Students are allowed access to courses till end of end semester examinations.

VI. Students Access guidelines

- a. Enter URL <https://ilizone.iul.ac.in/>
Or log to <https://iul.ac.in/> and click on icon



And click login at top right corner

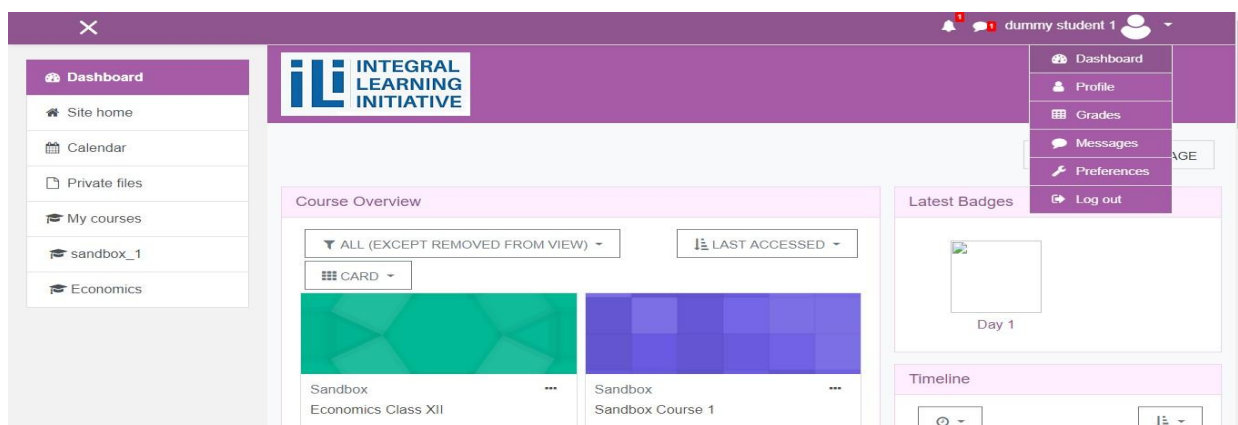


- b. Login credentials
Username: enrollment number/ employee id / as provided
Password: as provided
Then click login

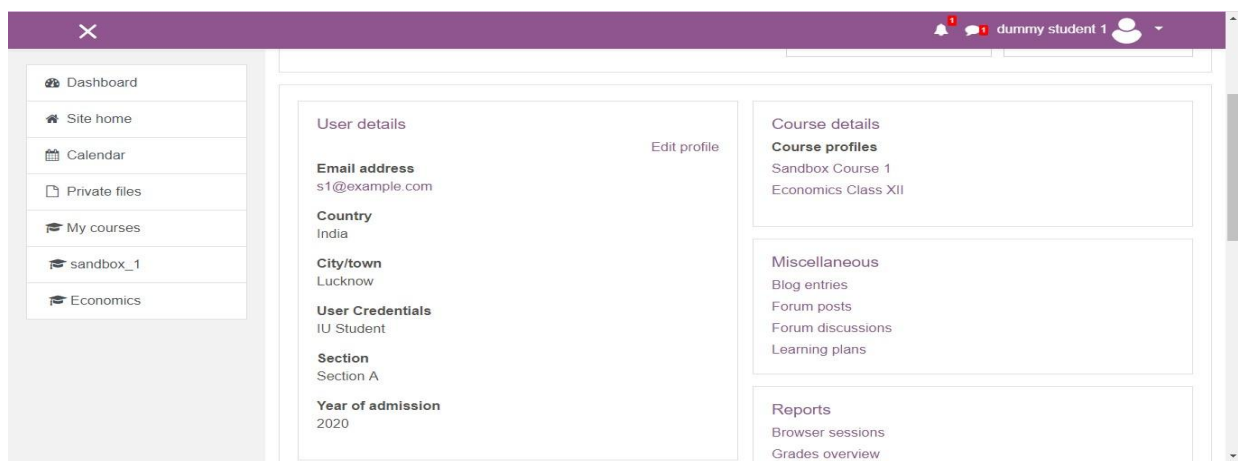
Students account login credentials/course enrollment shall be activated only after semester registration.

c. Update Profile after login

After login, click on your name at top right corner and then click profile



Then click edit profile.



Check General Details

The screenshot shows the 'General' section of a user profile. The left sidebar contains links to Dashboard, Site home, Calendar, Private files, My courses, sandbox_1, and Economics. The main content area is titled 'General' and includes the following fields:

- First name: dummy
- Surname: student 1
- Email address: s1@example.com
- Email display: Allow only other course members to see my email address
- City/town: Lucknow
- Select a country: India
- Timezone: Asia/Kolkata
- Description: A rich text editor with various formatting options.

Upload picture

The screenshot shows the 'User picture' section. It includes a 'Current picture' field set to 'None' and a 'New picture' field with a file upload interface. The upload interface shows a dashed box for dropping files, a blue arrow pointing down, and the text 'You can drag and drop files here to add them.' Below this, it lists 'Accepted file types: Image files used on the web .gif .jpe .jpeg .jpg .png .svg .svgz'. There is also a 'Picture description' text area.

Click optional and Fill optional details specially “Department”, “mobile phone”, “Address”

The screenshot shows the 'Optional' section of a user profile. The left sidebar is the same as in the previous screenshots. The main content area is titled 'Optional' and includes the following fields:

- Web page
- ICQ number
- Skype ID
- AIM ID
- Yahoo ID
- MSN ID
- ID number
- Institution
- Department

Click other fields and Fill For students; “Roll Number ”, “Program Name”, “Year of Program” , “Section”, “Year of admission” and “National of”

Other fields

User Credentials: IU Student

Roll Number:

Program Name:

Year of Program: 1

Section: Section A

Year of admission: 2020

National of:

[UPDATE PROFILE](#) [CANCEL](#)

There are required fields in this form marked with a red dot icon.

Then click update Profile

d. Again Click on your name at top right corner and click preferences

INTEGRAL LEARNING INITIATIVE

dummy student 1 MESSAGE

Dashboard / Profile

[RESET PAGE TO DEFAULT](#) [CUSTOMISE THIS PAGE](#)

User details [Edit profile](#)

Email address
s1@example.com

Country

Course details

Course profiles
Sandbox Course 1
Economics Class XII

[Dashboard](#)
[Profile](#)
[Grades](#)
[Messages](#)
[Preferences](#)
[Log out](#)

Then click change Password

Preferences

User account

- Edit profile
- Change password
- Preferred language
- Forum preferences
- Editor preferences
- Course preferences
- Calendar preferences
- Message preferences
- Notification preferences

Blogs

- Blog preferences
- External blogs
- Register an external blog

Badges

- Manage badges
- Badge preferences
- Backpack settings

Enter Old Password and new Password as per guidelines on the page and then click save changes

The screenshot shows the 'Change password' form within the Integral Learning Initiative dashboard. The left sidebar contains navigation links: Dashboard, Site home, Calendar, Private files, My courses, sandbox_1, and Economics. The top navigation bar shows the user is 'dummy student 1'. The breadcrumb trail is 'Dashboard / Preferences / User account / Change password'. The form itself has a title 'Change password' and shows the 'Username' as 'demos1'. Below this, a password requirement message states: 'The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s) such as *, -, or #'. There are three input fields: 'Current password', 'New password', and 'New password (again)', each with a red information icon to its left. At the bottom of the form are two buttons: 'SAVE CHANGES' and 'CANCEL'. A note at the very bottom says 'There are required fields in this form marked ⓘ'.

e. Click on Dashboard

The screenshot shows the 'Dashboard' page. The left sidebar is the same as in the previous image. The top navigation bar shows 'dummy student 1'. The main content area has a purple header with the 'INTEGRAL LEARNING INITIATIVE' logo. Below the header is a user profile section for 'dummy student 1' with a 'MESSAGE' button. The breadcrumb trail is 'Dashboard / Preferences'. The 'Preferences' section is divided into three columns: 'User account' (with links for Edit profile, Change password, Preferred language, and Forum preferences), 'Blogs' (with links for Blog preferences, External blogs, and Register an external blog), and 'Badges' (with links for Manage badges, Badge preferences, and Backpack settings).

Course shall show on the page.

The screenshot shows the 'Course Overview' page. The left sidebar is the same. The top navigation bar shows 'dummy student 1'. The main content area has a purple header with the 'INTEGRAL LEARNING INITIATIVE' logo. Below the header is a 'CUSTOMISE THIS PAGE' button. The 'Course Overview' section has a filter dropdown set to 'ALL (EXCEPT REMOVED FROM VIEW)' and a 'LAST ACCESSED' button. Below these are two course cards: 'Sandbox Economics Class XII' and 'Sandbox Sandbox Course 1'. The 'Latest Badges' section shows a badge for 'Day 1'. The 'Timeline' section has a circular icon and a list icon.

f. Steps to Attend classes

Click on the course

The screenshot shows the Integral Learning Initiative dashboard. On the left is a sidebar with a 'Dashboard' menu and links to 'Site home', 'Calendar', 'Private files', 'My courses', 'sandbox_1', and 'Economics'. The main area has a header with the ILI logo and a user profile 'dummy student 1'. Below the header, there's a 'Course Overview' section with filters for 'ALL (EXCEPT REMOVED FROM VIEW)' and 'LAST ACCESSED', and a 'CARD' view selector. It displays two course cards: 'Sandbox Economics Class XII' and 'Sandbox Sandbox Course 1'. To the right, there's a 'Latest Badges' section showing 'Day 1' and a 'Timeline' section.

Click attendance

The screenshot shows the 'Economics Class XII' course page. The sidebar on the left has a menu with 'Economics', 'Participants', 'Badges', 'Competencies', 'Grades', 'General', and several units. The main area has a header 'Economics Class XII' and a breadcrumb 'Dashboard / My courses / Economics'. Below this, there's a 'Welcome!' message and a list of activities: 'Counselling', 'Attendance', 'Announcements', and 'Meeting', each with a checkbox. On the right, there's a 'Completion Progress' section showing a progress bar for 'NOW'.

Sessions timetable shall show

Click on “Submit attendance” to mark attendance

The screenshot shows the 'Economics Class XII' course page with the 'Attendance report' view. The sidebar on the left has a menu with 'Economics', 'Participants', 'Badges', 'Competencies', 'Grades', 'General', and several units. The main area has a header 'Economics Class XII' and a breadcrumb 'Dashboard / My courses / Economics / General / Attendance / Attendance report'. Below this, there's a 'This course' / 'All courses' selector and a date selector for 'AUGUST'. A table shows the attendance report with columns: Date, Description, Status, Points, and Remarks.

Date	Description	Status	Points	Remarks
Fri 14 Aug 2020 2PM - 3PM	Regular class session			Submit attendance
Sat 15 Aug 2020 2PM - 3PM	Regular class session	?	2 / 2	
Mon 17 Aug 2020 2PM - 3PM	Regular class session	?	2 / 2	

Date	Description	Status	Points	Remarks
Fri 14 Aug 2020 2PM - 3PM	Regular class session	Present	2 / 2	Self-recorded
Sat 15 Aug 2020 2PM - 3PM	Regular class session	?	? / 2	
Mon 17 Aug 2020 2PM - 3PM	Regular class session	?	? / 2	
Tue 18 Aug 2020	Regular class session	?	? / 2	

g. Online synchronous Classes shall be held on any videoconferencing platform like Google meet.

VII. Setting up of End Semester Examination

a. Ensure submission of feedback of all unit/section and CO indirect attainment survey till 31 Dec 2020 (Data/ Graph may be required for course coverage report/ attainment computation).

b. Setting Up End Sem Activity Section

Ensure that any undesired restriction on “End Sem Activity” section is removed by following steps

- Click on the course and Click turn editing on
- Go to End Sem Activity Section and click edit

- c. Click edit topic then on the form click “restrict access”

- d. Click on „X” in front of undesired activity restriction to remove it and then click „Save Changes”.

c. Setting up “End Sem Exam” (Under End Sem Activity section)

In front of “End Sem Exam”, click „Edit”, then click „Edit Settings”, Form shall open

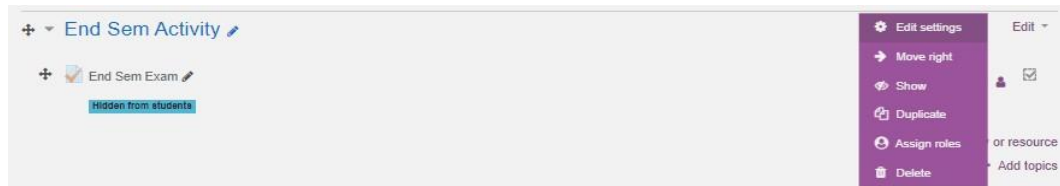
- a. Click on “Timing”. Set „open the quiz” and „close the quiz” time as per the given slot.

- b. Click on „Layout” click „show more” then select „Every 10 questions” (on every page switch answers marking are saved)

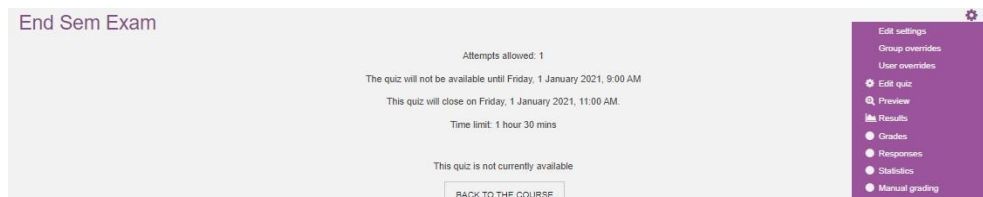
- c. Click „Review options” and ensure that all review options are unchecked.

- d. If “End Sem Exam” has any undesired restriction condition, then Click „restrict access” and remove restrictions by click on „X” in front of restriction
- e. Click „save and return to course”

- f. In front of „End Sem Exam“, click „Edit“ then click „show“

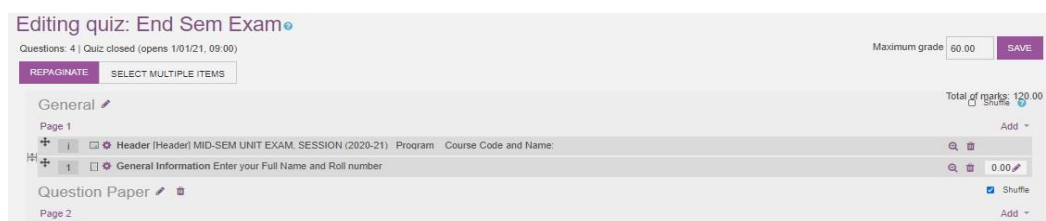


- g. „End Sem Exam“ is all set now. Click on „End Sem Exam“, click on setting wheel, then click „Edit quiz“ and add questions as per guidelines given earlier.



- h. Set „Maximum grade“ as desired marks of the Exam then click save In this example ESE 60 marks

i.



d. Transferring End sem Paper for same course running in many sections

Exam question paper can be set by one teacher and imported to other courses by following steps.

- Click on course, click on setting wheel the click more
- Click on „question bank“ then click on „category“
- click „add category“, name it „ESE“ and click add category

- d. Click on „questions“; Move the selected question to „ESE“ or add new questions in „End Sem Exam“ by selecting category as „ESE“.
- e. After organizing questions in „ESE“, click export and select „Moodle xml format“ and click „Export question to the file“

File format

- ☐ Aiken format
- ☐ GIFT format
- ☐ Microsoft Word 2010 table format (wordtable)
- ☒ Moodle XML format
- ☐ Print out for review
- ☐ XHTML format

General

Export category: ESE (90)

☒ Write category to file ☒ Write context to file

EXPORT QUESTIONS TO FILE

There are required fields in this form marked

- f. File shall be downloaded. In the other course go to question bank, click „import“, select „Moodle xml format“ upload the file and click „import“. Questions are transferred to „ESE“ category

Import questions from file

File format

- ☐ Aiken format
- ☐ Blackboard
- ☐ Embedded answers (Cloze)
- ☐ Examview
- ☐ GIFT format
- ☐ Microsoft Word 2010 table format (wordtable)
- ☐ Missing word format
- ☒ Moodle XML format
- ☐ WebCT format

General

Import questions from file

Import

CHOOSE A FILE...

questions-FM-ESE-20201220-2347.xml

IMPORT

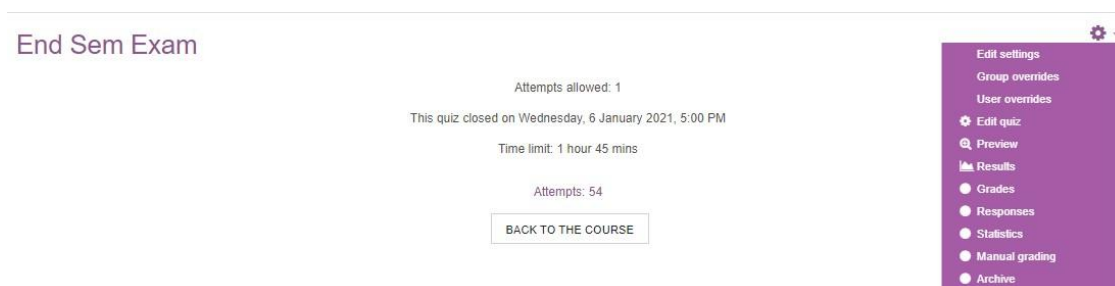
- g. Go to the “End Sem Activity” section, click „End Sem Exam“, click on settings wheel, click edit quiz, the add question from question bank. Select questions from „ESE“ category. Questions shall be added.
- e. Preview the Exam sem exam and question paper print**
- a. Click „End Sem Exam“, click on settings wheel, and click „Preview“
 - b. Attempt questions by clicking „Start Attempt“
 - c. Click „Finish attempt“ then click „Submit all and finish“.
 - d. On the quiz navigation tab „Show all question on one page“
 - e. Press „Ctrl+P“ and save the question paper as pdf file
- f. Message students to check that „End Sem Exam“ is visible in the evening (after 9:00 PM) a day before „End Sem Exam“ date. Also advise students to log on using browser on time.

VIII Backup and Archive of course activities.

1. Archive of “End Sem Exam”

After completion of “End Sem Exam” and manual evaluation (for SA and Essay questions),

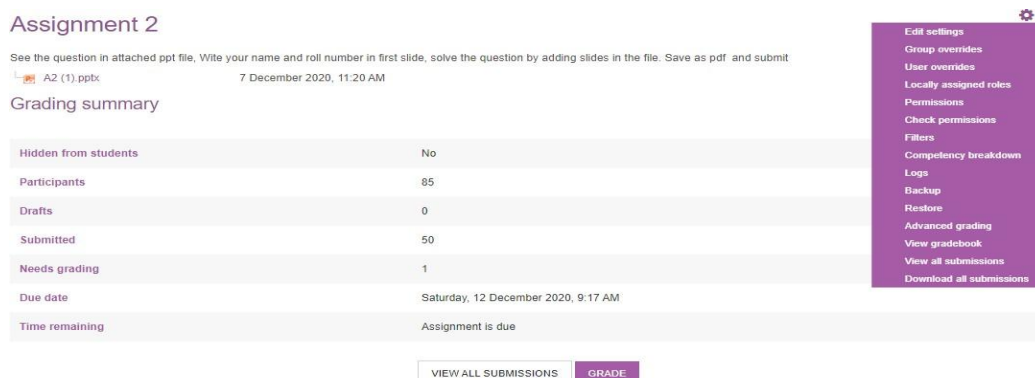
- Click “End Sem Exam” click on wheel then click “Archive”



- All attempts shall display on page. Press „Ctrl+P” and save the attempts as pdf file with the name „Subcode_ESE Archive_Odd 20_21”
- Send the document at examination@iul.ac.in

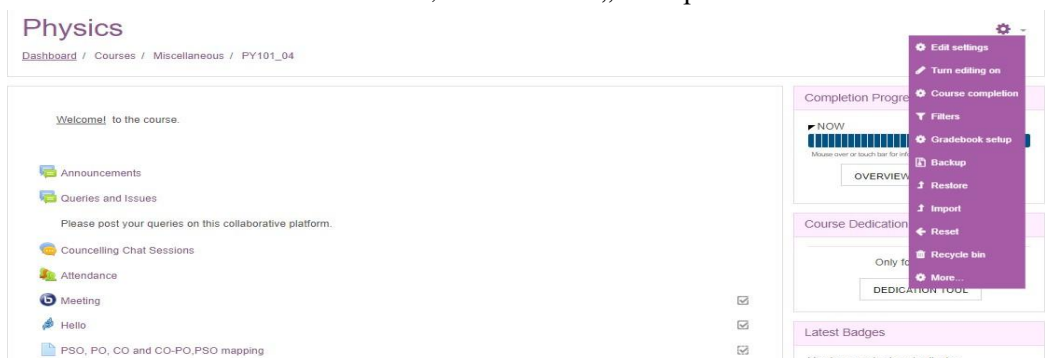
2. Archive of Unit exams, quiz and Assignments

- Archive unit exams, quiz 1 and quiz 2 in similar way
- To Archive assignment, click on assignment then click on wheel then click download all assignment. A folder containing all assignment shall be downloaded.



3. Course Backup

- Go to the course and Click on wheel, then click on “backup”



- b. Tick question bank, and un-tick rest (May include suitable options; but it shall increase backup size, which should be less than 10 MB for restore on site)

1. Initial settings ► 2. Schema settings ► 3. Confirmation and review ► 4. Perform backup ► 5. Complete

Backup settings

- ☐ IMS Common Cartridge 1.1
- ☐ Include enrolled users
- ☐ Anonymize user information
- ☐ Include user role assignments
- ☐ Include activities and resources
- ☐ Include blocks
- ☐ Include files
- ☐ Include filters
- ☐ Include comments
- ☐ Include badges
- ☐ Include calendar events
- ☐ Include user completion details
- ☐ Include course logs
- ☐ Include grade history
- ☒ Include question bank
- ☐ Include groups and groupings
- ☐ Include competencies
- ☐ Include custom fields

[JUMP TO FINAL STEP](#) [CANCEL](#) [NEXT](#)

- c. Click jump to final step (or click next to check further options)

1. Initial settings ► 2. Schema settings ► 3. Confirmation and review ► 4. Perform backup ► 5. Complete

This backup was created with only references to files, not the files themselves. Restoring will only work on this site.

The backup file was successfully created.

[CONTINUE](#)

- d. Click „continue“ and download the backup file

Import a backup file

Files



CHOOSE A FILE...



You can drag and drop files here to add them.

[RESTORE](#)

There are required fields in this form marked

Course backup area

Filename	Time	Size	Download	Restore
----------	------	------	----------	---------

[MANAGE BACKUP FILES](#)

User private backup area

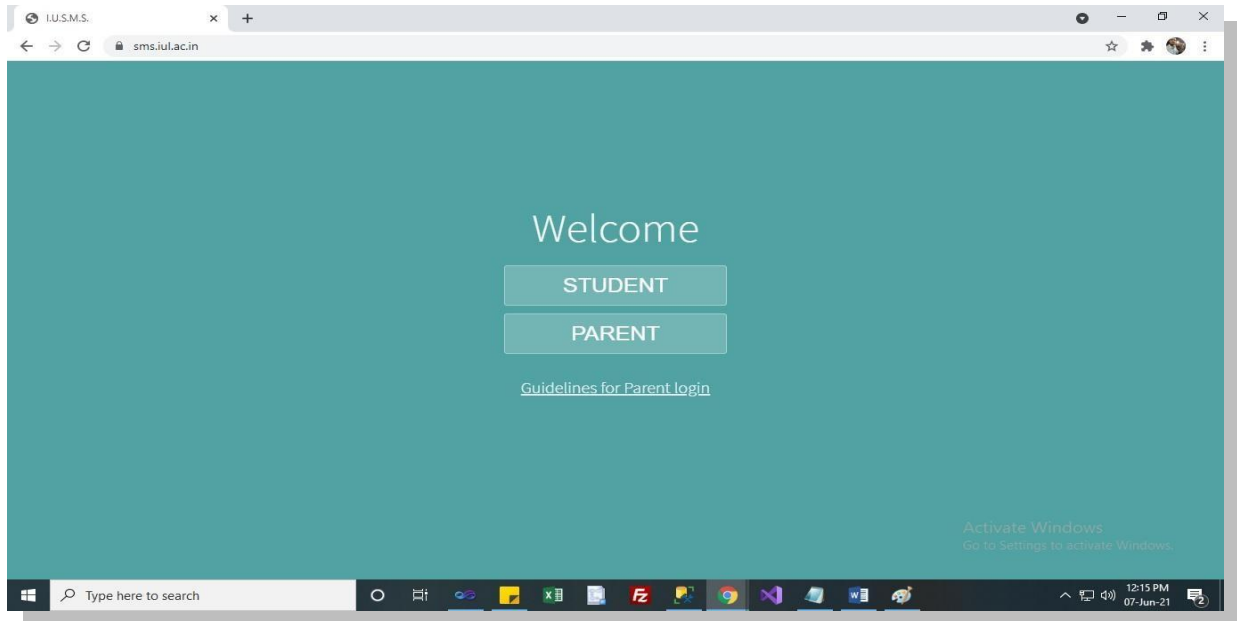
Filename	Time	Size	Download	Restore
backup-moodle2-course-3827-py101_04-20210111-1138-nu-nf.mbz	Monday, 11 January 2021, 11:38 AM	38.5KB	Download	Restore

- e. Take pdf print of feedbacks in the course and CO indirect attainment survey
- f. Place all unit exam / quiz archives, assignment folder, learning materials (files, folders, video, links etc), feedbacks and CO indirect attainment survey file in a folder and upload on IUL email drive.

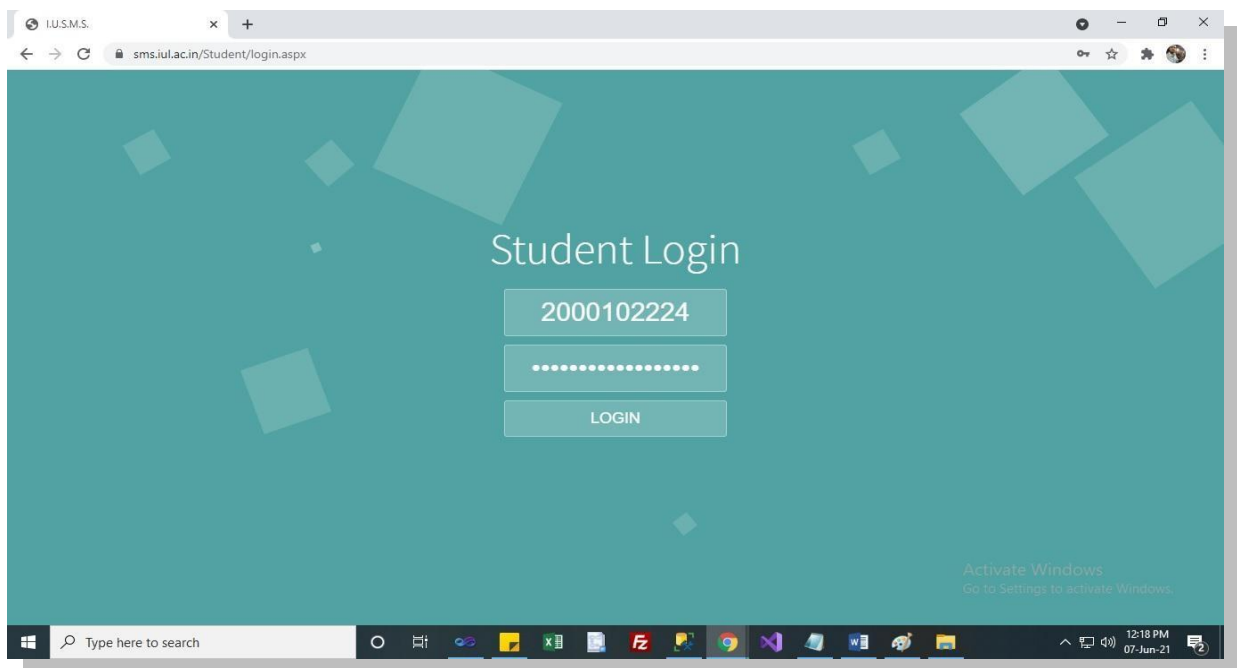
2. SOP for IUSMS App

a. Online Examination Notices

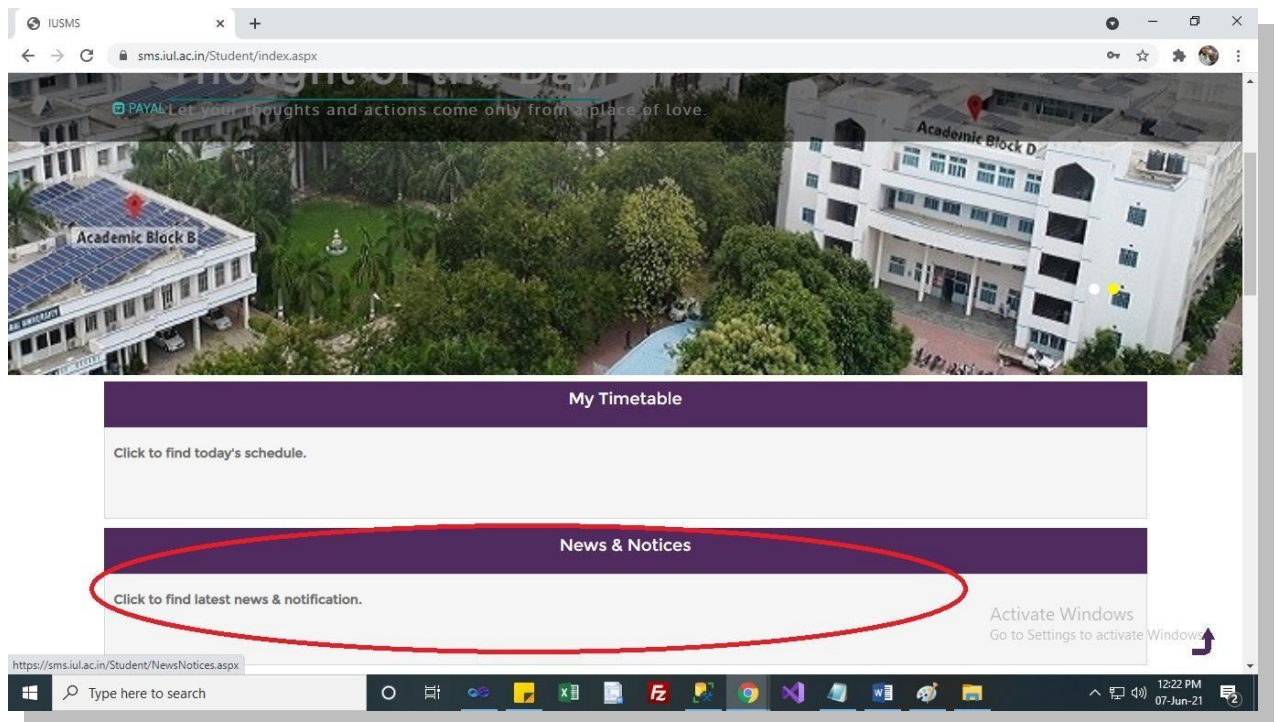
Step 1: Open IUSMS app on your mobile



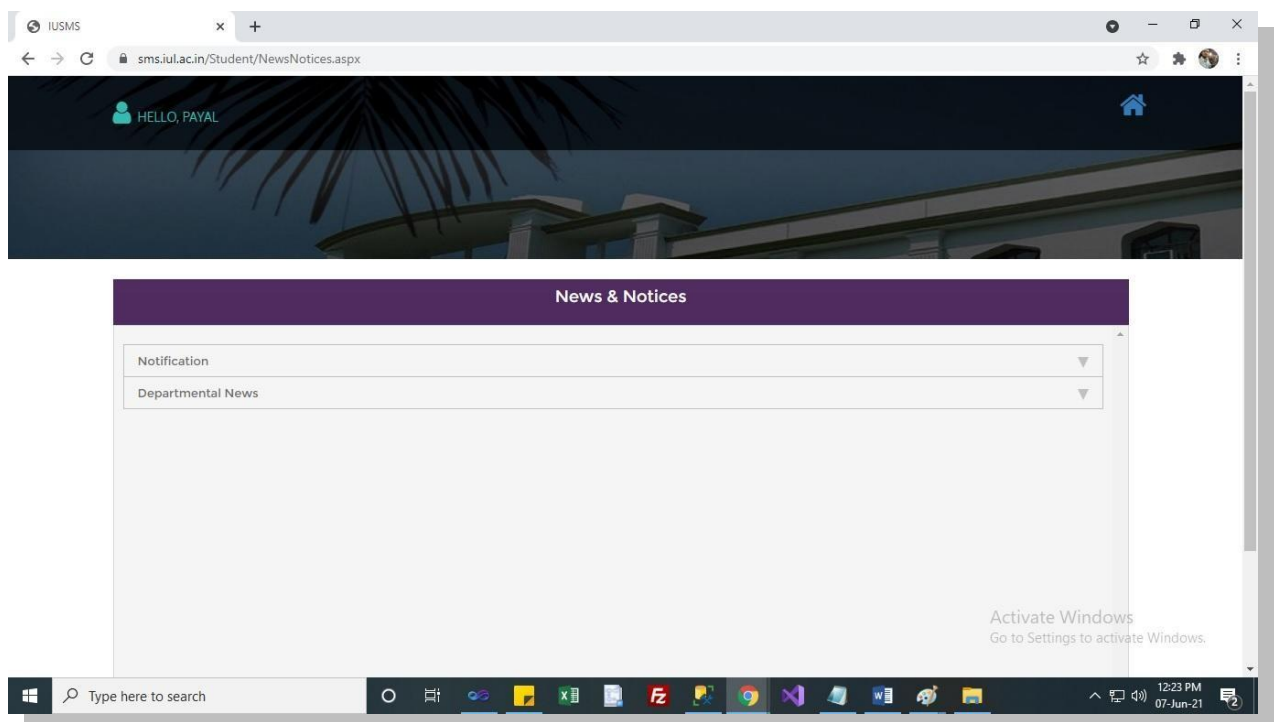
Step 2: Click on Student, Enter user credentials and click on login button.



Step 3: Scroll down to New & Notices option, and click on it.



You will get the option of Notifications.



All the notices will be displayed here. Click on any notice to view it.

HELLO SYED TAUSEEF RABBANI

News & Notices

at the notice board before start of your examination. Few exam schedules has been also revised. Please check at the university website."

01/05/2019
Students appeared in improvement/reassessment examination held between May 26-30, 2019 and have not deposited the fee (Rs. 400/- per paper) are required to do so by May 4, 2019, failing which as per their undertaking marks will not be uploaded.

18/04/2019
All the students who have filled the improvement/CA reassessment form and have not deposited the fee are required to fill the form again as per the instructions.

27/05/2019
Carryover Examination of B.Tech. 1st Year Common Subjects

10/03/2019
Notice for Annual Sports Meet of the University is scheduled to be held from February 22-28, 2019.

23/01/2019
Notice for Carryover Exam. (Even) 2018-19

18/01/2019
All the students are hereby informed that the scrutiny forms of End (Odd) semester examination for the session

I.U.S.M.S.
sms.iul.ac.in/Files/CarryoverExaminationOfBTech1stYearCommonSubjects.pdf

The notice will be displayed as above/below.

Carryover Examination of B.Tech. 1st Year Common Subjects

The students of B.Tech. having back papers of 1st year common subjects in both odd and even semester, are allowed to appear in carryover examination to be held with End Semester (Even) examination 2018-19.

Carryover Examination forms are available online from **March 27, 2019**. Online forms can be submitted as per below details:

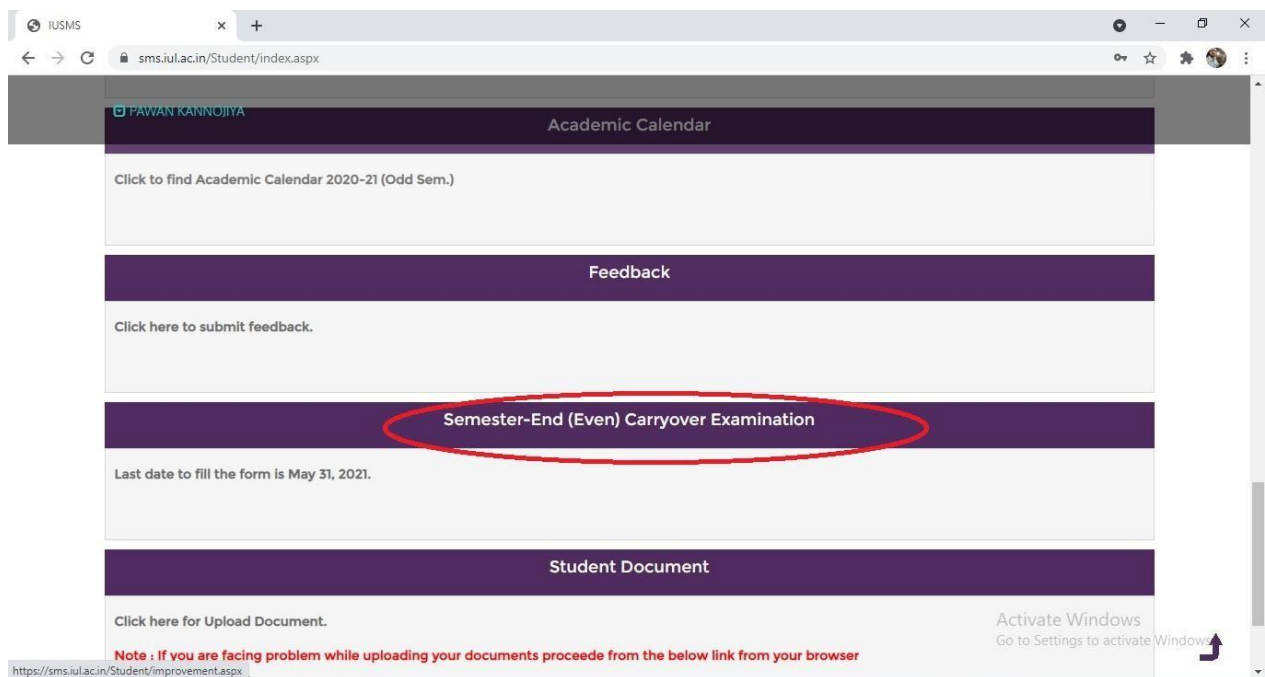
1. URL: <http://exam.iul.ac.in/>
2. Fee: Rs. 200/- per paper
3. Last Date of Submitting Carryover Examination Forms: April 1, 2019
4. Last Date of Submitting Carryover Examination Forms with late fee of Rs. 1000/- : April 04, 2019

No examination form will be accepted after April 04, 2019.
B.Tech. students having carryover of first year are advised to fill the form/subjects carefully. Fee will not be

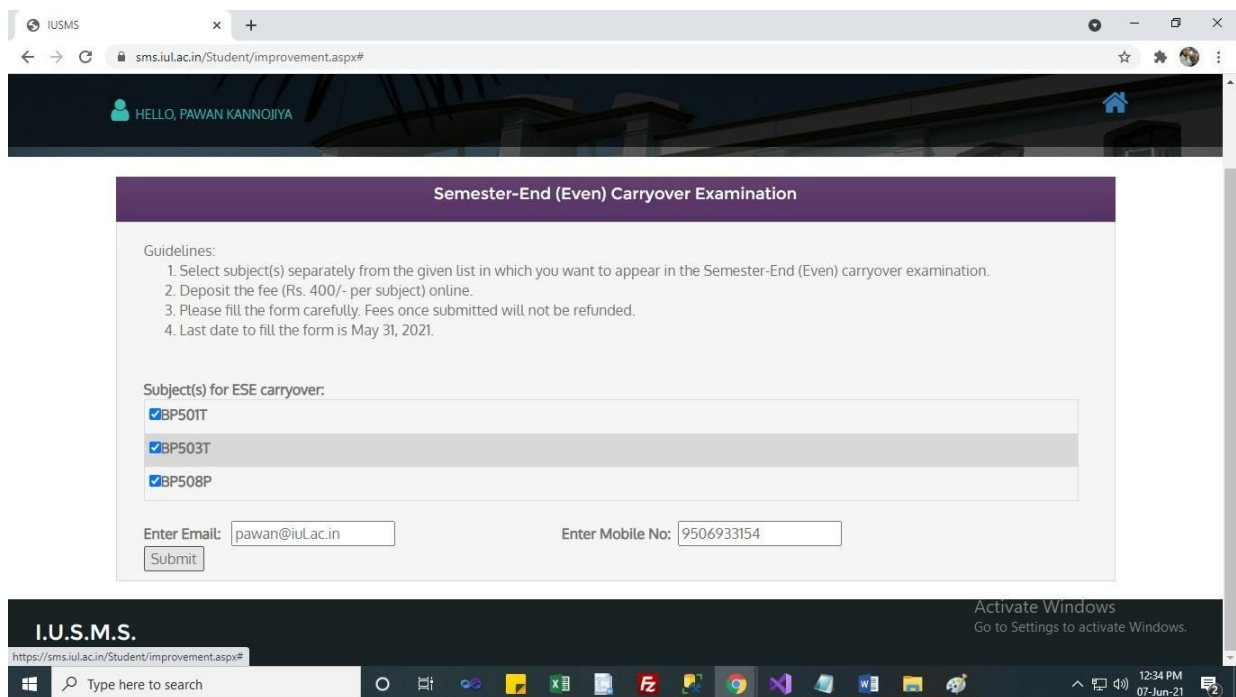
CarryoverExaminat...pdf

b. Filling of Examination Forms:

Step 1: Click on the type of exam option.



Step 2: Select subjects in which student wants to appear in the examination.



Step 2: After filling all the details, click on submit button, a new page will appear.

Amount: 1200 First Name: PAWAN KANNOJIYA
Email: pawan@iul.ac.in Phone: 9506933154
Subject(S) ESE carryover BP501T BP503T BP508P Subject(S) CA-reassessment:
Verify Cancel

c. Fee Deposition:

It will display all the details filled by the student. If the details are correct, the student needs to click on verify button. If there is any correction, student should click on cancel button and he will be redirected to the previous page.

After clicking on verify button, the student will be redirected to the payment gateway page.

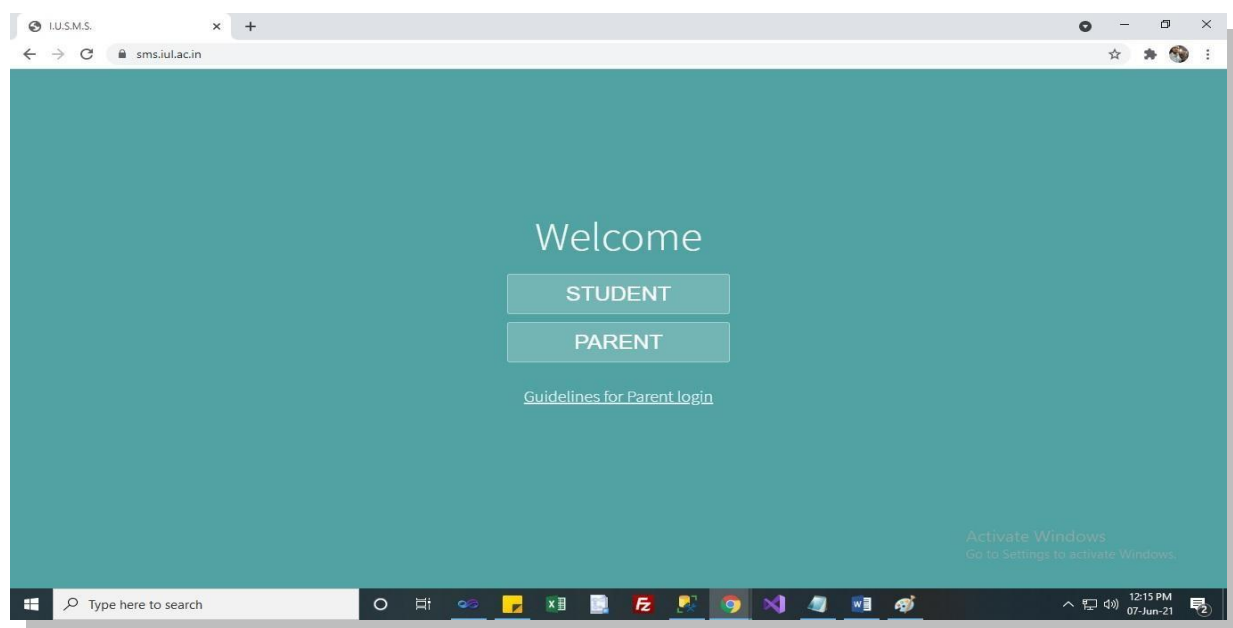
Cancel PAY ₹1200.00
9506933154 | pawan@iul.ac.in Show Details
Payment Options : Cards (Credit/Debit)
Cards
Banks
Pay
EMI
UPI
Wallets
Credit / Debit Card Number
Expiry (MM/YY) CVV
Name on Card
Save Card Details
Pay Now

After filling all the details click on pay now button. After successful payment, student will get a confirmation message with payment id.

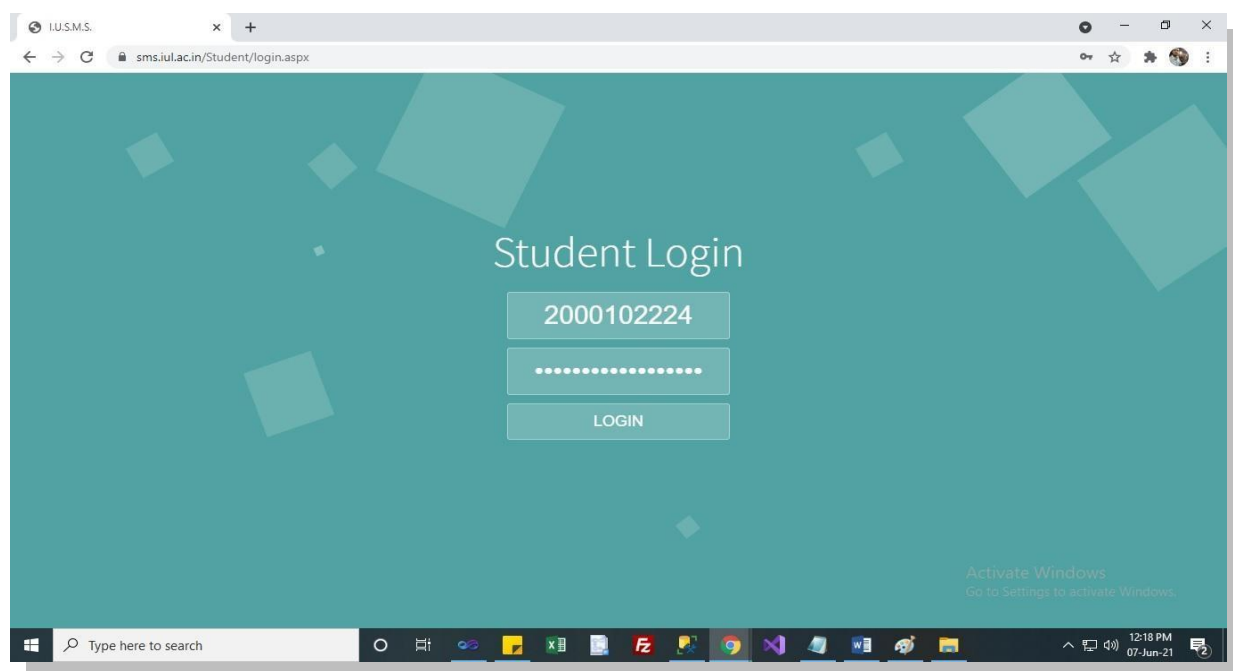
d. Academic Pre-registration for Students

Before the beginning of the semester every student has to pre-register through “Student Management Information System”. This will ensure subject allotment to the students. Admit cards for Practical End Semester Exam will be released only after the student completes the Pre-Registration.

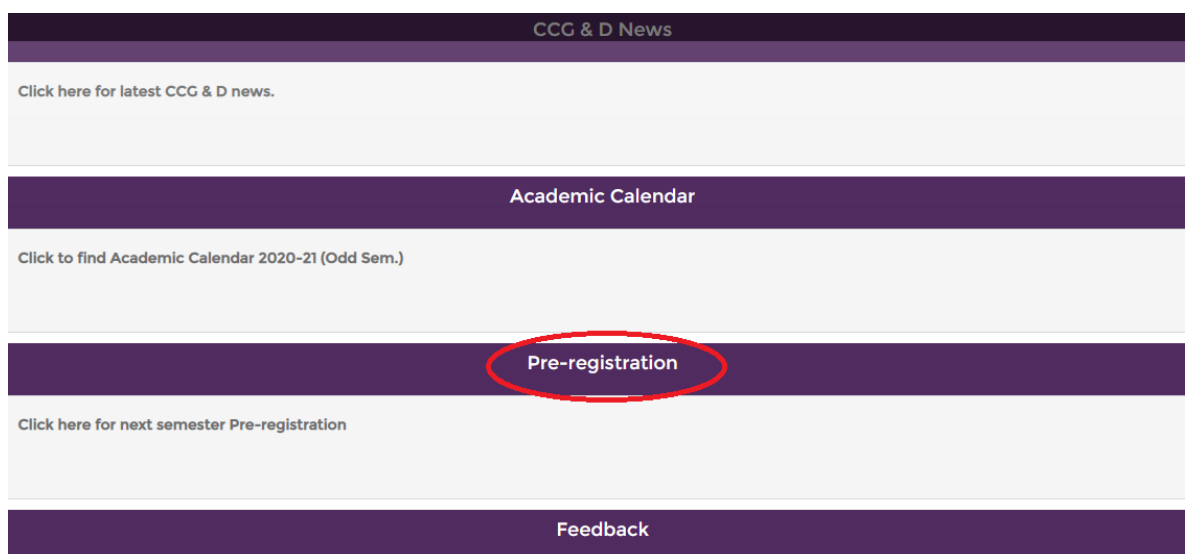
Step 1: Open IUSMS app on your mobile



Step 2: Click on Student, Enter user credentials and click on login button.



Step 3: Scroll down to Pre-registration option, and click on it.



Process of Pre-registration

For Students:

Steps for Preregistration:

Login to “IUSMS App”.

Select the Pre registration tab.

List of subjects is displayed.

- a. Departmental Core subjects list is displayed and no action is required from the students end.
- b. Next is Departmental Electives (DE) if applicable.
 - i. A drop down list of subjects is given and a subject is to be selected from this list . Request button appears at the end of the line once the subject is selected. On clicking at the „Request“ button request is sent to the subject mentor for approval and the status is „Pending for approval“. Subject mentor will approve or reject the request and accordingly „Approved or Rejected“ is displayed.
 - ii. For rejected another subject has to be selected and same process continues.
- c. After Des are selected Open Electives (OE) are to be selected if it is mentioned in the evaluation scheme.
 - i. Student can either select a subject from SWAYAM (Massive open online course, MOOC) or from the subjects being offered by departments of the university.
 - ii. If the student is selecting a MOOC subject, they have to ensure that the Subject Code and Subject Name has been assigned through their Program Coordinator (PC) and HoD.
 - iii. To know the details of a subject student may refer to the university website.
 - iv. Student has to ensure that the subject of choice can be accommodated in the timetable without any clash with other subjects.

- v. The timetable, venue and name of the teacher will be displayed when a particular subject is chosen.
 - vi. If student wants to change the selected OE, it can be done through “Form for Adding / Dropping an Elective Subject” which is available with the HoD / PC of the parent department of the student and can also be downloaded from <http://iul.ac.in/DepartmentsStudentZones.aspx> .
 - vii. Student in consultation with HoD/PC can fill up the “Form for Adding / Dropping an Elective Subject” then go to the subject teacher for his/her consent.
 - viii. After teacher signs the consent, form is to be submitted in the office of Dean, Academic Affairs for further action.
- Once all the Electives are approved a button „Proceed to submit selected subject“ is to be clicked on to complete the registration process.

For the HoD/PC

If the student comes with the “Form for Adding / Dropping an Elective Subject”, HoD/PC needs to advice the student regarding selection of OE.

Student in consultation with HoD/PC can fill up the “Form for Adding / Dropping an Elective Subject” then go to the subject teacher for his/her consent.

A report will be available to the HoD on the portal indicating Subjects allotted to each student.

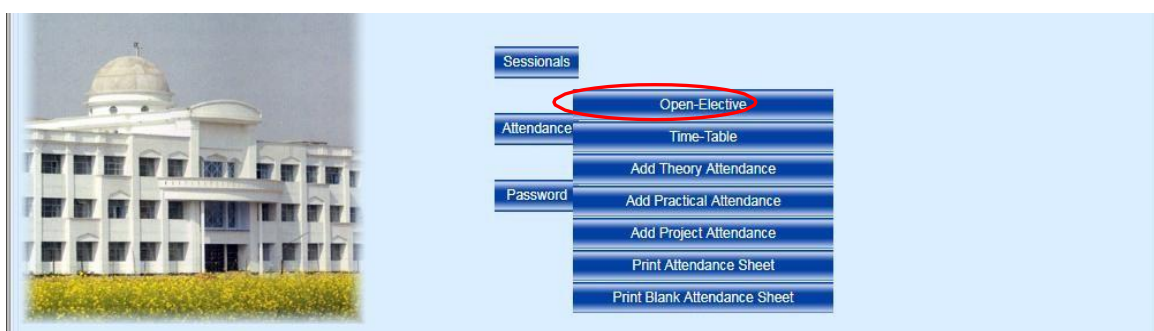
For the Subject Mentor

If a student selects a subject mentored by the teacher as OE/DE then the teacher will either approve or reject the request.

This option to approve or reject is visible to the teacher in the following portal:

<http://192.168.20.11/integral/> under the tab:

- i. Attendance
- ii. Open Elective/ Departmental Elective



Institute		Open-Electives	
Integral University, Lucknow		Integral University, Lucknow	
Course		B.Tech.-Electronics and Communication Engineering	
Semester		6	
Subject		Solar Engineering/EC-339	
Select Group		EC	

S.No.	Program	Sem.	Roll No.	EnrollmentNo.	Student Name	Approve	Reject
1	B.Tech.-Civil Engineering	6	1501011077	1500101690	KARTIKEYA SHARMA	<input type="radio"/>	<input type="radio"/>
2	B.Tech.-Civil Engineering	6	1501011083	1500100018	MAYANK SRIVASTAVA	<input type="radio"/>	<input type="radio"/>
3	B.Tech.-Civil Engineering	6	1501011086	1500100184	MD ASIF ALI	<input type="radio"/>	<input type="radio"/>
4	B.Tech.-Civil Engineering	6	1501011087	1500100202	MD EHTESHAMUDDIN	<input type="radio"/>	<input type="radio"/>
5	B.Tech.-Civil Engineering	6	1501011089	1500100109	MD MOHTASHIM	<input type="radio"/>	<input type="radio"/>

If the request is approved then the attendance will be available for the teacher to mark.

If the request is rejected then student will have to select another subject.

If the student comes with the “Form for Adding / Dropping an Elective Subject” the teacher taking the subject needs to sign the consent form if the teacher agrees to take the student.

After teacher signs the consent, form is submitted to the office of Dean, Academic Affairs for further approval and instructions to SDC.

Affairs for further approval and instructions to SDC.

Guidelines for opting MOOC Subjects as Departmental Electives or Open Electives

At the time of selecting Departmental Elective or Open Elective, student can opt for a MOOC subject of same credit or one credit less.

Process for opting MOOC subject by the student:

- Student identifies a MOOC subject on SWAYAM portal (<https://swayam.gov.in>)
- Student informs Departmental Swayam Coordinator (DSC) about it.
- DSC conveys it to Program Coordinator (PC).
- If PC approves it then PC asks Swayam Coordinator (SC) for subject code.
- SC generates the code and gives it to PC.
- PC gives the code to DSC.
- DSC gives it to the student.
- Students will apply online through SMS or mobile app.
- After the process DSC will ensure that the student enrolls/registers in the subject on SWAYAM portal.
- DSC to keep record of all students’ registrations.

Credit conversion

- If credit for MOOC subject taken by the student matches with the credit of Departmental elective or Open elective, then no conversion is needed and same breakup for CA (online assignments) and ESE (Proctored exam) will be taken.
- Conversion of 3 credit MOOC subject to 4 credit subject or 2 credit MOOC subject to 3 credit subject:

	End Semester Exam (ESE) 50 Marks	Continuous Assessment (CA) 50 Marks		
Credit (3/4)	2 or 3		1	
	Proctored Exam (as per MOOC mark sheet scaled to 50)	Online Assignments (as per MOOC mark sheet)	Presentation 1 (to be conducted by departmental committee)	Presentation 2 (to be conducted by departmental committee)
Marks distribution	50	25	10	15
Marks required to Pass	ESE(out of 50) + Online assignment (out of 25)=30 marks		P1+P2=11 marks	

Guideline for presentation 1 (Cover 40% of syllabus). This will be taken sometime in the middle of the subject.

S.No	Content	No. of slides	Maximum Time
	Name of Student Name of subject Name of Teacher Name of Institution offering the subject Duration of subject	1	1 min
	Why did you choose the subject? Usefulness of the subject.	1	1 min
	What did you learn Introduction of subject Subject content Week / Unit wise presentation	12	12 min
	Comparison of online Vs Traditional teaching	1	1 min
	Question & Answer		5 min

A three member departmental committee to assess the presentation. The committee shall have DSC as a permanent member and at least two floating members present at all times during the presentations.

DSC to maintain record of all presentations and assessments.

If MOOC subject is opted as a Departmental Elective then PC has to ensure the suitability and relevance of the subject as per the field of study of the student.

Form for opting MOOC courses as Departmental Electives or Open Elective:

Name of Student:_____Contact No.:_____

Enrollment Number:_____ Roll Number:_____E-mail ID:_____

Program/ Department:_____Year/Sem:_____DE/OE:_____

Detail of MOOC Course				
Name of Subject	Name of Teacher	Institution of Teacher	Duration of subject (from-To)	Sign of student

Forwarded to PC
Code:_____

Forwarded to SC

Subject

Name & Sign of DSC
Date:

Name & Sign of PC
Date:

(To be filled by SC)
Name & Sign of SC
Date:

Form for Adding / Dropping an Elective Subject

Name of Student: _____ Contact No.: _____

Enrollment Number: _____ Roll Number: _____ E-mail ID: _____

Program/ Department: _____ Year/Sem: _____ Date: _____

<u>Subject to be Added:</u>	<u>Subject to be Dropped:</u>
Subject Name: _____	Subject Name: _____
Subject Code: _____	Subject Code: _____
Subject being taught in:	Subject being taught in:
1. Department: _____	5. Department: _____
2. Program: _____	6. Program: _____
3. Year/Sem: _____	7. Year/Sem: _____
4. Section: _____	8. Section: _____
I declare that the above mentioned subject can be accommodated in my existing timetable, and that there are no clashes in classroom timings.	_____ Signature of Student

Comments by the Subject Teacher (subject to be added)

Name & Signature of Subject Teacher

Comments by the Office of Dean, Academic Affairs

Name & Signature of Official

For the use of SDC

Name & Signature of Official

3. SOP For Student Management Information System (SMIS) portal

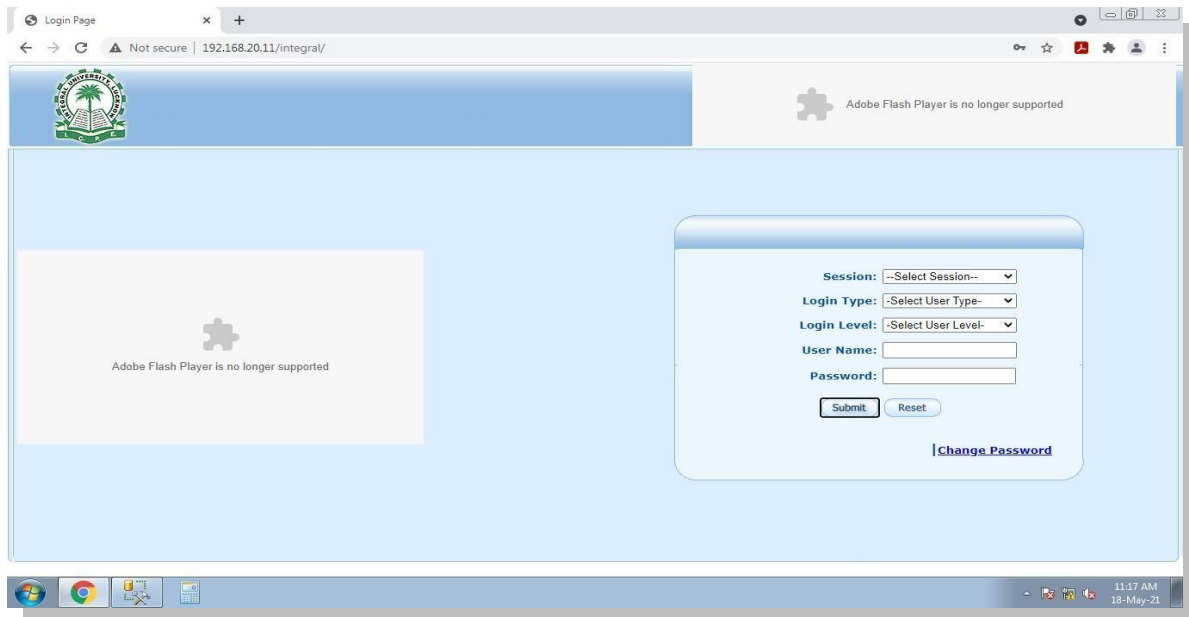
Login into the Software.

This software is designed for the internal use of the University. So it is hosted on the local server of the University and can be accessed on all the PC's connected with the local server on LAN. To access this system, user must be using a PC which is connected to the local server. Some of the key background details of the software are given below:

- **TYPE OF SOFTWARE:** Exam Software
- **PURPOSE OF SOFTWARE:** Automation of Examination Processes
- **LANGUAGE USED:** C#

- **OPERATION SYSTEM:** Windows Server 2012
- **DATABASE:** MS SQL Server 2014
- **ENVIRONMENT:** .NET framework 4.5

User will have to type the following URL on the Address bar of its default internet browser.
<http://192.168.20.11/integral/>

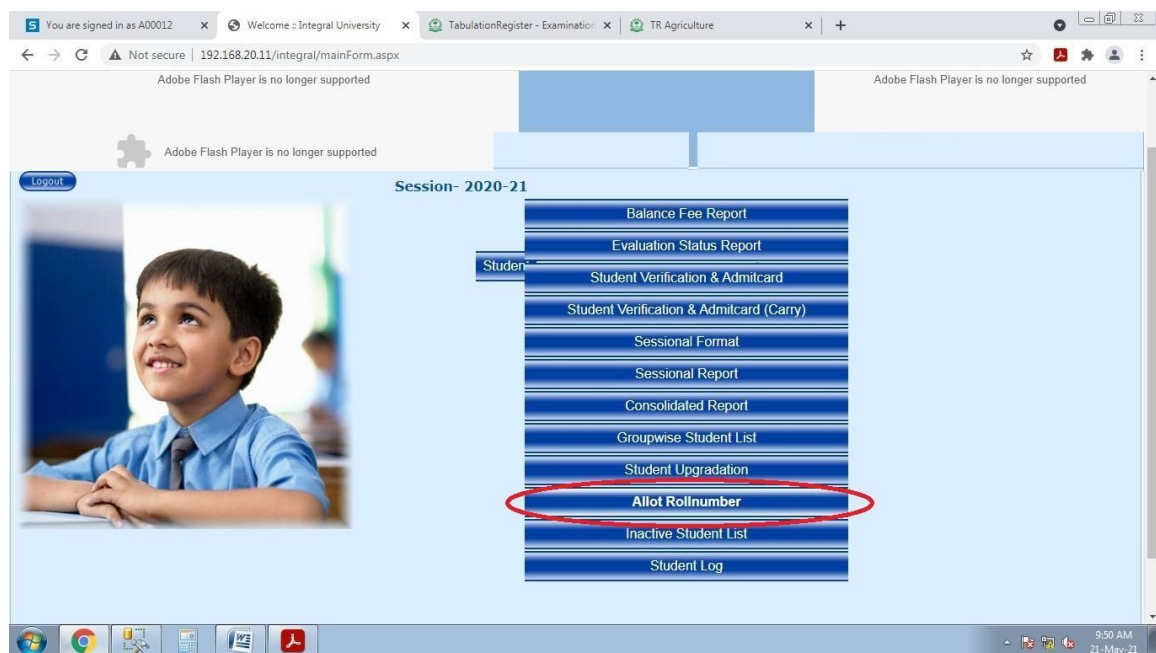


a. Allotment of Roll Numbers:

Follow below mentioned steps.

Session → Login Type → Login level → User name → Password → Student menu
 Allot Roll number

Click on the Allot Roll number option. A new page will appear.



Select Institute → Select course → Select Semester → Click on Submit Button

Roll Number Management

Select Institute : Integral University, Lucknow

Select Course : B.A.(Hons.) in English

Select Semester: 1

[Main Form Back](#)

[Submit](#)

S.No.	Enrollment Number	Student Name	Roll Number
1	2000102232	HARSH YADAV	2001222006

b. Student's Verification and Admit Card printing:

For printing of admit card and verification of end semester examination we need to follow below mentioned steps.

Student Menu → Student Verification & Admit Card

Session- 2020-21

- Balance Fee Report
- Evaluation Status Report
- Student Verification & Admitcard**
- Student Verification & Admitcard (Carry)
- Sessional Format
- Sessional Report
- Consolidated Report
- Groupwise Student List
- Student Upgradation
- Allot Rollnumber
- Inactive Student List
- Student Log

Click on the Student Verification & Admit Card option. A new page will appear.


Select Program → Select Semester → Select Group

List of Students will appear. Select Students and click on print admit card button to generate and print.

Select Students and click on Verification Form button to generate and print verification.

INTEGRAL UNIVERSITY, LUCKNOW
Regular Examination 2018-19
ADMIT CARD

Enrollment No. : 1900101248 Roll No. : 1901155050 Year of Admission : 2019

1. Name of Course/Branch:	B.A.-LL.B	 <i>Signature of Student</i>
2. Year:	1	
3. Semester:	2	
4. University/Institute/Center Code:	001	
5. Name of Candidate (as per High School Certificate):	TUBA RIZVI	
6. Father's Name:	S.ZAFAR HUSAIN RIZVI	
7. Date of Birth (as per High School Certificate):	11/11/2000	
8. Name & Code of Subjects		
Theory Examination		
BM115	Micro Economics	
LN101	Basic Professional Communication	
LW161	History II	
LW162	Sociology II	
LW163	Legal Language	
LW164	Law of Crimes II	
LW165	Fundamental to the Use of Legal E Resources	

c. Feeding of Semester End and Continuous Assessment Marks

Login into the Software.

<http://192.168.20.11/integral/>

INTEGRAL UNIVERSITY, LUCKNOW

Adobe Flash Player is no longer supported

Session:

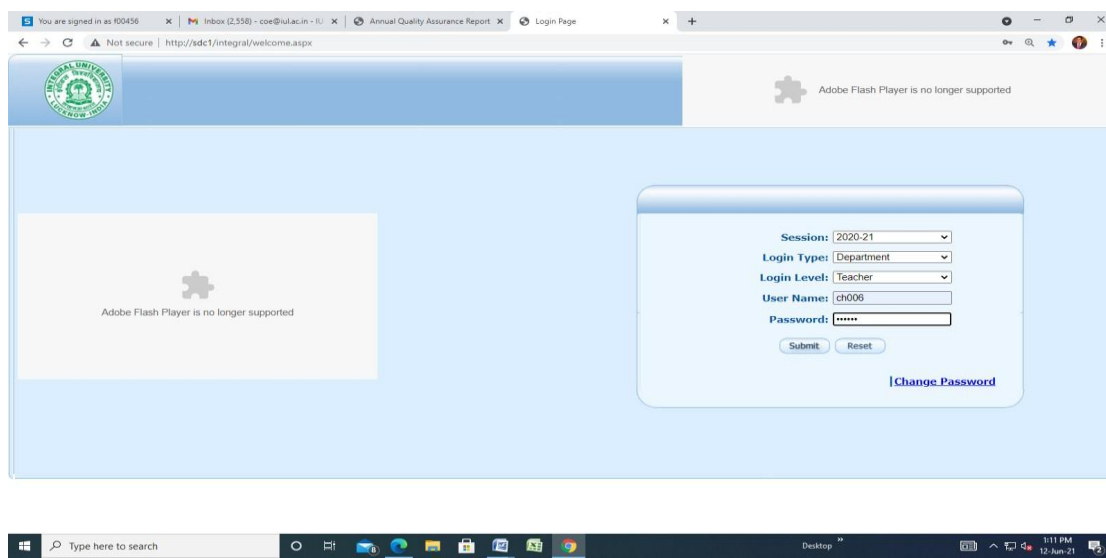
Login Type:

Login Level:

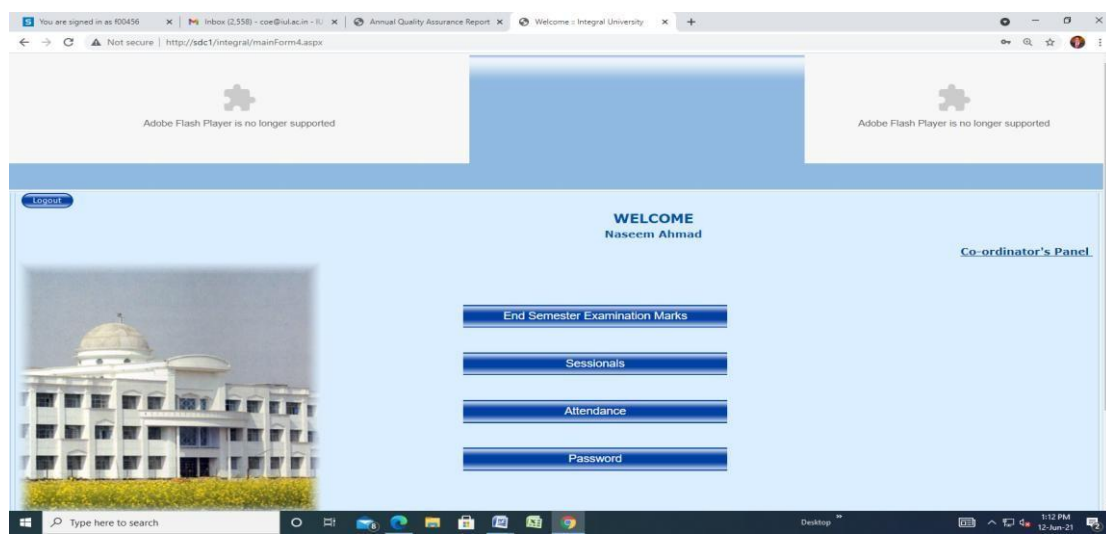
User Name:

Password:

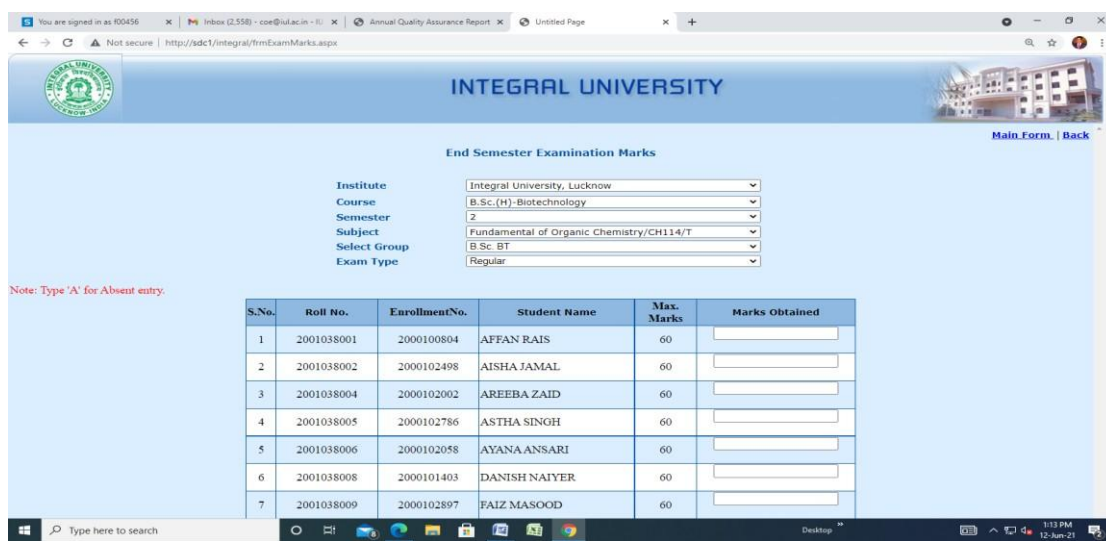
[Change Password](#)



Select the required option.



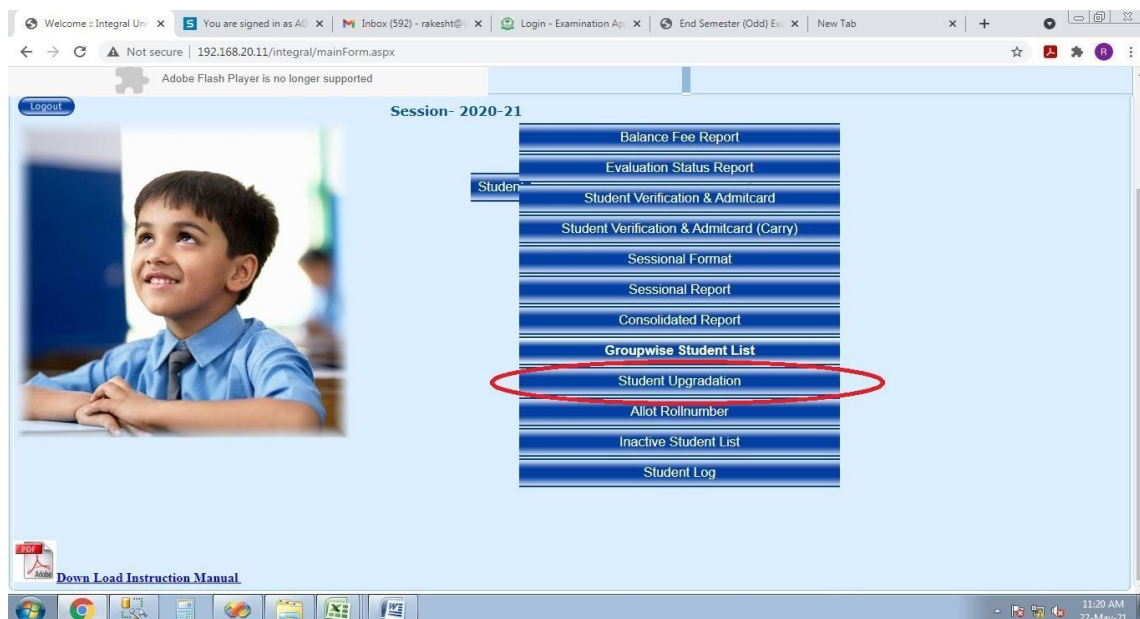
Select the required option to feed the marks.



d. **Student Upgradation/Promotion:**

For Promoting students to next semester we need to follow below mentioned steps.

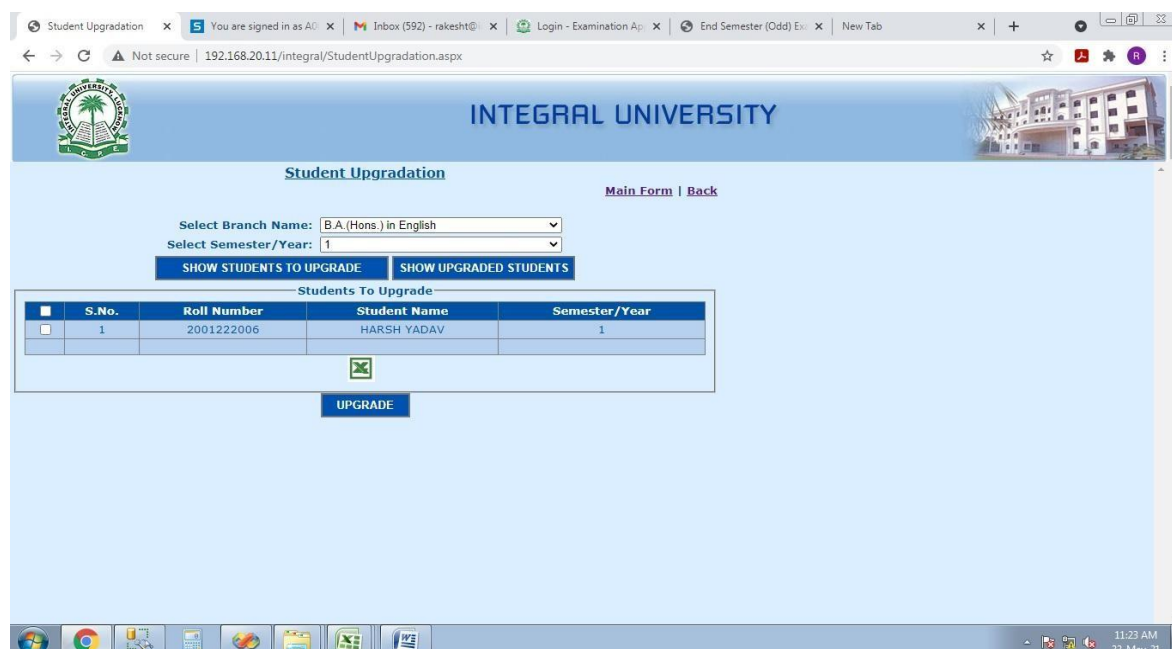
Student Menu → Student Upgradation



After clicking on the Student up gradation. A new page will appear.

Select Program → Select Semester → Click on Show Students to upgrade

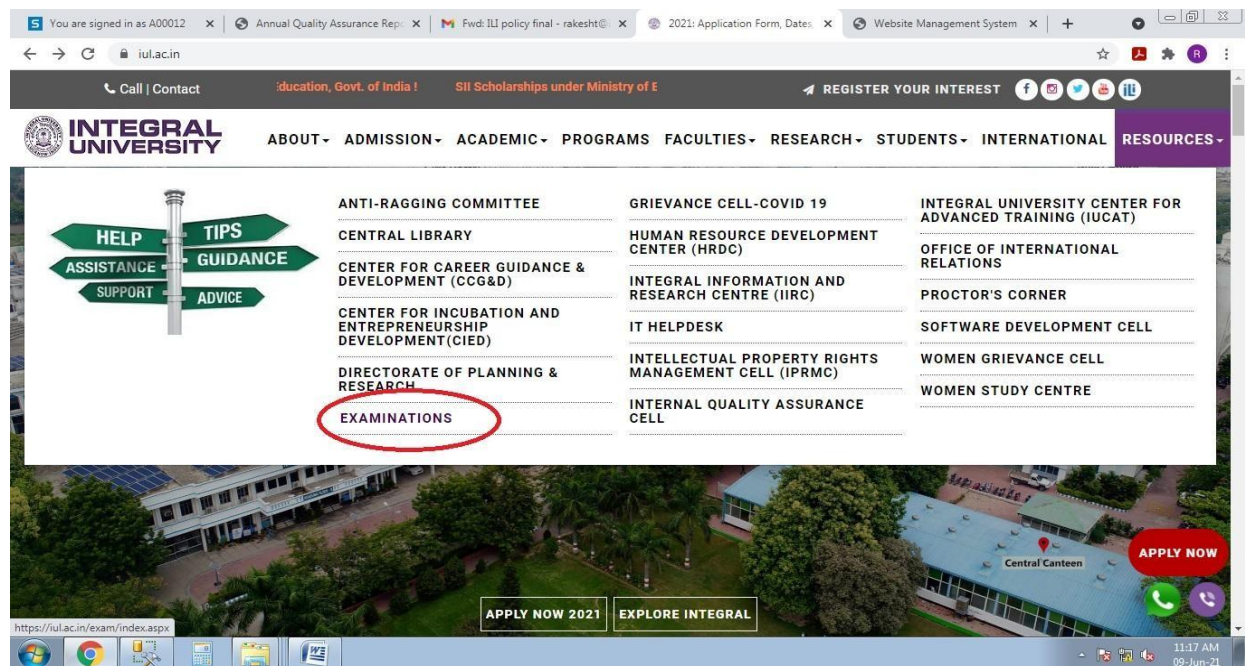
List of Students will appear. Select Students and click on upgrade button



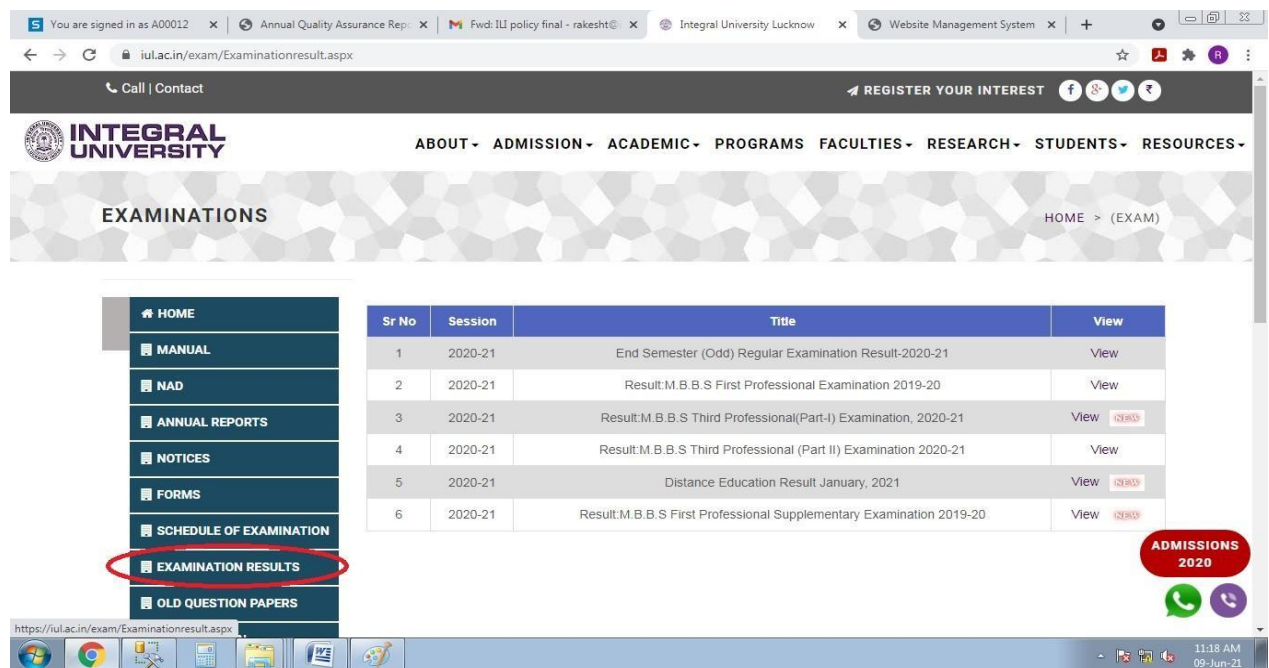
e. **Online Portal/Display of Results:**

To view result online .student need to follow below mentioned steps.

Go to university website <https://iul.ac.in/>. Click on examinations option under resource menu.



The Examination home page will appear .click on the examination results option in the menu available on the left side of the page.



After clicking on the examination result option you will get links to all the result available on the website.

Click on the link in which you want to see the result.

The screenshot shows the Integral University Lucknow website. The top navigation bar includes links for ABOUT, ADMISSION, ACADEMIC, PROGRAMS, FACULTIES, RESEARCH, STUDENTS, and RESOURCES. The main header is 'EXAMINATIONS' with a breadcrumb 'HOME > (EXAM)'. A left sidebar contains links: HOME, MANUAL, NAD, ANNUAL REPORTS, NOTICES, FORMS, SCHEDULE OF EXAMINATION, EXAMINATION RESULTS, and OLD QUESTION PAPERS. The main content area displays a table of examination results:

Sr No	Session	Title	View
1	2020-21	End Semester (Odd) Regular Examination Result-2020-21	View
2	2020-21	Result:M.B.B.S First Professional Examination 2019-20	View
3	2020-21	Result:M.B.B.S Third Professional(Part-I) Examination, 2020-21	View NEW
4	2020-21	Result:M.B.B.S Third Professional (Part II) Examination 2020-21	View
5	2020-21	Distance Education Result January, 2021	View NEW
6	2020-21	Result:M.B.B.S First Professional Supplementary Examination 2019-20	View NEW

On the right, there is a red button labeled 'ADMISSIONS 2020' and two circular icons for WhatsApp and Telegram. The Windows taskbar at the bottom shows the time as 11:18 AM on 09-Jun-21.

Click on the semester for which you want to see the result.

The screenshot shows the 'Results: End Semester (Odd) Examination 2020-21' page on the Integral University Lucknow website. The page header includes the university logo and name, along with accreditation details. The main content area displays a list of semesters for selection:

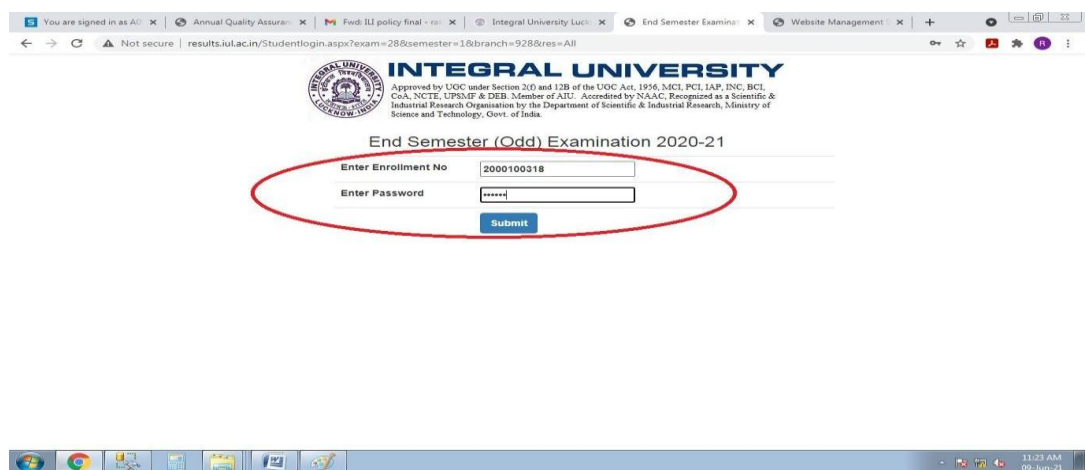
- First Semester
- Third Semester
- Fifth Semester
- Seventh Semester
- Ninth Semester

The 'First Semester' link is highlighted with a red circle. The Windows taskbar at the bottom shows the time as 11:21 AM on 09-Jun-21.

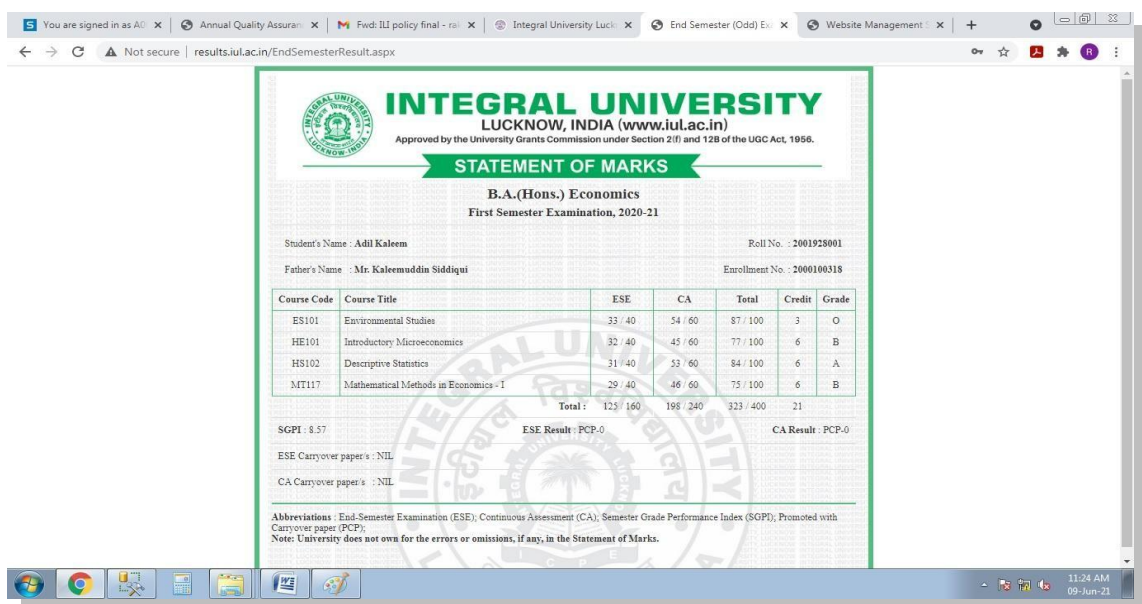
Click on the name of your programme.



Enter your enrollment number and password and click on the submit button.



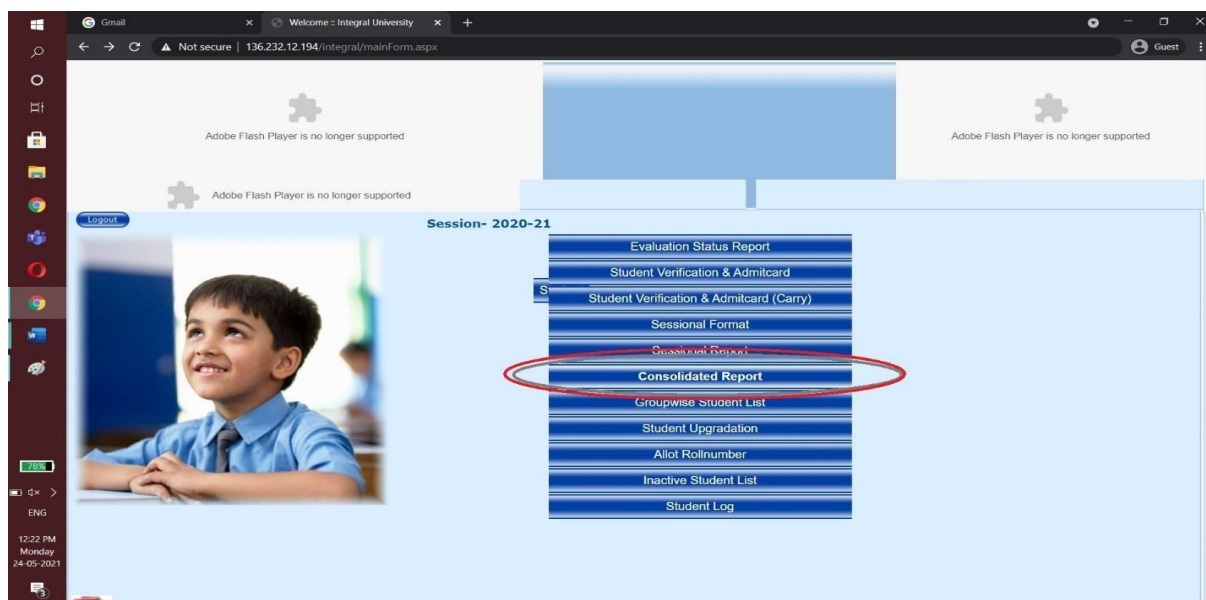
Your result will be displayed.



Consolidated Report of students:

To view any student details, we need to follow below mentioned steps.

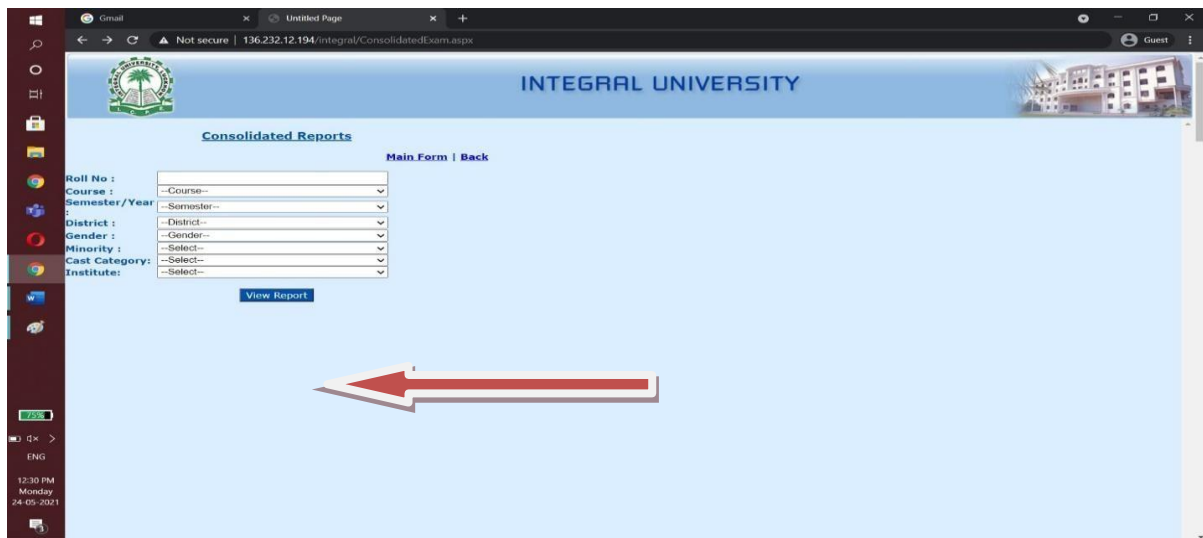
Student Menu → Consolidated report



We have following options based on which the consolidated report can be generated.

1. Roll no
2. Course
3. Semester
4. Year
5. District
6. Gender
7. Minority or Non-Minority
8. Cast
9. Institute

We can use above mention filters individually or a combination of them can also be used based on requirement.



Group wise student details

</

To view group wise student details, we need to follow below mentioned steps.

Student Menu → group wise student details

After clicking on group wise student details a new page will appear

Integral University

Groupwise Student Details

Course: --Course--
Semester: --Semester--
Group: --Group--

View Report

Select course → select semester → select group → click on view report.

The list will appear in the following format.

Integral University Lucknow

Student Report Groupwise

Group Name : BA (Hons.) English

Export to Excel

S	Enrollment No	Roll No	Name	Father's Name	Branch	Semester	Year	Rank	DateOfBirth	Mailing Address	Permanent Address	MailingMobile	PermanentMobile	UniversityEmail	Remarks
1	2000102235	2001222001	ADITI YADAV	NARENDRA SINGH YADAV	B.A. (Hons.) in English	2	0	0	8/4/2003 12:00:00 AM	1/43, TALATIYA LANE, FATEHGARH	1/43, TALATIYA LANE, FATEHGARH	918840090169	919140459052	ysaditi	
2	2000103020	2001222002	ALIA FATIMA	SYED ALAY HANMAD	B.A. (Hons.) in English	2	0	0	12/25/2001 12:00:00 AM	1226 MALVIYA NAGAR, ALLAHABAD	1226 MALVIYA NAGAR, ALLAHABAD	919369862612	917897741289	aliabaeng	
3	2000100737	2001222003	AREEBA KIDWAI	KHALID MUSTAFA KIDWAI	B.A. (Hons.) in English	2	0	0	7/26/2001 12:00:00 AM	NEAR ZAMA BHAWAN, LAKHPEDABAGH, BARABANKI	NEAR ZAMA BHAWAN, LAKHPEDABAGH, BARABANKI	919793468676	919919477286	kidareeba	
4	2000102991	2001222004	ASFA KHAN	MUKHTAR ALI KHAN	B.A. (Hons.) in English	2	0	0	9/6/2002 12:00:00 AM	BADUZAI PESHAWARI, NEAR DR USMAN CLINIC	BADUZAI PESHAWARI, NEAR DR USMAN CLINIC	918787017602	919628184051	asfaiul	
5	2000103001	2001222005	EFFAT MAHVISH	MOHD WASIM	B.A. (Hons.) in English	2	0	0	9/10/2003 12:00:00 AM	CHOUBEY TOLA OLD SITAPUR	CHOUBEY TOLA OLD SITAPUR	918318488810	919839366356	effat	
6	2000102866	2001222007	HIBA TANWEER	TANWEER AHMED	B.A. (Hons.) in English	2	0	0	2/9/2001 12:00:00 AM	TE 40 CRESCENT AUTO GOLE BAZAR, KHARAGPUR	TE 40 CRESCENT AUTO GOLE BAZAR, KHARAGPUR	919044501122	917872277622	hibaa	
7	2000101387	2001222008	KHUSHBOO HAQ	ANWAR UL HAQ	B.A. (Hons.) in English	2	0	0	11/6/2001 12:00:00 AM	S-81/1, SANGAM VIHAR COLONY, AWAS VIKAS JHANSI	S-81/1, SANGAM VIHAR COLONY, AWAS VIKAS JHANSI	919305448198	919415113390	khushihaq	
8	2000100004	2001222009	MAHVISH ANSARI	KHALID MAHMOOD	B.A. (Hons.) in English	2	0	0	9/30/2001 12:00:00 AM	6/9/88A PURANI SABZI MANDI FAIZABAD	6/9/88A PURANI SABZI MANDI FAIZABAD	+918707556735	+919839345815	mahvishb	
9	2000100630	2001222010	MOHD AECULLAH	SYED AZFAR HUSAIN	B.A. (Hons.) in English	2	0	0	7/4/2002 12:00:00 AM	CHOTA CHAURAH, MALKANA SANDILA	CHOTA CHAURAH, MALKANA SANDILA	917275407918	919935608782	mohdabul	
10	2000102716	2001222011	NAMRA ANSARI	ZAFAR AHMAD	B.A. (Hons.) in English	2	0	0	1/22/2002 12:00:00 AM	MOHALLAH-MUTTHIGANJ, NAWABGANJ	MOHALLAH-MUTTHIGANJ, NAWABGANJ	917905712885	919984580209	asnamma	
11	2000101566	2001222012	NANDINI SINGH	ATUL SINGH SHADOURIA	B.A. (Hons.) in English	2	0	0	2/5/2002 12:00:00 AM	E-601, ALEX GRAND ONAXE, SECTOR-93 B	E-601, ALEX GRAND ONAXE, SECTOR-93 B	919667262387	918808012310	nandinisi	
12	2000101566	2001222012	CHANDRA	CHANDRA	B.A. (Hons.) in English	2	0	0	9/5/2001 12:00:00 AM	GRAM NAHUWA KHURD, CHANDRA	GRAM NAHUWA KHURD, CHANDRA	919667262387	918808012310	chandra	

4. Integral University Examination App (IU Exam App)

- Online Question Paper Designing
- Scheduling, Conduction, Evaluation & Scrutinizing Evaluation
- Feeding of Semester End and Continuous Assessment Marks**

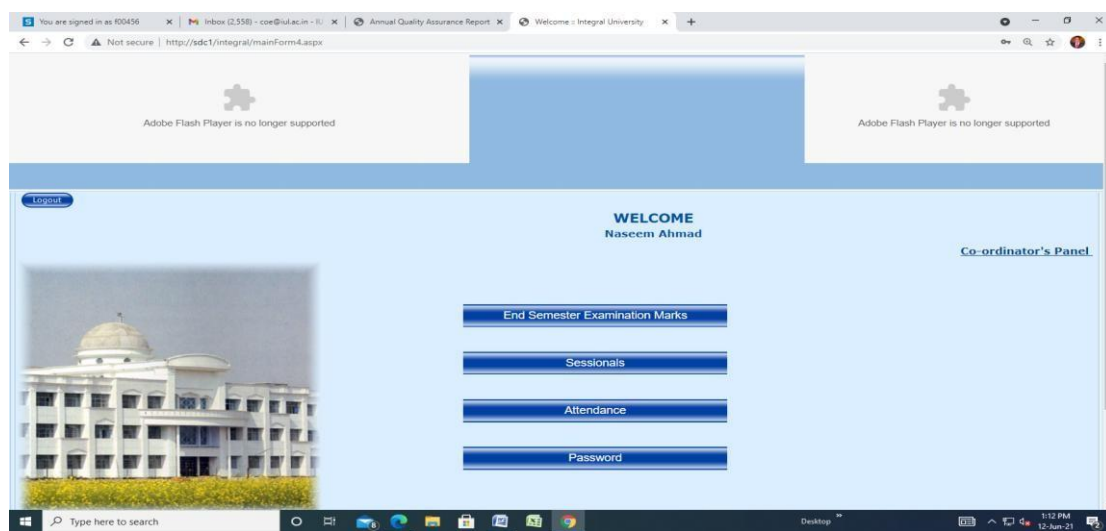
Login into the Software.

<http://192.168.20.11/integral/>

Session: --Select Session--
Login Type: --Select User Type--
Login Level: --Select User Level--
User Name:
Password:
Submit Reset
[Change Password](#)

Session: 2020-21
Login Type: Department
Login Level: Teacher
User Name: ch006
Password: *****
Submit Reset
[Change Password](#)

Select the required option.



Select the required option to feed the marks.

INTEGRAL UNIVERSITY

End Semester Examination Marks

[Main Form](#) | [Back](#)

Institute: Integral University, Lucknow
 Course: B.Sc.(H)-Biotechnology
 Semester: 2
 Subject: Fundamental of Organic Chemistry/CH114/T
 Select Group: B.Sc. BT
 Exam Type: Regular

Note: Type 'A' for Absent entry.

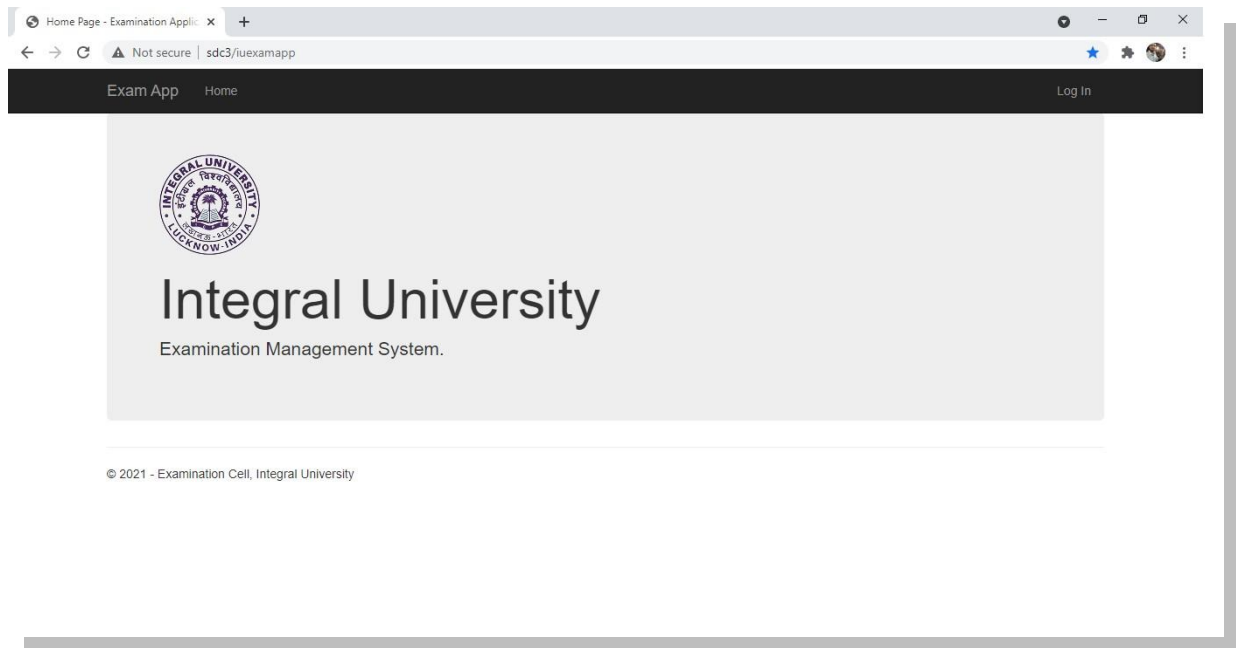
S.No.	Roll No.	EnrollmentNo.	Student Name	Max. Marks	Marks Obtained
1	2001038001	2000100804	AFFAN RAIS	60	
2	2001038002	2000102498	AISHA JAMAL	60	
3	2001038004	2000102002	AREEBA ZAID	60	
4	2001038005	2000102786	ASTHA SINGH	60	
5	2001038006	2000102058	AYANA ANSARI	60	
6	2001038008	2000101403	DANISH NAIYER	60	
7	2001038009	2000102897	FAIZ MASOOD	60	

d. For Collation and compilation of examination data, printing of Tabulation Register and Marksheets

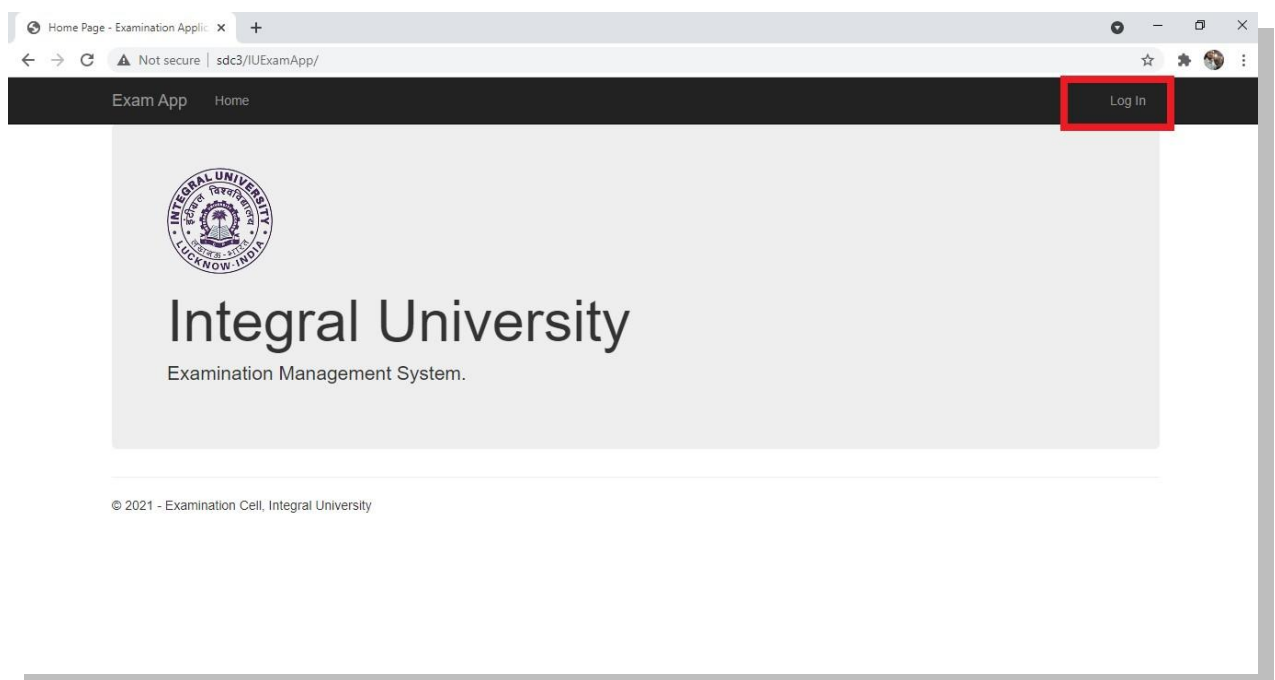
i. Printing of Tabulation Register:

Type the URL on the browser: <http://sdc3/IUExamApp/>

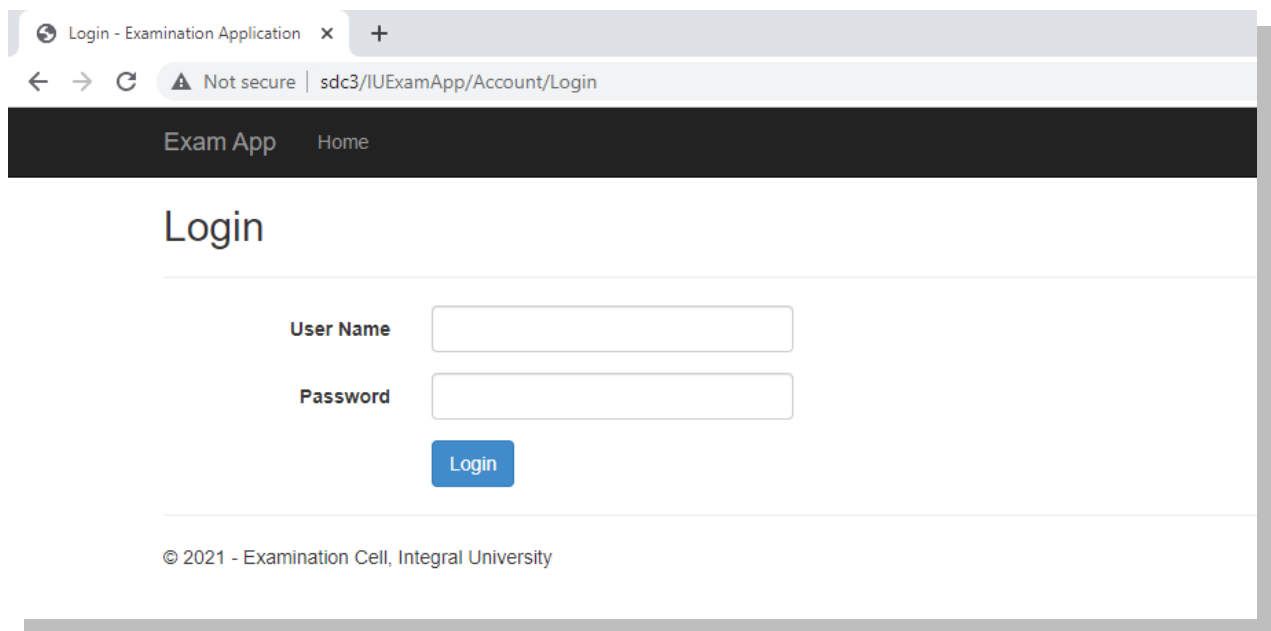
Home page will appear before Log In.



Click on Login menu.

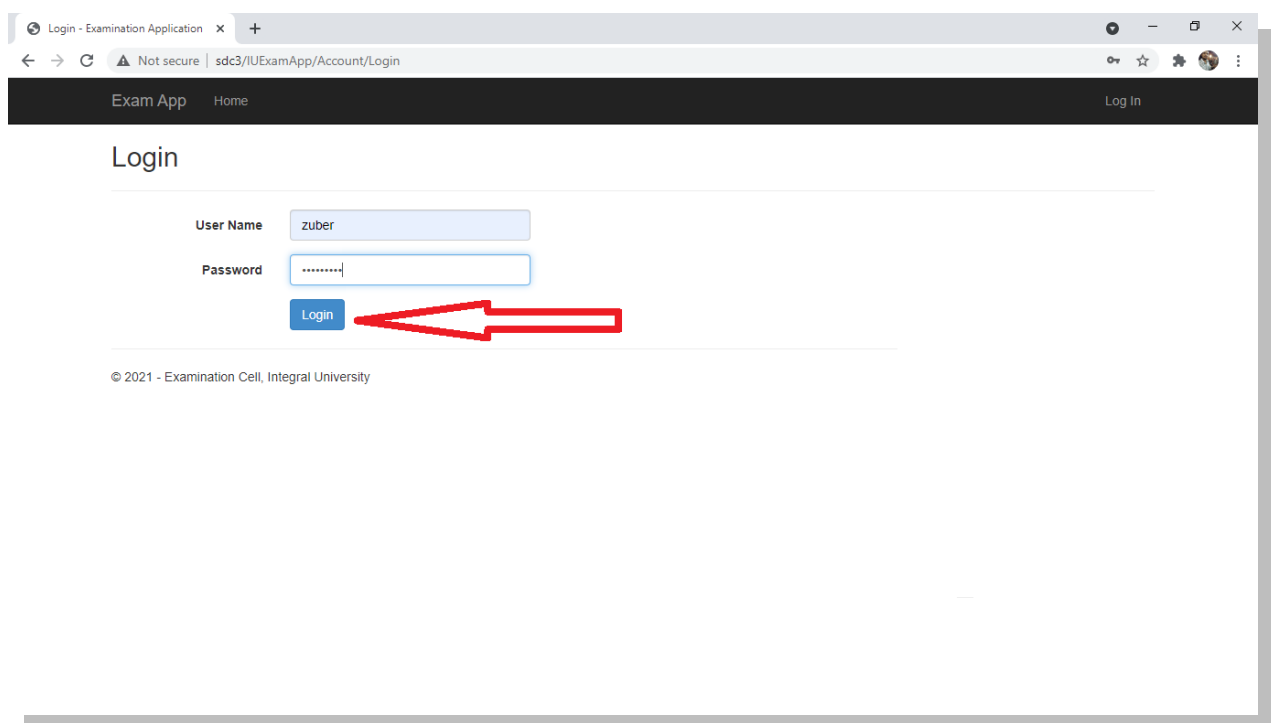


This will open the Login Page.



The screenshot shows a web browser window with the title "Login - Examination Application". The address bar displays "sd33/IUEXamApp/Account/Login" with a "Not secure" warning. The page has a dark header with "Exam App" and "Home" links. The main content area is titled "Login" and contains two input fields: "User Name" and "Password". Below the "Password" field is a blue "Login" button. At the bottom, there is a copyright notice: "© 2021 - Examination Cell, Integral University".

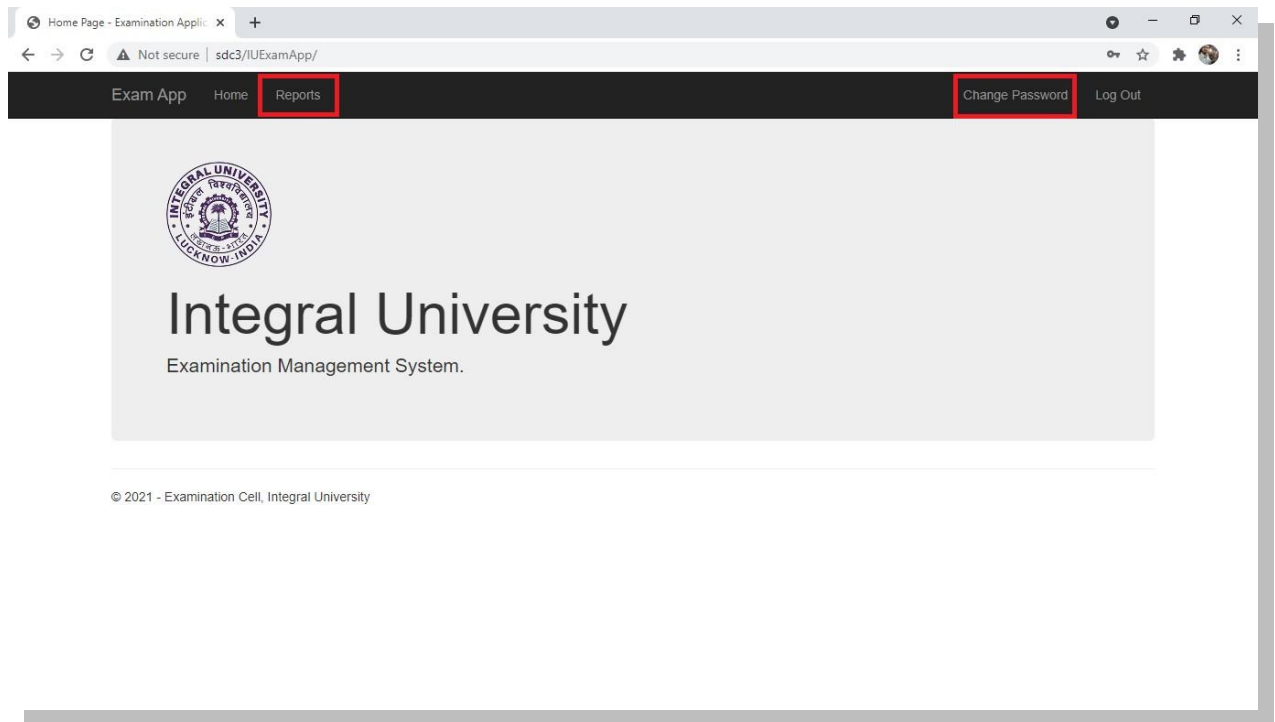
After filling your user name and password, you will be redirected to home page.



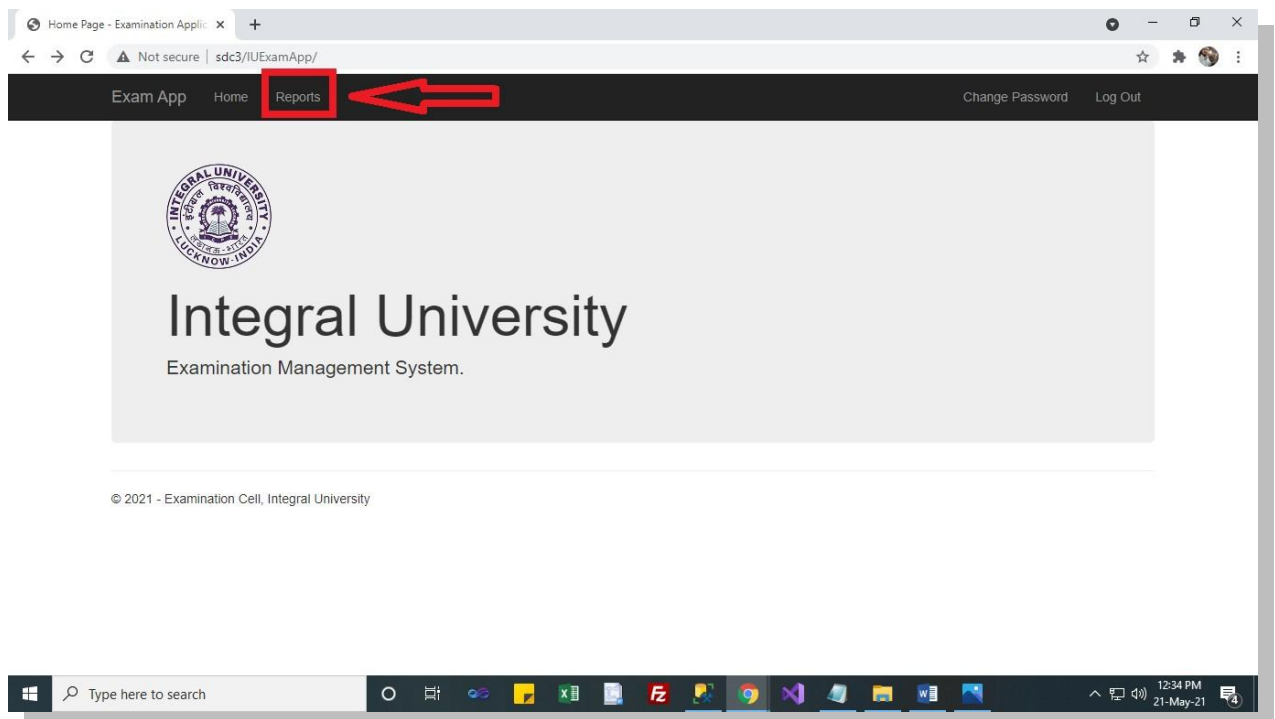
This screenshot shows the same "Login" page as before, but with the "User Name" field filled with "zuber" and the "Password" field filled with "*****". A red arrow points to the blue "Login" button. The browser window now includes standard navigation and window control buttons in the top right corner. The header now also includes a "Log In" link on the right side. The copyright notice at the bottom remains the same.

There are two menus.

- (i) Reports
- (ii) Change Password



When you click on reports, three options will appear.



There options:

- (i) Tabulation Register
- (ii) Marksheet

Following steps are used to print the Tabulation Register.

← → Not secure | sdc3/IUExamApp/Reports/TabulationRegister

Exam App Home Reports Change Password Log Out

Tabulation Register

STEP 1 : Select Institute

Institute Integral University, Lucknow

ExamCode --Select--

Course/Branch --Select--

Semester/Year --Select--

Student Type ☐ New ☐ Old

Case(s) of Unfair Means ☐

Date 29/04/2021

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Exam App Home Reports Change Password Log Out

Tabulation Register

STEP 2 : Select Examcode

Institute Integral University, Lucknow

ExamCode --Select--

Course/Branch --Select--

Semester/Year --Select--

Student Type ☐ New ☐ Old

Case(s) of Unfair Means ☐

Date 29/04/2021

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2017-18EvenRegular
2017-18EvenCarry
2017-18OddSpecial
2017-18EvenSpecial
2018-19OddRegular
2018-19OddCarry
2018-19EvenRegular
2018-19EvenCarry
2018-19 OddSpecial
2018-19 Special Carryover
2019-20OddRegular
2019-20OddCarry
2019-20EvenRegular
2019-20EvenCarry
2019-20 OddSpecial
2019-20 EvenSpecial
2020-21OddRegular
2020-21OddCarry
2020-21EvenRegular
2020-21EvenCarry

Exam App Home Reports Change Password Log Out

Tabulation Register

STEP 3 : Select Course Branch

Institute Integral University, Lucknow

ExamCode 2020-21OddRegular

Course/Branch --Select--

Semester/Year --Select--

Student Type ☐ New ☐ Old

Case(s) of Unfair Means ☐

Date 29/04/2021

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--Select--
Auxiliary Nursing Midwifery(ANM)
B.A (Hons.) History
B.A. in Physical Education
B.A (Hons.) Economics
B.A (Hons.) Political Science
B.A (Hons.) Psychology
B.A (Hons.) English
B.A (Hons.) Sociology
B.A.L.L.B. (Integrated) Programme
B.Arch.
B.B.A.
B.B.A. Supply Chain Management (in Association with Safeducate)
B.B.A. (Business Analytics) in Association with IBM
B.B.A. (Financial Services)
B.B.A. (Tourism)
B.C.A.
B.Com. (Honours)
B.Com.-LL.B.
B.Design (Fashion Design)

Exam AppHomeReports

Change PasswordLog Out

Tabulation Register

STEP 4 : Select Semester

Institute

Integral University, Lucknow

ExamCode

2020-21OddRegular

Course/Branch

B.A.(Hons.) Psychology

Semester/Year

--Select--

Student Type

1

3

5

Case(s) of Unfair Means

Date

15/04/2021

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Exam AppHomeReports

Change PasswordLog Out

Tabulation Register

STEP 5: Select Student Type

Institute

Integral University, Lucknow

ExamCode

2020-21OddRegular

Course/Branch

B.A.(Hons.) History

Semester/Year

1

Student Type

New

Old

Case(s) of Unfair Means

Date

15/04/2021

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Exam AppHomeReports

Change PasswordLog Out

Institute

Integral University, Lucknow

ExamCode

2020-21OddRegular

Course/Branch

B.A.(Hons.) History

Semester/Year

1

Student Type

New

Old

Case(s) of Unfair Means

Date

15/04/2021

1

2001926001

ABINASH SINGH KUSHWAHA

2000102018

2

2001926002

ALIYA KHAN

2000100188

3

2001926003

ARWAZ KHAN

2000100843

4

2001926004

PRIYA

2000100469

Include Confidential Code

Show

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Examination Manual, Integral University, Lucknow

98

Exam App Home Reports Change Password Log Out

Institute: Integral University, Lucknow

ExamCode: 2020-21OddRegular

Course/Branch: B.A (Hons.) History

Semester/Year: 1

Student Type: ☒ New ☐ Old

Case(s) of Unfair Means: ☐

Date: 15/04/2021

STEP 6: Select Date

☐ Roll No. Student Name Enrollment No.

	Roll No.	Student Name	Enrollment No.
1	<input type="checkbox"/> 2001926001	ABINASH SINGH KUSHWAHA	2000102018
2	<input type="checkbox"/> 2001926002	ALIYA KHAN	2000100188
3	<input type="checkbox"/> 2001926003	ARWAZ KHAN	2000100843
4	<input type="checkbox"/> 2001926004	PRIYA	2000100469

☐ Include Confidential Code

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Exam App Home Reports Change Password Log Out

Institute: Integral University, Lucknow

ExamCode: 2020-21OddRegular

Course/Branch: B.A (Hons.) History

Semester/Year: 1

Student Type: ☒ New ☐ Old

Case(s) of Unfair Means: ☐

Date: 15/04/2021

STEP 7 : Tick check box if you want to display Confidential Code in TR.

☒ Roll No. Student Name Enrollment No.

	Roll No.	Student Name	Enrollment No.
1	<input checked="" type="checkbox"/> 2001926001	ABINASH SINGH KUSHWAHA	2000102018
2	<input checked="" type="checkbox"/> 2001926002	ALIYA KHAN	2000100188
3	<input type="checkbox"/> 2001926003	ARWAZ KHAN	2000100843
4	<input type="checkbox"/> 2001926004	PRIYA	2000100469

☐ Include Confidential Code [Show](#)

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Exam App Home Reports Change Password Log Out

Institute: Integral University, Lucknow

ExamCode: 2020-21OddRegular

Course/Branch: B.A (Hons.) History

Semester/Year: 1

Student Type: ☒ New ☐ Old

Case(s) of Unfair Means: ☐

Date: 15/04/2021


LAST STEP : To click on SHOW Button.


☒ Roll No. Student Name Enrollment No.

	Roll No.	Student Name	Enrollment No.
1	<input checked="" type="checkbox"/> 2001926001	ABINASH SINGH KUSHWAHA	2000102018
2	<input checked="" type="checkbox"/> 2001926002	ALIYA KHAN	2000100188
3	<input type="checkbox"/> 2001926003	ARWAZ KHAN	2000100843
4	<input type="checkbox"/> 2001926004	PRIYA	2000100469

☒ Include Confidential Code [Show](#)

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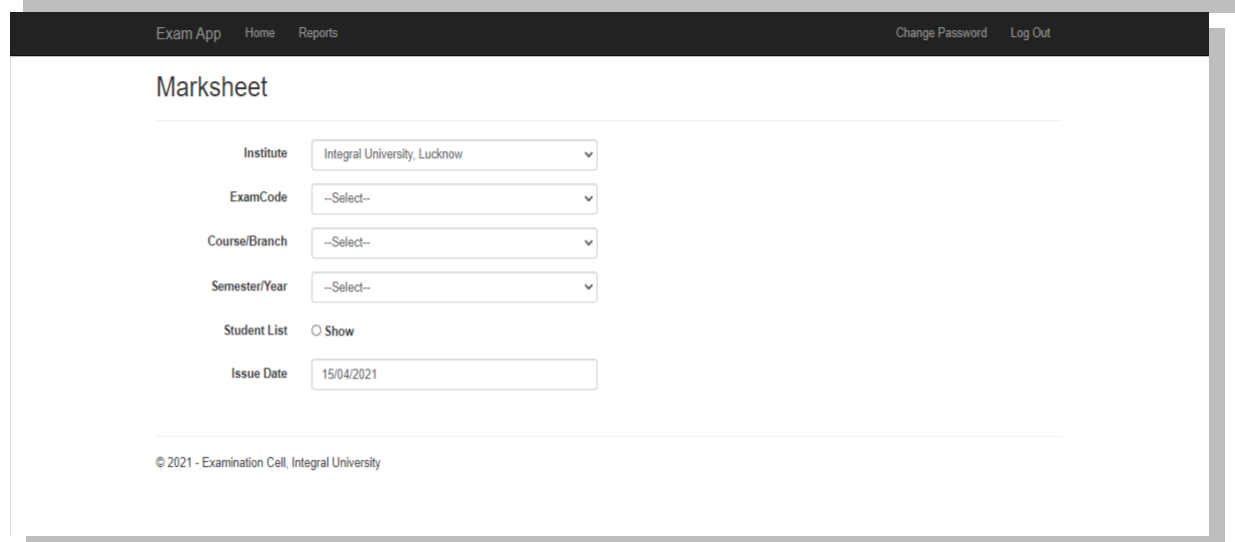
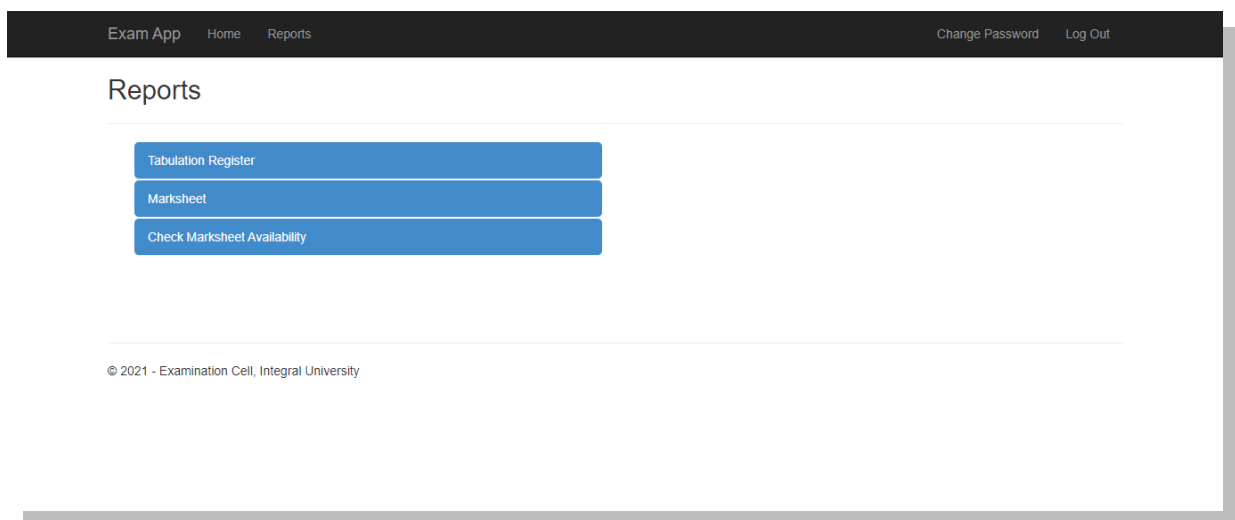
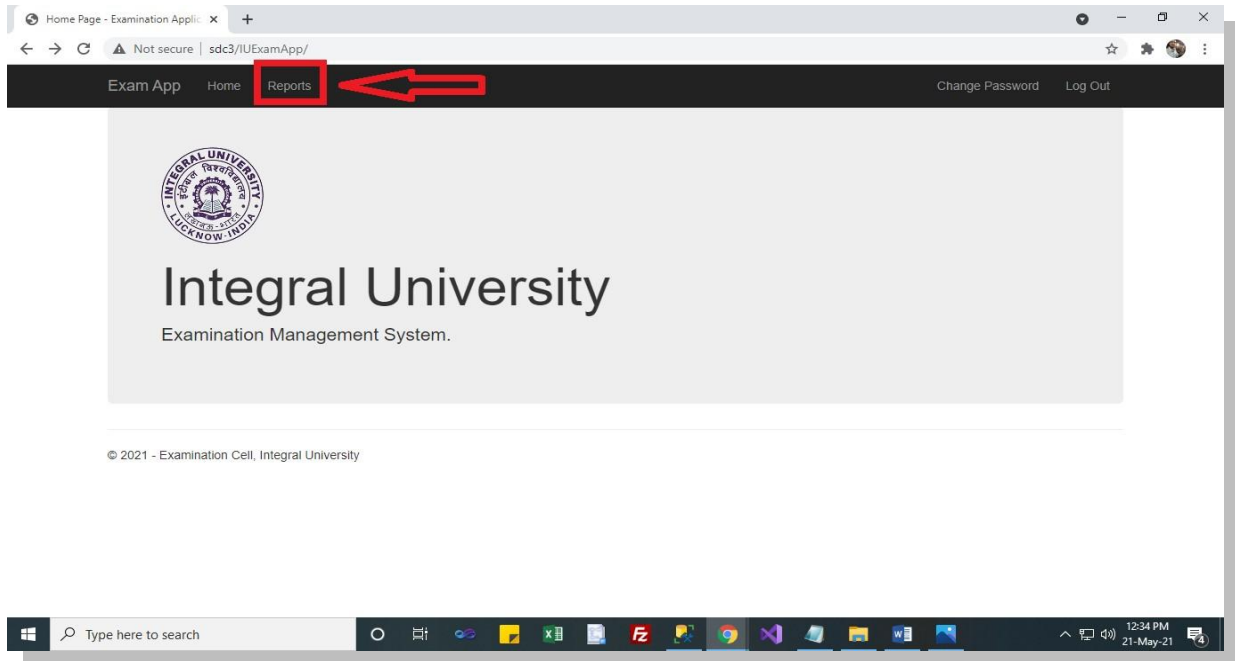
		<div>TR with Confidential Code</div>		Integral University, Lucknow Tabulation Register B.A (Hons.) History First Semester Examination, 2020-21						Date: 15/04/2021 Page : 1 of 1				
Sr. No.				CC	Code	ESE		OM	CA		Total		CR	GR
						MM			MM		MM	OM		
1.	Roll No	: 2001926001		234550	ES101	40	38	60	50	100	88	3	O	
	Enrollment No	: 2000102018		234552	HH101	40	34	60	50	100	84	6	A	
	Student's Name	: Abinash Singh Kushwaha		234554	HH102	40	35	60	51	100	86	6	O	
	Father's Name	: Mr. Mahendra Singh Kushwaha		234548	HH103	40	35	60	49	100	84	6	A	
				Total	160	142	240	200	400	342	21			
				ESE Carryover paper's : NIL CA Carryover paper's : NIL										
	ESE Result	: PCP - 0												
	CA Result	: PCP - 0												
	SGPI	: 9.43												
	CGPI	: 9.43												
2.	Roll No	: 2001926002		234549	ES101	40	33	60	46	100	79	3	B	
	Enrollment No	: 2000100188		234551	HH101	40	36	60	51	100	87	6	O	
	Student's Name	: Aliya Khan		234553	HH102	40	31	60	52	100	83	6	A	
	Father's Name	: Mr. Rizwan Khan		234547	HH103	40	32	60	49	100	81	6	A	
				Total	160	132	240	198	400	330	21			
				ESE Carryover paper's : NIL CA Carryover paper's : NIL										
	ESE Result	: PCP - 0												
	CA Result	: PCP - 0												
	SGPI	: 9.14												
	CGPI	: 9.14												
Collated By					Checked By					Controller of Examination				
<small>1-Environmental Studies(ES101) 2-History of India(HH101) 3-Social Formation and Culture Patterns of the Ancient World(HH102) 4-The Ancient World from (Earliest Times to the 5th Century)(HH103) Abbreviations - Code: Subject Code; MM: Maximum Marks; OM: Obtained Marks; ESE: End Semester Examination; CA: Continuous Assessment; SGPI: Semester Grade Point Index; CGPI: Cumulative Grade Point Index; PCP: Promoted with Carryover paper; CR: Credits; GR: Grade; Min. Marks- The minimum passing marks in End Semester Examination shall be 35%, minimum passing marks in Continuous Assessment shall be 50% in each head, or 50% in total (Continuous Assessment + End Semester Examination) and Must secure 41% of Total Maximum Marks.</small>														

		<div>TR without Confidential Code</div>		Integral University, Lucknow Tabulation Register B.A (Hons.) History First Semester Examination, 2020-21				Date: 15/04/2021 Page : 1 of 1											
Sr. No.				Code		ESE		OM		CA		Total		OM		CR		GR	
1.		Roll No	:	2001926001	ES101	40	38	60	50	100	88	3	O						
		Enrollment No	:	2000102018	HH101	40	34	60	50	100	84	6	A						
		Student's Name	:	Abinash Singh Kushwaha	HH102	40	35	60	51	100	86	6	O						
		Father's Name	:	Mr. Mahendra Singh Kushwaha	HH103	40	35	60	49	100	84	6	A						
					Total	160	142	240	200	400	342	21							
		ESE Result	:	PCP - 0	ESE Carryover paper's : NIL														
		CA Result	:	PCP - 0	CA Carryover paper's : NIL														
		SGPI	:	9.43															
		CGPI	:	9.43															
2.		Roll No	:	2001926002	ES101	40	33	60	46	100	79	3	B						
		Enrollment No	:	2000100188	HH101	40	36	60	51	100	87	6	O						
		Student's Name	:	Aliya Khan	HH102	40	31	60	52	100	83	6	A						
		Father's Name	:	Mr. Rizwan Khan	HH103	40	32	60	49	100	81	6	A						
					Total	160	132	240	198	400	330	21							
		ESE Result	:	PCP - 0	ESE Carryover paper's : NIL														
		CA Result	:	PCP - 0	CA Carryover paper's : NIL														
		SGPI	:	9.14															
		CGPI	:	9.14															
Collated By				Checked By				Controller of Examination											
<div>1-Environmental Studies(ES101) 2-History of India(HH101) 3-Social Formation and Culture Patterns of the Ancient World(HH102) 4-The Ancient World from (Earliest Times to the 5th Century)(HH103) Abbreviations - Code: Subject Code; MM: Maximum Marks; OM: Obtained Marks; ESE: End Semester Examination; CA: Continuous Assessment; SGPI: Semester Grade Point Index; CGPI: Cumulative Grade Point Index; PCP: Promoted with Carryover paper; CR: Credits; GR: Grade; Min. Marks- The minimum passing marks in End Semester Examination shall be 35%, minimum passing marks in Continuous Assessment shall be 50% in each head, or 50% in total (Continuous Assessment + End Semester Examination) and Must secure 41% of Total Maximum Marks.</div>																			

Printing of Marksheet

For printing of marksheet, an inbuilt LAN application is available. To print marksheet, click on the marksheet button and select required menu for obtaining the desired marksheet.

(i) Check Marksheet Availability



Exam App Home Reports Change Password Log Out

Marksheet

STEP 1: Select Institute

Institute Integral University, Lucknow

ExamCode Integral University, Shahjahanpur
IMSR, Lucknow
University Polytechnic, Sultanpur
Integral Institute of Agriculture Science & Technology (IIAST)
IU Extended Center

Course/Branch --Select--

Semester/Year --Select--

Student List ☐ Show

Issue Date 15/04/2021

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Exam App Home Reports Change Password Log Out

Marksheet

STEP 2 : Select Examcode

Institute Integral University, Lucknow

ExamCode --Select--

Course/Branch 2017-18EvenRegular
2017-18EvenCarry
2017-18OddSpecial
2017-18EvenSpecial
2018-19OddRegular
2018-19OddCarry
2018-19EvenRegular
2018-19EvenCarry
2018-19 OddSpecial
2018-19 Special Carryover
2019-20OddRegular
2019-20OddCarry
2019-20EvenRegular
2019-20 EvenSpecial
2019-20 EvenSpecial
2020-21OddRegular
2020-21OddCarry
2020-21EvenRegular
2020-21EvenCarry

Semester/Year --Select--

Student List --Select--

Issue Date --Select--

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Exam App Home Reports Change Password Log Out

Marksheet

STEP 3: Select Course/Branch

Institute Integral University, Lucknow

ExamCode 2019-20EvenRegular

Course/Branch --Select--

Semester/Year --Select--

Student List --Select--

Issue Date --Select--

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Marksheet

STEP 4: Select Semester

Institute

ExamCode

Course/Branch

Semester/Year

Student List

Issue Date

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Marksheet

STEP 5: Tick the checkbox of Student List

Institute

ExamCode

Course/Branch

Semester/Year

Student List ☐ Show

Issue Date

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Semester/Year

Student List ☒ Show

Issue Date

Student List

	<input type="checkbox"/>	Roll No.	Student Name	Enrollment No.	Father Name
1	<input type="checkbox"/>	1901926001	ABHISHEK RAWAT	1900100506	Mr. RAKESH KUMAR RAWAT
2	<input type="checkbox"/>	1901926002	AMAN RAI	1900101836	Mr. VISHWANATH RAI
3	<input type="checkbox"/>	1901926003	ANKUR TIWARI	1900103054	Mr. DHIRUV KUMAR TIWARI
4	<input type="checkbox"/>	1901926004	DILEEP KUMAR	1900103349	Mr. RAMJIVAN
5	<input type="checkbox"/>	1901926005	MAHBOOB RAZA	1900103980	Mr. MD NAZAM ANSARI
6	<input type="checkbox"/>	1901926006	MOHD HAMZA	1900103311	Mr. MOHD FAIQUE
7	<input type="checkbox"/>	1901926007	MOHD HASHIM IDRISI	1900103844	Mr. ABDUL HALIM
8	<input type="checkbox"/>	1901926008	PRINCE KUMAR PATWA	1900102622	Late Omkar Patwa
9	<input type="checkbox"/>	1901926009	SHADAB KHAN	1900101258	Mr. DILDAR HUSAIN KHAN
10	<input type="checkbox"/>	1901926010	UTKARSH KUMAR SHUKLA	1900101324	Mr. SANTOSH KUMAR SHUKLA
11	<input type="checkbox"/>	1901926011	VAIBHAV SHUKLA	1900101778	Mr. DHARMENDRA KUMAR SHUKLA

☐ Check for Final Print

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Exam App Home Reports Change Password Log Out

Semester/Year 2

Student List ☒ Show

Issue Date 16/04/2021

STEP 6: Select student and then click on Show Button

(i) Select Student

	Roll No.	Student Name	Enrollment No.	Father Name
1	<input checked="" type="checkbox"/>	1901926001 ABHISHEK RAWAT	1900100506	Mr. RAKESH KUMAR RAWAT
2	<input type="checkbox"/>	1901926002 AMAN RAI	1900101836	Mr. VISHWANATH RAI
3	<input type="checkbox"/>	1901926003 ANKUR TIWARI	1900103054	Mr. DHRUV KUMAR TIWARI
4	<input type="checkbox"/>	1901926004 DILEEP KUMAR	1900103349	Mr. RAMJIVAN
5	<input type="checkbox"/>	1901926005 MAHBOOB RAZA	1900103980	Mr. MD NAZAM ANSARI
6	<input type="checkbox"/>	1901926006 MOHD HAMZA	1900103311	Mr. MOHD FAIQUE
7	<input type="checkbox"/>	1901926007 MOHD HASHIM IDRISI	1900103844	Mr. ABDUL HALIM
8	<input type="checkbox"/>	1901926008 PRINCE KUMAR PATWA	1900102622	Late Omkar Patwa
9	<input type="checkbox"/>	1901926009 SHADAB KHAN	1900101258	Mr. DILDAR HUSAIN KHAN
10	<input type="checkbox"/>	1901926010 UTKARSH KUMAR SHUKLA	1900101324	Mr. SANTOSH KUMAR SHUKLA
11	<input type="checkbox"/>	1901926011 VAIBHAV SHUKLA	1900101778	Mr. DHARMENDRA KUMAR SHUKLA

☐ Check for Final Print

(ii) Then Click on Show Button

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Exam App Home Reports Change Password Log Out

Semester/Year 2

Student List ☒ Show

Issue Date 16/04/2021

LAST STEP For Printing Final Marksheet

(i) Select Issue Date

(ii) Select Student(s)

	Roll No.	Student Name	Enrollment No.	Father Name
1	<input checked="" type="checkbox"/>	1901926001 ABHISHEK RAWAT	1900100506	Mr. RAKESH KUMAR RAWAT
2	<input type="checkbox"/>	1901926002 AMAN RAI	1900101836	Mr. VISHWANATH RAI
3	<input type="checkbox"/>	1901926003 ANKUR TIWARI	1900103054	Mr. DHRUV KUMAR TIWARI
4	<input type="checkbox"/>	1901926004 DILEEP KUMAR	1900103349	Mr. RAMJIVAN
5	<input type="checkbox"/>	1901926005 MAHBOOB RAZA	1900103980	Mr. MD NAZAM ANSARI
6	<input type="checkbox"/>	1901926006 MOHD HAMZA	1900103311	Mr. MOHD FAIQUE
7	<input type="checkbox"/>	1901926007 MOHD HASHIM IDRISI	1900103844	Mr. ABDUL HALIM
8	<input type="checkbox"/>	1901926008 PRINCE KUMAR PATWA	1900102622	Late Omkar Patwa
9	<input type="checkbox"/>	1901926009 SHADAB KHAN	1900101258	Mr. DILDAR HUSAIN KHAN
10	<input type="checkbox"/>	1901926010 UTKARSH KUMAR SHUKLA	1900101324	Mr. SANTOSH KUMAR SHUKLA
11	<input type="checkbox"/>	1901926011 VAIBHAV SHUKLA	1900101778	Mr. DHARMENDRA KUMAR SHUKLA

(iii) Tick this

☒ Check for Final Print

(iv) In Last Click on SHOW Button

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Marksheet For Checking

B.A.(Hons.)-History
First Year
Session : 2019-20



Sr. No : 617536
Roll No : 1901926001
Enrollment No : 1900100506

Name of Student : Abhishek Rawat
Father's Name : Mr. Rakesh Kumar Rawat

Checking

First Semester								Second Semester									
Subject Codes & Names		Maximum Marks ESE CA Total			Marks Obtained ESE CA Total			Letter Grade	Subject Codes & Names		Maximum Marks ESE CA Total			Marks Obtained ESE CA Total			Letter Grade
Theory Subject(s)									Theory Subject(s)								
ES101	Environmental Studies	60	40	100	32	31	63	D	HH104	History of India II	60	40	100	52	39	91	O
HH101	History of India	60	40	100	44	37	81	A	HH105	Social Formations and Cultural Patterns of the Medieval World	60	40	100	46	33	79	B
HH102	Social Formation and Culture Patterns of the Ancient World	60	40	100	51	36	87	O	HH106	Islamic History: Umayyads (661 AD) to Great Abbasids (833)	60	40	100	44	38	82	A
HH103	The Ancient World form the Earliest Times to the 5th Century	60	40	100	51	37	88	O	LN101	Basic Professional Communication	60	40	100	42	30	72	C

Issue Date : 16/07/2020

Final Marksheet

B.A.(Hons.)-History
First Year
Session : 2019-20



Sr. No : 617536
Roll No : 1901926001
Enrollment No : 1900100506

Name of Student : Abhishek Rawat
Father's Name : Mr. Rakesh Kumar Rawat

First Semester										Second Semester									
Subject Codes & Names		Maximum Marks			Marks Obtained			Letter Grade	Subject Codes & Names		Maximum Marks			Marks Obtained			Letter Grade		
		ESE	CA	Total	ESE	CA	Total				ESE	CA	Total	ESE	CA	Total			
Theory Subject(s)									Theory Subject(s)										
ES101	Environmental Studies	60	40	100	32	31	63	D	HH104	History of India II	60	40	100	52	39	91	O		
HH101	History of India	60	40	100	44	37	81	A	HH105	Social Formations and Cultural Patterns of the Medieval World	60	40	100	46	33	79	B		
HH102	Social Formation and Culture Patterns of the Ancient World	60	40	100	51	36	87	O	HH106	Islamic History: Umayyads (661 AD) to Great Abbasids (833)	60	40	100	44	38	82	A		
HH103	The Ancient World form the Earliest Times to the 5th Century	60	40	100	51	37	88	O	LN101	Basic Professional Communication	60	40	100	42	30	72	C		
Total:		240	160	400	178	141	319		Total:		240	160	400	184	140	324			
ESE Carryover Paper(s) : NIL		Codes : NIL						Grace Marks (If any) : NIL											
CA Carryover Paper(s) : NIL		Codes : NIL																	
<div>Prepared By</div> <div>Checked By</div>		Marks Obtained / Maximum Marks			Result	Semester	Earned Credit	SGPI	Overall CGPI	<div>Controller of Examination</div>									
		First Semester	Second Semester	Grand Total															
		First	21	9.14															
		Second	21	8.71															
		319 / 400	324 / 400	643 / 800	Pass														

Issue Date : 16/07/2020

Delivering the marksheets to the counter for distribution to the Students:

Exam App Home Reports Change Password Log Out

Course/Branch: B.A (Hons.) History

Semester/Year: 2

Student List: ☒ Show

Issue Date: 22/04/2021

	Roll No.	Student Name	Enrollment No.	Father Name
1	<input checked="" type="checkbox"/>	1901926001 ABHISHEK RAWAT	1900100506	Mr. RAKESH KUMAR RAWAT
2	<input checked="" type="checkbox"/>	1901926002 AMAN RAI	1900101836	Mr. VISHWANATH RAI
3	<input checked="" type="checkbox"/>	1901926003 ANKUR TIWARI	1900103054	Mr. DHIRUV KUMAR TIWARI
4	<input type="checkbox"/>	1901926004 DILEEP KUMAR	1900103349	Mr. RAMJIVAN
5	<input checked="" type="checkbox"/>	1901926005 MAHBOOB RAZA	1900103980	Mr. MD NAZAM ANSARI
6	<input checked="" type="checkbox"/>	1901926006 MOHD HAMZA	1900103311	Mr. MOHD FAIQUE
7	<input type="checkbox"/>	1901926007 MOHD HASHIM IDRISI	1900103844	Mr. ABDUL HALIM
8	<input type="checkbox"/>	1901926008 PRINCE KUMAR PATWA	1900102622	Late Omkar Patwa
9	<input type="checkbox"/>	1901926009 SHADAB KHAN	1900101258	Mr. DILDAR HUSAIN KHAN
10	<input type="checkbox"/>	1901926010 UTKARSH KUMAR SHUKLA	1900101324	Mr. SANTOSH KUMAR SHUKLA
11	<input type="checkbox"/>	1901926011 VAIBHAV SHUKLA	1900101778	Mr. DHARMENDRA KUMAR SHUKLA

☐ Check for Final Print

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Receiving at the counter by staff concerned.

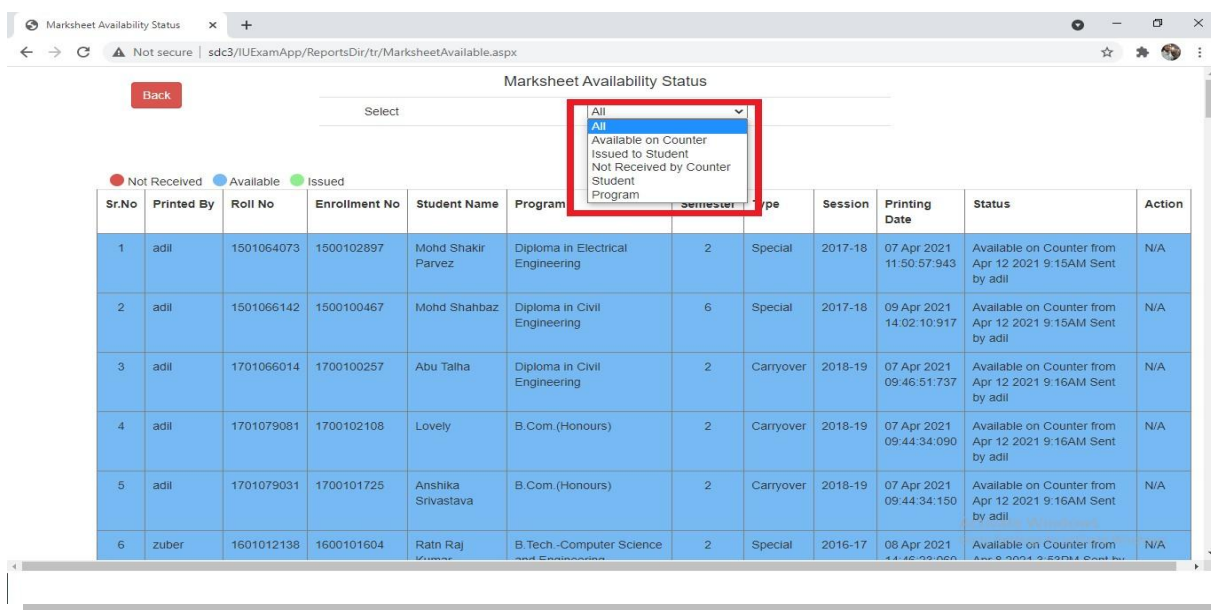
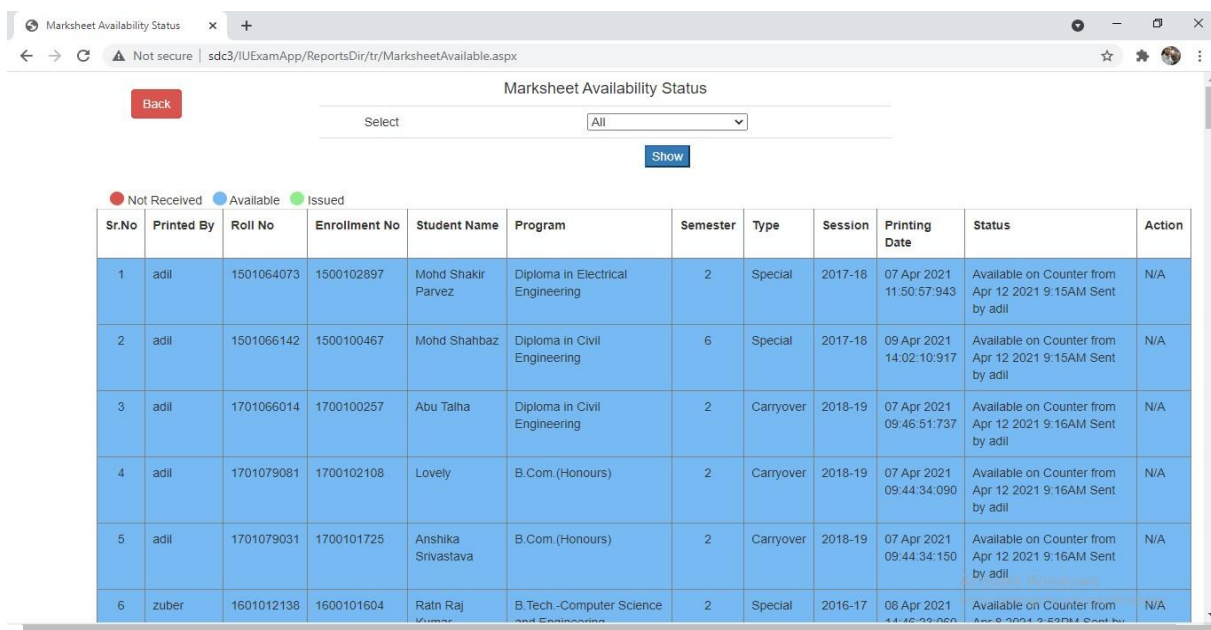
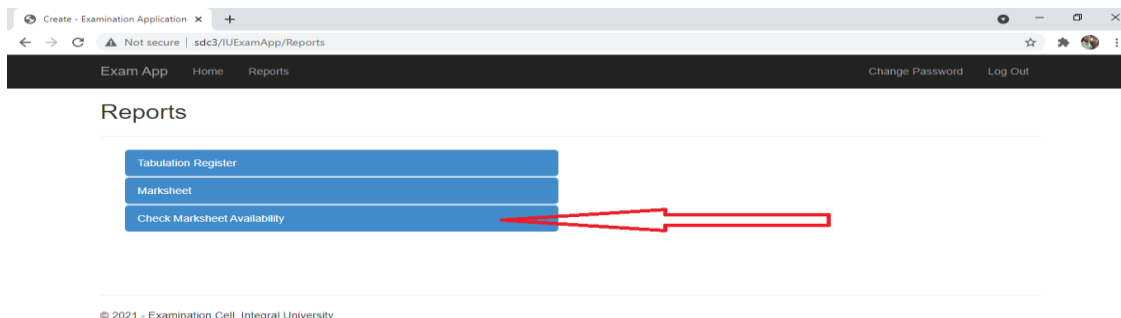
B.A (Hons.) History1VR2019-20 - Excel (Product Activation Failed)

SrNo	RollNo	StudentName	Result	Signature_With Date
1	617536	1901926001 Abhishek Rawat	Pass	
2	617537	1901926002 Aman Rai	Pass	
3	617538	1901926003 Ankur Tiwari	Pass	
4	617539	1901926005 Mahboob Raza	Pass	
5	617540	1901926006 Mohd Hamza	Pass	

Staff concerned at the counter distributes the marksheet to students after receiving required documents.

Steps for issuing Marksheetworks:

1. Online record Checking for Marksheet Availability:



Marksheet Availability Status

Back

Select Available on Counter (i) Select This

Show (ii) Then click on SHOW Button

● Not Received ● Available ● Issued

Sr.No	Printed By	Roll No	Enrollment No	Student Name	Program	Semester	Type	Session	Printing Date	Status	Action
1	adil	1501064073	1500102897	Mohd Shakir Parvez	Diploma in Electrical Engineering	2	Special	2017-18	07 Apr 2021 11:50:57:943	Available on Counter from Apr 12 2021 9:15AM Sent by adil	N/A
2	adil	1501066142	1500100467	Mohd Shahbaz	Diploma in Civil Engineering	6	Special	2017-18	09 Apr 2021 14:02:10:917	Available on Counter from Apr 12 2021 9:15AM Sent by adil	N/A
3	adil	1701066014	1700100257	Abu Talha	Diploma in Civil Engineering	2	Carryover	2018-19	07 Apr 2021 09:46:51:737	Available on Counter from Apr 12 2021 9:16AM Sent by adil	N/A
4	adil	1701079081	1700102108	Lovely	B.Com.(Honours)	2	Carryover	2018-19	07 Apr 2021 09:44:34:090	Available on Counter from Apr 12 2021 9:16AM Sent by adil	N/A
5	adil	1701079031	1700101725	Anshika Srivastava	B.Com.(Honours)	2	Carryover	2018-19	07 Apr 2021 09:44:34:150	Available on Counter from Apr 12 2021 9:16AM Sent by adil	N/A

After issuing the marksheet to student, update required in the software by clicking on issue button.

Marksheet Availability Status

Back

Select Program

Session 2019-20EvenRegular

Program B.B.A.

Show

● Not Received ● Available ● Issued

Sr.No	Printed By	Roll No	Enrollment No	Student Name	Program	Semester	Type	Session	Printing Date	Status	Action
1	asifali	1801029099	1800103436	Mohd Maazur Rashid	B.B.A.	4	Regular	2019-20	17 Mar 2021 15:31:40:350	Available on Counter from Mar 19 2021 3:15PM Sent by asifali	Issue
2	asifali	1801029006	1800103790	Abhishek Srivastav	B.B.A.	4	Regular	2019-20	17 Mar 2021 15:25:53:930	Available on Counter from Mar 19 2021 3:15PM Sent by asifali	Issue
3	asif	1901029232	1900104291	Ayush Srivastava	B.B.A.	2	Regular	2019-20	23 Dec 2020 12:27:42:597	Issued to Student on Mar 24 2021 12:37PM By pradeep	N/A
4	asif	1901029229	1900101954	Zameer Husain	B.B.A.	2	Regular	2019-20	23 Dec 2020 12:27:42:580	Available on Counter from Feb 5 2021 2:50PM Sent by asif	Issue
5	asif	1901029228	1900103015	Zainab Ansari	B.B.A.	2	Regular	2019-20	23 Dec 2020 12:27:42:567	Available on Counter from Feb 5 2021 2:50PM Sent by asif	Issue
6	asif	1901029225	1900102338	Wasim Reza	B.B.A.	2	Regular	2019-20	23 Dec 2020	Issued to Student on Apr 1 2021	N/A