

Integral University, Lucknow

(Office of the Controller of Examinations)



EXAMINATION MANUAL



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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 Suprintendents(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 evaluated 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 and other certificates 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 certificate, consolidated marks card, provisional degree certificate, 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 certificates/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 Certificates.
- 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 and Certificates 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 certificates 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 Certificates.
- 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 rears 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/pan 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 w h o 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

S.No.	Case	Disciplinary Action/ Punishment / Penalty
1.	Unauthorized material is found in the possession of the student while writing the examination but <u>is not</u>	Cancellation of the concerned examination paper.



	<u>utilized</u> by him/her as examination material	
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 <u>is not utilized</u> 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 <u>is utilized</u> 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 <u>is not utilized</u> 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	The student shall be debarred from appearing in the subsequent carryover examination of



while writing the carryover (End Semester) examination and <u>is utilized</u> by him/her as examination material	the same subject.
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17.3.2 Continuous Assessment (CA)/CA-Reassessment Examination of all the courses excluding courses conducted by IIMS&R :

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

For Practical examinations:

S.No.	Case	Disciplinary Action / Penalty
1.	Unauthorized material is found in the possession of the student during Practical examination but <u>is not 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 <u>is also 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
- 18.1.1 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.
- 18.1.2 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.
- 19.1.1 Only examiners duly appointed by COE/ HOD/Head Examiners, approved by the University should be assigned valuation work and none else.



- 19.1.2 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.
- 19.1.3 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.
- 19.1.4 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 of 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 fulfil the following criteria for passing the subjects:

	Scheme I	Scheme II	Scheme III
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	ESE=60 CA=40		ESE=40 CA=60		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	≥ 41 %	≥ 50 %	≥ 41 %	≥ 50 %	≥ 41 %	≥ 50 %

*In scheme III, criteria 1, if student fulfills conditions in CA and ESE but not in total, then he/ she 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:

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

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:

$$CGPA = (C1G1 + C2G2 + C3G3 + \dots + Ci*Zero + \dots + CnGn) / (C1 + C2 + C3 + \dots + Ci + \dots + Cn)$$

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,

$$CGPA = (C1G1 + C2G2 + C3G3 + \dots + CiGi + \dots + CnGn) / (C1 + C2 + C3 + \dots + Ci + \dots + Cn)$$



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:

$$y=6.5 \times A+25$$

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

26.1 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.

26.2 Scrutiny of Answer Books

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

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

26.2.2.1 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.

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

26.2.4 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.

26.2.5 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.

26.3 Issue of Duplicate Admit Card/ Mark Statement/ Transcripts/ Consolidated Marks Statements/ Degree Certificate may be done after due application process with the necessary fees/ fine.

26.6 Error Correction in Name

26.6.1 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.

26.6.2 Any errors in the Name of candidates printed in the Marks statement/ Certificate/ 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

27.3.1 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.

..*..*..

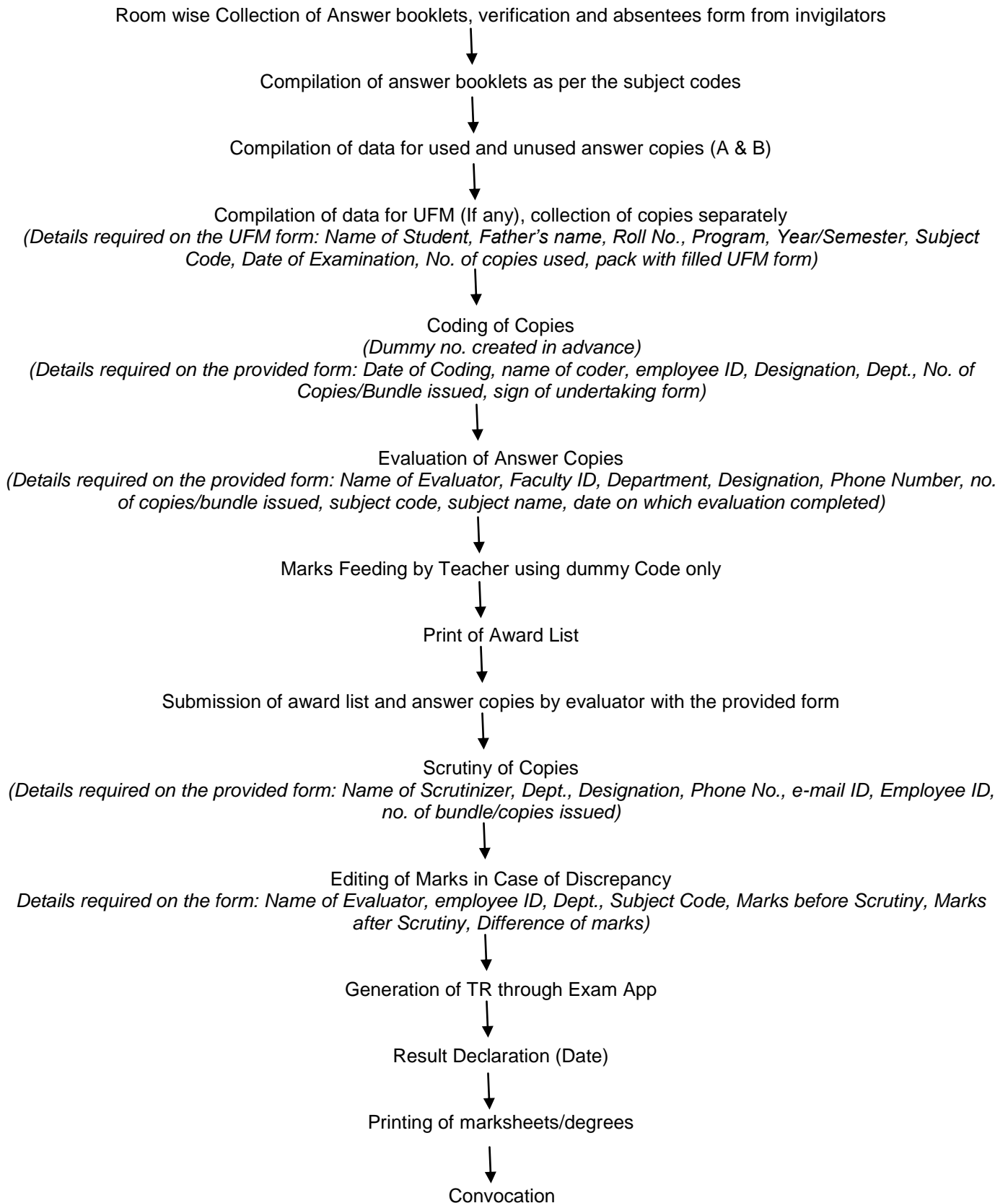


FLOW CHART FOR CONDUCTING EXAMINATIONS





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.

- No question should be asked outside and beyond the syllabus.
- The figures and symbols in Mathematics and the technical terms in other subjects should be written very clearly.
- The question paper should be such that a candidate can answer the required number of questions within the allotted time.
- The paper setters are requested to fill the forms (at the provided link) to facilitate prompt payment of remuneration.
- While setting the question paper following points may kindly be noted :
 - The question paper should be typed as legibly as possible and no abbreviations should be used.
 - Question paper should be set in :
 - English (for all courses, unless specified).
 - English and Hindi (for B. Ed./M.Ed./BFA)
 - Urdu (for the subject of Urdu in B.Ed. / M.Ed. / D.El.Ed. Course only).
 - 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.
- You are requested:
 - To give an undertaking in the prescribed form attached herewith.
 - 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.
 - To treat the matters strictly confidential. The Integral University takes great care not to disclose the names of the Paper Setters / Examiners.
 - Do not write your name and signature on question paper.



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SAMPLE PROFORMA OF QUESTION PAPER FOR OFFLINE EXAMINATION

(w.e.f. 2020-21)

PROGRAM NAME: _____

SEMESTER EXAMINATION, 20____-20____

Course Name: _____
Time: 3.00 Hours

Course Code: _____
Max Marks: 40

Note: (i) The Question Paper contains three sections.
(ii) Section-A is compulsory, Section-B and C contains internal choice.

SECTION – A

(1×10=10)

Q.1 Attempt All part of the following question:

[BT-1/2, CO-...,PO...]

- (a)
- (b)
- (c)
- (d)
- (e)
- (f)
- (g)
- (h)
- (i)
- (j)

SECTION – B

(5×2=10)

Q.2 Attempt any TWO part of the following questions:

[BT-3/4, CO-...,PO...]

- (a)
- (b)
- (c)
- (d)

SECTION – C

Q.3 Attempt any ONE part of the following questions:

(4×1=4)

[BT-4/5/6, CO-...,PO...]

- (a)
- (b)

Q.4 Attempt any ONE part of the following questions:

(4×1=4)

[BT-4/5/6, CO-...,PO...]

- (a)
- (b)

Q.5 Attempt any ONE part of the following questions:

(4×1=4)

[BT-4/5/6, CO-...,PO...]

- (a)
- (b)

Q.6 Attempt any ONE part of the following questions:

(4×1=4)

[BT-4/5/6, CO-...,PO...]

- (a)
- (b)

Q.7 Attempt any ONE part of the following questions:

(4×1=4)

[BT-4/5/6, CO-...,PO...]

- (a)
- (b)

Note:

- Exam/ Test/ Assignment question should be mapped to Bloom's Taxonomy (BT) levels and CO-PO of the course of a program.

BT level 1 Remember	BT level 2 Understand
BT level 3 Apply	BT level 4 Analyse
BT level 5 Evaluate	BT level 6 Create
- Each question assessment activity should have mapping description displayed like mark of question. Example:
Q.1 (a)..... Question Text..... [BT-2, CO-1, PO-1][1]
- Question of assessment activities should broadly match to following structure (mix of BT levels) in:
Individual activity or in complete activity set.

BT Level 1 and 2 question -	25%
BT Level 3 and 4 question -	25%
BT Level 4,5 and 6 question-	50%
- Question of assessment activities should appropriately cover each CO and PO as per CO-PO mapping.

(Controller of Examination)



No. of Printed Pages – 1

Code.....

Roll No.

--	--	--	--	--	--	--	--	--	--

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 stationary:) _____

Name of Moderator:	Designation:
Department:	Mobile No.:
Date : ___/ ___/ 2019	Signature of Moderator

**INTEGRAL UNIVERSITY, LUCKNOW
REMUNERATION BILL FOR SETTING THE QUESTION PAPER**



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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 : _____



INTEGRAL UNIVERSITY

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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



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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.....



INTEGRAL UNIVERSITY

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SAMPLE COPY OF MARKS 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		Full Name:
4		
5		Department:
Name of Head Examiner:		
Signature:		Employee ID No.:
Date:		Mobile No.:



INTEGRAL UNIVERSITY

इंटीग्रल विश्वविद्यालय

SAMPLE COPY OF TABULATION RECORD



INTEGRAL UNIVERSITY, LUCKNOW TABULATION REGISTER Bachelor of Computer Application Third Year - Sixth Semester Special(Final) Examination 2018-19

Date: 26/09/2019
Page 1 of 5

S. No.	Roll No.	Enrollment No.	Student's Name	Father's Name	CA313		CA314		CA315		CA316		CA318		CA321		CA322		CA323		Total TE+PE CA	V Sem VI Sem	Grand Total	Result ESE CA	SGPI V Sem VI Sem Credit
					TE	CA	TE	CA	TE	CA	TE	CA	TE	CA	PE	CA	PT	CA	PE	CA					
1	1526018019	1502600009	Aman Ojha	Mr. Rajesh Krishna Ojha	23	27	26	22	36	25	22	25	22	25	28	28	22	22	22	22	178	400	2691	V Sem CP-0	4.08
					50	47	61	47	61	47	61	61	48	76	39	39	49	49	235	413	4700	5.19			
					P	P	D	P	D	P	B	D	D	D	D	D	D	D	D	D	D	D	Pass	21	
					V Sem ESE: NIL CA: NIL VI Sem ESE: NIL CA: NIL																				
2	1526018048	1502600101	Diyanshi Pandey	Mr. Ravindra Nath Pandey	26	32	37	33	36	31	38	32	38	32	31	31	32	32	32	32	232	542	3243	V Sem CP-0	6.04
					58	70	70	70	67	70	70	70	52	53	83	83	84	84	283	515	4700	7.10			
					E	C	C	C	C	C	C	C	A	A	A	A	A	A	A	A	A	A	Pass	21	
					V Sem ESE: NIL CA: NIL VI Sem ESE: CA309(G-7) CA: NIL																				
3	1526018055	1502600132	Ishan Chandra	Mr. Ashwini Kumar Chandra	29	34	39	33	32	34	28	28	28	28	28	28	29	29	32	32	216	523	2009	V Sem CP-0	5.48
					63	72	72	72	66	66	66	66	51	51	52	52	51	51	288	504	4700	6.90			
					D	C	C	C	C	C	C	C	A	A	A	A	A	A	A	A	A	A	Pass	21	
					V Sem ESE: NIL CA: NIL VI Sem ESE: NIL CA: NIL																				

Collected By

Checked By

Controller of Examinations

1. NET Framework with VB, NET(CA313) 2-introduction to Open Source Environment(CA314) 3-Cyber Law and Internet Security(CA315) 4-Management Information System(CA316) 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, TT: Theory Total, PE: Practical Examination, PT: Practical Total, PGP: 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

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

SECOND YEAR
Session : 2016-17

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



Subject Codes & Names	Third Semester			Fourth Semester			Letter Grade
	Maximum Marks Exam.Sess.Total	Marks Obtained Exam.Sess.Total	Letter Grade	Maximum Marks Exam.Sess.Total	Marks Obtained Exam.Sess.Total	Letter Grade	
Theory Subjects							
CE201 Fluid Mechanics	60 40 100	07 30 37	F	CE-209 Hydraulic & Hydraulics 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 & Hydraulics 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 Codes : MT201 CE201 CE202 CE204

Carryover Paper(s) (CA) : NIL Codes : NIL

Grace Marks (if any) : NIL

Marks Obtained / Maximum Marks	Result		Semester	Earned Credit	SGPI	Overall CGPI
	Third Semester	Fourth Semester				
565/1000	654/1000	1219/2000	Third	27	2.74	4.78
			Fourth	27	5.44	
			PCP			

Prepared By : *Abhishek*

Checked By

Abhishek

Controller of Examinations

Issue Date : 15/07/2017

Front page



Signature of Director / Dean / HOD
with seal

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)

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INTEGRAL UNIVERSITY

इंटीग्रल विश्वविद्यालय



INTEGRAL UNIVERSITY

LUCKNOW, INDIA (www.iul.ac.in)

Approved by the University Grants Commission (UGC) under Section 2(f) and 12B of the UGC Act, 1956.



STATEMENT OF GRADES

Master of Technology : Mechanical Engineering Specialization : Production and Industrial Engineering

Student's Name : Abu Bakar Ansari

Sr. No. : 643521

Father's Name : Mr. Mujeebul Rahman

Roll No. : 2001301001

Mother's Name : Mrs. Rukhshana

Enrollment No.: 2000101580

Session / Semester	Course Code	Course Title	Credit	Grade	SGPA	CGPA
2020-21 I	ME501	Statistical Methods in Engineering	4	E		
	ME502	Advanced Materials Science	4	B		
	ME503	Production Operations Management	4	C	6.0	6.0
	ME504	Production Engineering I	4	P		
	ME505	Production Engineering I Lab	2	D		
2020-21 II	ME506	Work Science	4	D		
	ME507*	Total Quality Management	4	C		
	ME508	Plant Layout and Material Handling	4	C	6.8	6.4
	ME509	Production Engineering II	4	C		
	ME510	Production Engineering II Lab	2	C		
2021-22 III	ME601	Advanced Manufacturing Processes	4	C		
	ME603	Advanced Welding Technology	4	O		
	ME605	Friction and Wear	4	O	8.2	7.0
	ME608	Maintenance Management	4	D		
	ME690	M. Tech. Dissertation	4	B		
2021-22 IV	ME699	M. Tech. Dissertation	16	C	7.0	7.0

Result : Pass

Total Credits Earned : 72

Division : First Div.

Percentage : 70.5

Date of Issue: 20/07/2022

Prepared By

Checked By

Controller of Examination

* * Indicates Course(s) passed in Carryover/Special Carryover Examination.

(W.e.f. 2020-21) Front page



INTEGRAL UNIVERSITY

इंटीग्रल विश्वविद्यालय



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


DEAN
FACULTY OF ENGINEERING
INTEGRAL UNIVERSITY, LUCKNOW
Dean/Director
(Signature and Seal)

1. $SGPA = \frac{(EGP)}{\sum(\text{Course Credits})}$ For Course(s) in which exam registration is done in the current semester.
2. $CGPA = \frac{(EGP)}{\sum(\text{Course Credits})}$ For Course(s) in completed semester including current semester.
3. $EGP = \sum (\text{Course Credit} \times \text{Grade Point})$
4. The SGPA and CGPA are calculated upto one decimal place.
5. Audit course(s) and additional learning course(s) are not included in the computation of SGPA/CGPA.
6. Theory 1 Credit=1 Hour
7. Practical 1 Credit=2 Hours
8. Conversion of CGPA to Percentage Marks: Marks% = CGPA x 6.5+25
9. Division awarded is based on the CGPA.
10. Medium of instructions is English.

Abbreviations:

1. End-Semester Examination (ESE)
2. Continuous Assessment (CA)
3. Semester Grade Point Average (SGPA)
4. Cumulative Grade Point Average (CGPA)

If found, please return to:

Controller of Examination,
Integral University,
Kursi Road, Lucknow-226026, INDIA
e-mail: coe@iul.ac.in
Web: <https://www.iul.ac.in>

Back page



INTEGRAL UNIVERSITY इंटीग्रल विश्वविद्यालय

SAMPLE COPY OF DEGREE

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

Dancy Gloria Turkey

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

First Division

Seal



Vice Chancellor

PHOTO COPY

Date of Issue : 11 Nov, 2019
Lucknow (U.P.), India


Front page



INTEGRAL UNIVERSITY

इंटीग्रल विश्वविद्यालय

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

Checked By : 

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

Back page



INTEGRAL UNIVERSITY

इंटीग्रल विश्वविद्यालय

OFFICE OF THE CONTROLLER OF EXAMINATIONS
INTEGRAL UNIVERSITY, LUCKNOW
Kursi Road, Lucknow-226026, Uttar Pradesh (INDIA)

APPLICATION TO ISSUE DEGREE / MARKSHEET

Application No.:

Date: _____

Controller of Examination,
Integral University, Lucknow.

Affix
Photograph

Sir,

I request you to kindly issue my Degree / Marksheet. Details are mentioned below.

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. _____

Program of study _____ Branch _____

Marksheet required: Regular _____ Semester/Year Carryover _____ Semester/Year _____

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 (Aadhar card) is enclosed.

(Specimen Signature of the authorized person)

(Signature of the candidate)

INSTRUCTIONS FOR APPLICANT

1. For mark sheets, attach photocopies of all year results (Regular/Carryover) declared online.
2. The Candidate / authorized person must submit his/her identify proof (ID card/Aadhar Card) at the time of receiving the Degree/ Mark sheet.
3. Fee receipt of Rs 1000/- (Rs. 500/- Alumni registration fee and Rs. 500/- degree issuing fee) duly verified by Alumni Cell is required for receiving the degree.

Issue of Duplicate Degree/ Marksheet:

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

1. An Affidavit signed and certified by the First Class Magistrate.
2. Copy of FIR.
3. Fee is Rs. 500/- per Marksheet and Rs. 1000/- for Degree
- 4.

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

(Signature of the candidate)

FOR OFFICE USE ONLY

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

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

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

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

Yours faithfully,

(Signature of the candidate)
(After receiving the Degree / Marksheet)

Cut it from here and give it to the applicant

ACKNOWLEDGMENT SLIP

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

Purpose _____ Date _____

Name and signature of authorized person at counter no.9 _____



PhD 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

- 1.1 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.
- 1.1 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.
- 1.2 All the registered PhD scholars shall be required to complete the prescribed course work during the initial two semesters.
- 1.3 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.
- 1.4 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.
- 1.5 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.
- 1.6 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.
- 1.7 Functions and Duties of RDC:
 - 1.7.1 To allocate the research supervisors, course work, review the research proposal and finalize the research topic based on availability of the expertise and infrastructure
 - 1.7.2 To periodically examine and review. the progress of PhD scholar's research work for evaluation and guidance
 - 1.7.3 To give permission for pre-PhD presentation to the PhD scholar which may be conducted as open presentation before the RDSC
 - 1.7.4 RDC may assign or approve certain functions/duties to the RDSC.



- 1.8 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.
 - 1.9 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.
 - 1.10 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.
 - 1.11 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.
 - 1.12 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.
 - 1.12.1 To finalize and advertise the number of vacancies in a PhD program
 - 1.12.2 To conduct the Entrance examination in coordination with Examination Section and subsequent interview
 - 1.12.3 To facilitate the admission and registration of a candidate including the NRIs/OCIs/foreign citizens in PhD programme
 - 1.12.4 To conduct the open pre-PhD presentations permitted by the RDC
 - 1.12.5 To evaluate the progress report of the PhD scholar as special case
 - 1.12.6 To perform any other task assigned by the RDC
 - 1.12.7 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**
- 2.1.1 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.
 - 2.1.2 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.
 - 2.1.3 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.
 - 2.1.4 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.
 - 2.1.5 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.

- 2.1.6 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

- 3.1 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.
- 3.2 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).
- 3.3 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.
- 3.4 The examiners shall specifically report and recommend whether the thesis be:
- 3.4.1 Approved as it is
- OR
- 3.4.2 To be resubmitted after revision/extension/modification of work. OR
- 3.4.3 Rejected
- 3.5 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.
- 3.6 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.
- 3.7 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.
- 3.8 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.
- 3.9 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.
- 3.10 If both the external examiners reject the thesis at the first place, the thesis shall stand



- rejected.
- 3.11 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.
- 3.12 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.
- 3.13 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

- 4.1 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.
- 4.2 The PhD scholar shall be eligible for the award of Provisional Certificate, provided the Examination sub-committee recommends and Vice Chancellor approves the same.
- 4.3 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.
- 4.4 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

- 5.1 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

- 6.1 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.