

ORDINANCE 7

EXAMINATION ORDINANCE

- ✚ Considered and Recommended in Academic Council 1st Meeting on dated 07th August 2021
- ✚ Considered and Recommended in Board of Management in 1st Meeting on dated 21st August 2021
- ✚ Resolved and Approved by Board of Governor in 2nd Meeting on dated 11th December 2021

INDEX

Chapter	Description	Page No.
	Introduction and Definitions	1
7.1	Enrollment	2
7.2	Question Paper Setting	4
7.3	Conduct of Examinations	8
7.4	Unfair Means (UFM)	20
7.5	Evaluation of Answer Books	24
7.6	Declaration of Result and Promotion Rules	29
7.7	Miscellaneous	39
Annexure		
1	Undertaking by the Student (for Student Examination)	
2	Enrollment Form	
3	Appointment of Examiner	
4	Appointment of Question Paper Setters	
5	Undertaking by Paper Setter	
6	Appointment of Question Paper Moderator	
7	Appointment of Centre Superintendent	
8	Question Paper Receiving by Centre Superintendent	
9	Certificate of Opening the Packet Containing Questions Papers	
10	Statement of the Question Paper used at the Center	
11	Utilization Certificate of Answer Books	
12	Absentee Reporting Form	
13	Invigilator Statement	
14	Flying Squad Appointment Letter	
15	Flying Squad Forms	
16	Request for Amanuses	
17	Dispatch Form	
18	Summer Term Registration Form	
19	Special Supplementary Examination Form	
20	Unfair Means Usage Reporting Form	
21	UFM Dispatch Label	
22	Practical Exam Award Sheet	
23	Theory Award List	
24	Re - Evaluation Form	

Preface

The University of Engineering and Technology Roorkee is established by Government of Uttarakhand vide **Gazatte Notification No. 224/XXIV-C-3/2021-13(10)/2018** in exercise of the powers conferred by sub-section(2) of section of the University Act 2020 (Act No. 07 of 2021), the Governor hereby appointed the day of March 25, 2021 as the date on which the said Act shall come into force.

The Board of Examinations of University is constituted as per section 22(e), section 27 and section 30(a) of the statues of the University. The constitution of the Board of Examination (BoE) as follows:

- | | | |
|--|---|---------------|
| a) The Vice Chancellor | - | Chairman |
| b) The Pro Vice Chancellor | - | Member |
| c) Deans | - | Member |
| d) Head of all Department/Schools | - | Member |
| e) 2 Professor (by rotation) who are not holding the post of Dean/Head to be nominated by the Vice Chancellor for a period of 1 year | - | Member |
| f) 2 Assoc. Professor (by rotation) who are not holding- the post of Dean/Head to be nominated by the Vice Chancellor for a period of 1 year | | Member |
| g) Registrar | - | Member |
| h) Controller of Examination | - | Member |
| i) Special Invitee(s), if any | - | Non-Member(s) |

In the exercise of powers conferred by and in discharge of duty assigned Board of Examinations drafted a copy of Examination Ordinance 2021-22. The drafted copy is forwarded to academic council for approval.

Under the relevant Provision(s), the academic council has approved the examination ordinance 2021-22. The examination ordinance came into force from session 2021-22.

Registrar

Introduction and Definitions

This Ordinance shall apply to all the programs of the University. The Examination Ordinance and Allied Provisions 2021 and any amendments made therein, shall also be applicable to new Degree and Diploma programs that may be offered by the University in future.

Definitions/ Abbreviations

- a) "Academic Calendar" means the schedule of academic and other related activities as approved by the Academic Council;
- b) "Academic Council" means the Academic Council of the University;
- c) "Academic Regulations" means the Academic Regulations 2021 of the University;
- d) "Academic Term" means the concerned semester or Summer Term;
- e) "BOE" means the Board of Examinations of the University;
- f) "BOM" means the Board of Management of the University;
- g) "BOS" means the Board of Studies of a particular department/ program of the University;
- h) "COE" means the Controller of Examination of the University;
- i) "Clause" means duly numbered clauses of these Regulations;
- j) "Centre Superintendent" means a faculty/ staff member of the University nominated by the Chairperson, BOE, to conduct the End Semester Examinations of the University at the assigned examination center(s) of the University, and/or, to conduct the evaluation and tabulation work pertaining to the End Semester Examinations;
- k) "Course" means, a specific subject usually identified by its course coder and course title, with specified credits and syllabus/ course description;
- l) "Dean" means the Dean of the concerned school;
- m) "Department" means the Department/ School offering the concerned Degree/ Diploma program;
- n) "Examination Center" means a school or a department where the University Examinations are being conducted;
- o) "HOD" means the Head of the concerned department;
- p) In any council has prescribed assessment norms for the Continuous Assessment components, including the End Semester Examination component, as applicable and all relevant details pertaining to the delivery of the concerned Courses. Further, the Program Regulations and Curriculum for the concerned Program shall be recommended by the concerned BOS and approved by the Academic Council;
- q) "School" means a constituent institution of the University established for monitoring, supervising and guiding, teaching, training & research activities in broadly related fields of studies;
- r) "Summer Term" means an additional academic term conducted during the Summer break;
- s) "University" means University of Engineering and Technology Roorkee;
- t) "Vice Chancellor" means the Vice Chancellor of the University.

Chapter 7.1 : Enrollment

7.1.1 Admission

The University will permit admission and shall hold examinations for all such academic programs as are approved by the Academic Council and as it may notify from time to time for awarding Diplomas /Bachelor's/Master's degrees, as the case may be, as per the prescribed Schemes of Study & Evaluation and syllabi as are approved by the Academic Council with degree nomenclature as specified under UGC Section 22.

Admission to first semester / lateral entry to third semester, where applicable, shall be made as per the rules prescribed by the Academic Council of the University, duly notified in the admission brochure and/or as prescribed by the respective apex regulatory bodies/ councils.

7.1.2 Eligibility for Admission

The details of the eligibility and the criteria for merit for various programs offered by the University shall be as notified in the admission ordinance.

In case of programs where lateral entry into the III semester is permitted the details of the eligibility and the criteria for merit shall be as notified in the admission ordinance.

The minimum and maximum age of a candidate as on December 31st of the year of admission for admission to first year/ lateral entry shall be as notified by the University in its admission ordinance or as prescribed by the respective apex regulatory bodies/ councils.

The above criteria can be relaxed only with prior written approval from the Academic Council of University.

A student who has been provisionally admitted to any academic program, because of non-submission of the result of the qualifying examination at the time of admission, shall have to submit the result in the University before End Semester examination of 1st Semester, except where regulatory councils' norms prescribe otherwise, to prove his/ her eligibility to continue in the program.

7.1.2 Cancellation of Admission

The admission of a student at any stage of study shall be cancelled, if:

- a) He/ She is not found qualified as per the eligibility criteria prescribed by the University;
or
- b) He/ She is found unable to complete the course within the specified period for completion of the course as per Clause 6.12.1; or

- c) He/ She is found involved in indiscipline or violating the University Code of Conduct; or
- d) He/ She is involved in an act of ragging.

7.1.3 Change of Branch

The programs where in the First Year courses are common, students would have an option to apply for change of branch/ specialization after completion of the first year subjects to the following conditions:

- ✚ Should have successfully passed all courses of I and II Semester in the first attempt;
- ✚ Should have secured at least 6.00 SGPA in the First Year;
- ✚ Should have cleared all his/ her dues on the date of submission of the application for branch/ specialization change;
- ✚ Should not have any disciplinary action against him/ her.

The Dean/Principal of the school shall issue a notice within 7 days of publication of the second semester results with the last date of submission of application being one week from start of the academic session / or date of issue of the notice whichever is later. Should there be no notification to the effect the last date would be assumed as seven days from start of the new semester.

The Dean will obtain the approval of the competent authority i.e. Vice Chancellor, and notify the change to all concerned along with requisite fee for branch change. Upon approval of the competent authority the student shall be asked to deposit the prescribed fee, for branch change, within the due date as notified, before being allowed to attend classes in the changed branch.

7.1.4 Education Migration

A student pursuing bachelor/ master program from other institutions/ universities can migrate to the university if he/ she has successfully completed the first year of studies without backlogs and No Objection Certificate (NOC) from the previous institution/ university. The Dean of the School shall evaluate the application(s) of such candidates and process the same as per the University Guidelines and submit the case to the Office of the Registrar for approval of the migration.

7.1.5 Enrollment Form

Once student is been admitted to program of study, the next step is to enroll. Office of the Registrar will issue the Enrollment Form; students will have to submit the dully filled form along with the missing documents if any. A student is not formally registered as university student until he/ she finishes the enrolling process.

Chapter 7.2 : Question Paper Setting

7.2.1) Appointment of Question Paper Setters and Examiners

- ✚ Appointment of a Faculty member as a question paper setter, examiner, moderator, invigilator, tabulator and other works related to University Examinations shall be binding on the faculty member.
- ✚ Question Paper Setters, Jury Members and Examiners shall be appointed by the Controller of Examination with the consent of Chairperson, Examination Committee.
- ✚ Appointment of External Examiners: Faculty members from other Institutions/ Universities shall be appointed as Question Paper Setters, Jury Members and Examiners by the Controller of Examination with the consent of Chairperson, Examination Committee.
- ✚ The COE shall communicate the appointment of Question Paper Setters to all concerned, along with the specific guidelines related to setting of Questions Paper/ evaluation of Answer Books, and, pertaining to any other assignments, as applicable.
- ✚ The paper setters/ examiners shall be required to maintain complete confidentiality regarding their appointment as paper setter/ examiner and confidentiality shall be maintained while preparing & submitting the question papers. Further the examiners shall maintain confidentiality regarding marks awarded by them and any other work related to conduct of university examination.
- ✚ In case, an appointed paper setter fails to submit the question paper within the stipulated period, the COE, in exercise of the authority vested in him, may annul his/ her appointment as paper setter and assign a second person to set the said paper.
- ✚ No person should accept the appointment as Paper Setter/ Examiner, if his/her near relations are pursuing study in the University in the concerned semester of the program. Each paper setter/ examiner will have to sign a declaration to this effect, in a prescribed format.
- ✚ Request for submitting Question Paper shall be made by COE, 15 days before the start of Sessional Exams, and 20 days before End Semester Exams.
- ✚ For Mid Term Examinations, one set of Question paper is to be submitted for each subject, whereas for End Semester Exams, two sets of Question Papers are to be submitted.

7.2.2) Instruction for Paper Setters

- ✚ Paper Setter shall maintain the secrecy of the question paper and shall be responsible for the same.
- ✚ Examination papers must be typed under secure conditions.

- ✚ Papers should be typed/printed in the format as Paper size: A4; Font style: Times New Roman; Font size: 12; Line spacing: 1; all margins: 1; Header portion should be in font size 14 with bold and capital letters.
- ✚ The print should be sufficiently dark and clear to produce good quality photocopies.
- ✚ Each page must be numbered clearly. (e.g.) Page 1 of 2, at the middle bottom of the page.
- ✚ 'Instructions to the examinee' should be correctly specified on the first page of the question paper.
- ✚ Before setting a question paper, every paper setter should put himself or herself in the shoes of the examinee and then frame the type, level and duration of the questions.
- ✚ The toughness level of the question paper should be such that 50% of question paper can be attempted by even an average student, 70% by good students and the 100% by intelligent students.
- ✚ The question paper should be fairly distributed over the whole syllabus prescribed for the course during the academic semester. No question or part thereof should be out of the prescribed syllabus.
- ✚ While setting the questions see the following attributes of a good question:
 - Question is relevant. It focuses on recall and aligns well with the overall learning objectives.
 - Question is framed in a clear, easily understandable language, without any vagueness.
 - Question is crisp and concise which will omit any unnecessary information that requires students to spend time understanding it correctly.
 - Question is purposefully asked which will help to evaluate the question against some set benchmarks.
 - The question is guiding the learners towards understanding the concept.
 - The question is stimulating the thinking.
 - The question is one dimensional. The multi-dimensional question can be divided into distinct questions to facilitate easier and better recall.
 - The question paper should be set based on the course outcomes defined in the curriculum and should ensure that all the outcomes are addressed through appropriate questions.
- ✚ The following factors are to be considered when assigning relative weights to each learning outcome and each content area.
 - The importance of each area in the total learning experience.

- The time devoted to each area during the learning experience.
- Which outcomes have greater retention and transfer value.
- Questions paper should try to address the different levels of learning i.e. Knowledge/ Remembering, Understanding, Applying, Analyzing, Evaluating and Creating.
- ✚ Repetition of a question must be avoided.
- ✚ As far as possible avoid splitting of question/sub-question across two pages, it should appear on the same page
- ✚ Serial Number of Question should be given on the left-hand margin and marks allotted to each question should be mentioned on the right-hand side of the paper. Where a question is divided into parts, the marks assigned to each part should also be indicated on the right side of the paper.
- ✚ Graphs, diagrams, maps, tables etc. must be originals and suitable for photocopying. They must either be incorporated in the typed script OR if they are to appear as separate sheets, they must be in A4 format and bear the paper number and must identify the question to which it refers.
- ✚ The name of examination, subject and subject code as given in the heading should be carefully checked from the syllabus.
- ✚ Abbreviation of all kinds should be avoided, except those in special subjects.
- ✚ Ensure that the question paper does not contain any objectionable/unlawful contents/questions of politically or religiously sensitive issues.
- ✚ Please type 'END OF PAPER' immediately after the last question.
- ✚ Please ensure that question paper manuscripts are placed into a sealed envelope.
- ✚ On the manuscript envelope, the required information should be written clearly.
- ✚ Question paper manuscripts should be submitted before or on the date of submission.
- ✚ If the direct relative/family member of any faculty is enrolled as examinee, the concerned faculty member will be exempted from the duty of paper setting.
- ✚ Paper setters have to submit the Scheme of marking and model answers for the question paper while submitting the question paper to the examination section.
- ✚ Paper setter should give the undertaking on the specified format (COE (04)/005), while submitting the question paper.

7.2.3) Question Paper Moderation Board

The Controller of Examination with the prior approval of the Chairperson, Examination Committee shall appoint, as applicable, the "Moderation Board" for the purpose of moderation of question papers of the End Semester Examinations/Supplementary

Examinations. Moderation Board shall be constituted for each School or Department with the following members:

- a) Dean/HOD of respective School/Department - Chairperson of the concerned Moderation Board
- b) Two (02) Senior Faculty Members from the concerned School/Department - Members
- c) External Member(s)
- d) COE/ Nominee of COE - Member Secretary

The Question paper moderation board shall be present at the scrutiny room at the office of the COE of the University on the assigned date and time to fulfill the given responsibility.

Instructions for Moderators:

- + The Moderation Committee shall ensure that the Question papers are framed on Bloom's Taxonomy.
- + The Moderation Committee shall ensure that the questions are from within the syllabus and framed in a manner intelligible to the student.
- + Shall ensure that the coverage and level of the question paper are appropriate and consistent with the curriculum and assessment framework.
- + Shall ensure that the question paper contains no ambiguity and the wording of each question is precise, definite and easily understandable.
- + Shall ensure that the rubric for the question paper is correct.
- + Shall ensure that the question paper model conforms to the scheme of evaluation submitted by the paper setters.
- + Shall ensure that the scheme of evaluation is sufficiently flexible and detailed.
- + Shall ensure that there are no spelling mistakes or other errors in the question paper.
- + In case, the moderation done in a question paper is more than 30% (not merely edited), the case shall be reported with full justification to the Chairman, Examination Committee, who shall have the power to change the paper, if necessary.
- + After moderation, the question papers and other material will be sealed intact in the presence of all members.
- + Shall take all necessary measures to ensure the security and confidentiality of the examination papers and other material they are working on.
- + Shall not disclose their appointment to any unauthorized person.
- + Shall not carry mobile phones or any other communicative gadgets where the moderation committee meeting is going on.
- + Failure to preserve the secrecy of all information and examination materials/documents classified as confidential will be viewed seriously and shall be liable for disciplinary action.

Chapter 7.3 : Conduct of Examinations

The University Examinations for all programs of study shall be conducted in accordance with the guidelines framed from time to time by the Examination Committee. Whereas, for the programs running under the curriculum of the statutory bodies. They shall follow the rules and regulations prescribed by their apex body and supersede any other rules.

7.3.1) End Semester Examinations (ESE)

- ✚ End semester examination is the final examination component of the assessments of a course, conducted at the end of the semester, and, at the end of the summer term, if a summer term is offered. Duration of these examinations shall be of 3 hours.
- ✚ The dates for the end semester examination shall be published in the academic calendar of the university, or as per the university notifications to this effect
- ✚ End semester examination of a course is a written examination conducted at specified examination centers / examination halls of the university, on the specified dates and times.
- ✚ The controller of examinations shall be responsible for the administration of the end semester examinations of the university
- ✚ The detailed schedule of the end semester examinations conducted at the end of a semester shall be published/announced by the Controller of Examinations (COE) at least **Fifteen Days** before the scheduled date of examinations.
- ✚ The end semester examinations shall be conducted at the designated examination centers/halls of the university

7.3.2) Mid Term Examinations (MTE)

- ✚ The Mid Term examinations for a course are a component of the continuous assessments as prescribed by the concerned program regulations and curriculum.
- ✚ **Mid Term Examination** shall be conducted twice in a semester. Duration of these examinations shall be of **60** minutes each.
- ✚ Dates for the Mid Term examinations, as applicable, shall be published in the academic calendar of the university, or the university notification to this effect.
- ✚ The **Mid Term Examination** of a course is a written examination conducted at specified examination halls of the university, on the specified dates and times.
- ✚ The Mid Term examinations of an academic term shall be conducted by the Controller of Examinations (COE).

- ✚ The detailed schedule of the Mid Term examinations of an academic term shall be published / announced by the COE at least 01 (one) calendar week before the scheduled date of Mid Term examinations.

7.3.3) Internal Assessment

- ✚ The Internal Assessment shall normally be conducted by the Course Co-Ordinator with prior approval from Dean(s)/ HOD(s) of the concerned School(s)/ Department(s).
- ✚ The concerned HOD/Dean shall attest and submit a consolidated Marks Sheet of the Internal Assessment Marks to the COE, before the commencement of the ESE of the concerned Semester and concerned Summer Term.
- ✚ A copy of the consolidated Marks Sheet shall be displayed in the concerned Department/ School.

7.3.4) Practical Examinations

- ✚ End semester practical examinations for practical/laboratory courses is the final examination component of continuous assessment of the concerned practical/laboratory course.
- ✚ The detailed list of batches of students for end semester practical examinations and corresponding examiners shall be forwarded by the Dean/HOD concerned to the COE for due approval of the Vice Chancellor.
- ✚ The detailed schedule of the end semester practical examinations shall be published by the COE in consultation with Dean(s)/HOD(s) concerned at least two (02) calendar weeks before the commencement of the end semester practical examinations.
- ✚ End semester practical examinations shall be conducted by the Dean(s)/HOD(s) concerned in the respective School(s)/ Department(s).
- ✚ The compilation and tabulation of marks, and, the grades awarded for all the students for each end semester practical examination for the specific program shall be done by the Dean/HOD of the School/Department concerned and forwarded to the COE.
- ✚ Project work/internship/dissertation/viva-voce/jury examinations shall be conducted by a committee recommended by the Dean/HOD of the School/Department concerned, forwarded to the COE for due approval of the Vice Chancellor.
- ✚ The project/dissertation reports/ the practical examination records, models and such other materials pertaining to these courses/examinations shall be preserved in the school/ department concerned.

7.3.5) Supplementary Examinations

- ✚ A student with "F" Grade in one or more courses, or who secured "D" Grade in one or more courses, may avail the benefit of the Supplementary Examinations to pass the failed Course(s) and/or improve her/his CGPA to enable her/him to satisfy the criteria for promotion.
- ✚ Supplementary examination, as applicable, shall be scheduled along with the ESE of next batch and during summer term examination.
- ✚ The COE shall announce the detailed schedule of the supplementary examinations at least two (02) calendar weeks before the commencement of the supplementary examinations.
- ✚ In preparing backlog results, maximum grade to be awarded to the concerned students shall be capped at "B+".

7.3.6) Special Supplementary Examinations

- ✚ Special supplementary examination can be conducted for the students, who have completed minimum duration of programmes and are either failed in any course or want to upgrade their class.
- ✚ These examination will be conducted only for theory examination.
- ✚ Students can register for the special supplementary examination within one month of the announcement of the result.
- ✚ The COE shall announce the detailed schedule of the special supplementary examinations at least two (02) calendar weeks before the commencement of the supplementary examinations.
- ✚ In preparing backlog results, maximum grade to be awarded to the concerned students shall be capped at "B+".

7.3.7) Summer Term

- ✚ The summer term is an additional academic term that may be offered during the summer break, typically for about eight (08) weeks during June-July. The minimum number of teaching days in the summer term shall be thirty (30) days.
- ✚ Summer term is offered only for theory courses.
- ✚ The total number of contact hours for these courses shall be maximum 20 hours. There will be no sessional in summer term.

- ✚ Maximum grade to be awarded in summer exam is capped to "B+".
- ✚ The departments/schools desirous of offering courses shall announce the details of the courses on offer for registration in the summer term on the dates scheduled in the academic calendar or dates announced through university notifications.
- ✚ Summer School is mandatory for the UG students having "NP" grade.
- ✚ A student having "F" Grade (fail) in the earlier semesters may re-register for the concerned course(s), if offered, to complete the concerned course(s) and earn the concerned credits.
- ✚ A student may re-register for the concerned course(s), if offered, in which the student had received lower grades in the earlier Semesters, to improve her/his performance and secure higher grades in the course(s) and improve the CGPA. Further, if a student re-registers for a course (or courses), the existing grades obtained in the concerned course(s) shall be declared null and void. These shall be replaced by the grades the student receives (after evaluation of the end of the summer term) in the concerned course(s).
- ✚ A student who wishes to register for the summer term must complete the registration process on or before the last date for registration as specified in the academic calendar or the university notification to this effect. No late registration shall be permitted.
- ✚ Student will also have to maintain a minimum attendance of 75% in summer school, failing which they will not be allowed to appear in the end semester examination.

7.3.8) Center Superintendent (CS): *Duties & Responsibilities*

The Controller of Examinations may appoint Centre Superintendent CS for the smooth conduct of University End Semester Examinations with prior approval of the Chairperson, the Board of Examinations(BOE).

The Centre Superintendent (CS) who finds it impossible to attend to the work assigned shall submit the appropriate form 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.

The Centre Superintendent(s) shall be responsible for the proper and smooth conduct of examinations at his/her/their center. S/He 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 office of the COE. Responsibilities of CS is divided in to three sections:

- Pre - Examination
- Conduct of Examination
- Post Examination

- **Pre - Examination**

- ✚ At least one day before the commencement of the examination, the CS shall make all necessary seating arrangements for the conduct of theory examination.
- ✚ The Centre Superintendent 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.
- ✚ 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.
- ✚ The Centre Superintendent shall depute the required number of Invigilators to each examination hall. One invigilator shall be allotted for every 20 students or part there of as far as possible.
- ✚ The Centre Superintendent shall make sure that as far as possible, Invigilators are allotted Halls at random and that no Invigilators shall have prior information of the Hall to which he/ she shall be posted.

- **Conduct of Examination**

- ✚ The Centre Superintendent shall receive the question packets in the morning of the commencement of the examination from examination cell. The Centre Superintendent shall ensure that the question paper packets are sealed and not tampered.
- ✚ The Centre Superintendent shall count the number of question papers required for each subject in the Centre. In case the number of question papers received falls short of requirements the same shall be intimated to the Controller of examinations

- ✚ The Question paper packets are to be opened by the Centre Superintendent (After verifying the date and subject of examination) only in the presence of the two invigilators 15 minutes before the commencement of examination for distribution.
- ✚ Before opening the sealed packets, the Centre Superintendent should declare in presence of the invigilators about the number of packets sent by the University. The Centre Superintendent should furnish a certificate to that effect in each sitting of the examination in the prescribed form.
- ✚ In case the packet opened contains any matter other than the question papers required for the particular sitting, the packet should immediately be sealed and kept under the personal custody of the Centre Superintendent. This matter should immediately be reported to the Controller of Examination.
- ✚ The Centre Superintendent 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 centers of examination.
- ✚ The Centre Superintendent shall inform the Invigilators 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.
- ✚ The Centre Superintendent 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.
- ✚ The Centre Superintendent shall ensure that no candidate is admitted to the examination hall 30 minutes after the commencement of the examinations.
- ✚ All spare copies of question papers & answer- book after distribution to the candidates' present should be collected by the Centre Superintendent within 45 minutes of the commencement of the Examination and preserved under his/her safe custody till the examination is over.

- ✚ The Centre Superintendent shall ensure that the attendance of students of his/her examination center is uploaded on the ERP center on daily basis.
- ✚ The packets containing these unused question papers must be sealed and by the Centre Superintendent for dispatch to the Controller after the examination is over.
- ✚ The Centre Superintendent shall ensure that candidate should not be allowed to submit the paper and leave the hall before the lapse of one hour from the commencement of the examination, and if he/she is leaving the hall after 2 hrs. (in case of sitting of 3hrs.), and after 1 hr. (in case of a sitting of 2 hrs.), he/she should not be allowed to take the question paper out of the hall.
- ✚ The Centre Superintendent shall take action against an examinee indulging in malpractice or attempting to use unfair means, in the examination hall or within the premises of the examination center. All malpractices shall be reported and shall be handled as per the guidelines given in the Examination Malpractice Handling guidelines.
- ✚ All the Answer- books confiscated in malpractice cases during the examination session should be packed separately in one bundle and marked "Malpractice Case" on the label. Such answer-books shall not be mixed with the regular answer-books.
- ✚ The Centre Superintendent shall sign all relevant records such as invigilators attendance sheet, answer booklet usage in the session, Program & subject-wise attendance summary for a session, remuneration acknowledgement sheet etc., relevant to the examination session.
- ✚ In case of any major law and order problem or in the event of any external factor causing a disturbance in the Examination center, the 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.
- ✚ The Centre Superintendent shall have the power to expel an examinee from examinations on subsequent examination days; on any of the following grounds:
 - That the examinee created a nuisance or serious disturbance at the examination center.
 - That the examinee showed a seriously aggressive attitude towards an invigilator or a member of the staff entrusted with the examination work.

- If necessary, the Superintendent may get security guard assistance. Where a candidate is sent out of the examination hall, the COE shall be informed immediately and the case be referred over to the proctorial board.
- ✚ The Centre Superintendent shall ensure that no person other than the examinees, invigilators, and such persons, as may be authorized by her/him or by the University, shall be allowed to enter the Examination Hall(s).
- **Post Examination**
 - ✚ The Centre Superintendent shall dispatch the used & unused answer-sheets, unused question papers to the Examination Cell, immediately on conclusion of Examinations, each day.
 - ✚ All the answer - books of the candidates booked under malpractice in a sitting along with the respective incriminating materials **(signed & sealed)** enclosed with respective malpractice answer - books and form duly filled in **(signed & sealed)** shall be sent to the Controller of Examinations by name in a packet separately superscripting **"Malpractice Answer - Book"**.
 - ✚ The Centre Superintendent shall arrange to prepare a 'CS Diary' which contains the following:
 - Candidates present during the examination session at his/her center for each program of study and each subject of examination.
 - A record of the usage of Answer- book & Question Papers in an examination session shall also be prepared.
 - Malpractice cases registered at center.

7.3.9) Assistant Center Superintendent (ACS): Duties & Responsibilities

- ✚ The Assistant Centre Superintendent shall assist the Centre Superintendent in general, for the smooth conduct of Examination at the center.
- ✚ The Assistant Centre Superintendent shall remain at the center during the entire period of university examination. In case of any emergency, he/she shall take the permission of the Centre Superintendent requesting him to make alternate arrangements.
- ✚ The Assistant Centre Superintendent shall attend to any work entrusted to him by the Centre Superintendent in connection with the Examination.

- ✚ The Assistant Centre Superintendent shall act as Centre Superintendent in the absence of Centre Superintendent.

7.3.10) The Flying Squad: Duties & Responsibilities

- ✚ Only teachers who are regular employees and who have put in more than 3 years of teaching experience and who volunteer to take up the responsibility can be appointed as members of the Flying Squad.
- ✚ Each Flying Squad member will be provided with a letter of appointment by the COE.
- ✚ The members are required to undertake surprise visits to the examination centers with utmost caution, courtesy and tact.
- ✚ The members may be permitted to verify/check any confidential materials such as question paper packets, answer books, question paper opening statements/invigilator statement, etc., at the Centre.
- ✚ There shall be at least one 'lady member' in each flying squad for the smooth and effective performance.
- ✚ The malpractice cases detected by the members of the flying squad must be reported to the Centre Superintendent and he/she will report the case to the COE. However, in addition to this procedure, the Flying Squad should submit in the prescribed format, dairy consisting the regarding the malpractice cases, other activities at the center, etc., every subsequent day to the COE.
- ✚ Under any circumstances, the Flying Squad should not misbehave with any of the candidates.
- ✚ Since, these 'Flying Squads' are paying 'Surprise Visits' to the examination centers, there is no pre-allotment of the centers to be inspected at the time of their appointment.

7.3.11) Instruction for Students *(to be printed on Admit Card)*

- ✚ Arrive 30 minutes before the start of your exam.
- ✚ Check the seating arrangement on display and then enter the examination hall. Students are required to find and occupy seats allotted.
- ✚ Mobile Phones are not allowed in the examination hall.
- ✚ Programmable calculator is not allowed in the examination hall.

- ✚ Under unfavorable circumstances, candidates will be admitted to the Examination Hall not more than 30 minutes after the commencement of the examination.
- ✚ Students will not be given extra time if they arrive late.
- ✚ Students must place all materials that are not specifically designated "permissible materials in examination hall" in the front of the classroom, including but not limited to, backpacks, computer bags, cell phones, notebooks, texts, papers, electronic devices, iPods, headphones, purses, and bags.
- ✚ Students may take into an exam room any pens, pencils, erasers, rulers, pencil sharpeners and permitted technical drawing equipment (such as protractors and compasses). However, these must be placed in a clear plastic bag. Students should not bring in any pencil case or box for these items.
- ✚ Students should bring their own blue/black pen to write on answer- books.
- ✚ Exchange of examination stationary and any other material will not be allowed during the examination.
- ✚ Students are not permitted to have any unauthorized material with them at their exam desks or on their person during examinations, including books, manuscripts, calculator cases, mobile phones, or any other electronic data storage device. Students must not take into an exam room any blank paper; all rough work must be done in the exam booklets which are provided. It is the responsibility of each candidate to ensure that they are answering the correct paper.
- ✚ Students must answer the questions in the approved medium of instruction.
- ✚ Each student must check the title of the paper and complete the Student details on the front of the answer book.
- ✚ Read the instructions carefully before commencing an answer.
- ✚ Students should forbid writing anything on question paper.
- ✚ Any queries should be brought to the attention of the invigilator immediately.
- ✚ Any irregularities of conduct within the Examination Hall will be reported and a candidate who is disruptive to the proper conduct of the examination for other examinees, in the opinion of the Invigilator, may be required to leave the Examination Hall.
- ✚ Student must use designated urinals in the examination center.

- ✚ Smoking, chewing tobacco/ paan etc. is strictly prohibited in the examination hall.
- ✚ Any type of Copy/Cheating/talking with another student during the examination will be forwarded as copy case to unfair means committee
- ✚ Checks for unauthorized material will be carried out during the examinations - students may be asked to empty your pockets.
- ✚ If you have a disability and need adjustments made to your exam arrangements, you should seek advice as early as possible before the exams from the COE.
- ✚ The invigilator will give a warning ten minutes before the end of the exam. They will also announce when the exam has ended.
- ✚ Complaints against question papers, if any, should be submitted to the COE through concerned Centre Superintendent within 03 days from the date of examination, after which no complaint will be admitted.

7.3.12) Instruction for Invigilators during the Examination

- ✚ Examination duty is compulsory. In case of emergency, an alternative arrangement to be made.
- ✚ All invigilators must report within time to Examination Centre and must reach to respective examination hall before 20 minutes of the examination schedule time.
- ✚ Question papers will be made available by the respective examination committee member in each examination hall before 10 minutes of the examination schedule.
- ✚ All invigilators must maintain silence in the examination hall.
- ✚ Your mobile phone should be in silent mode. Use it only in examination related emergency cases.
- ✚ Please check that the students have occupied their respective seats according to the seating plan.
- ✚ Verify the admit card / I card of the students in the examination hall.
- ✚ Distribute the answer books to the students 10 minutes before the examination and ask them to fill all the details in the answer book.
- ✚ Distribute the question paper to the students 5 minutes before the commencement of examination.

- ✚ Take the signature of the students on the attendance sheet and maintain an attendance record of the examination hall.
- ✚ Invigilators must watch the students continuously and should be vigilant.
- ✚ Please take regular rounds in the examination hall to prevent indiscipline/copying.
- ✚ Should not leave the examination hall during the examination period. In case of urgency, may be allowed for a maximum 15 minutes with permission from the CS/COE after the alternative arrangement made
- ✚ No other invigilators/faculty are not allowed to enter into other examination halls without consent of concerned invigilator.
- ✚ Distribute the graph sheets to the students when requested by students.
- ✚ Invigilators must be vigilant and prevent unfair means; they will report unfair means cases if any without any discrimination to the Board of Examinations..
- ✚ If any student is resorting to Unfair means/ malpractice at any point of time, it should be reported the CS with written complaint mentioning the incident and handover the student to the CS along with the answer booklet, question paper and the forbidden material if any.
- ✚ Any conflicts of interest (e.g. immediate family member/close relative is a candidate for the exam) to be disclosed to COE well in advance. This is essential to maintain transparency in the Examination system.
- ✚ Once the examination is completed, collect the answer books serially and submit along with student's attendance report & invigilator statements to examination committee members, ask them to sign on your reports after the verification.
- ✚ Never leave the room or exam materials unattended.
- ✚ Collect unused answer books and return them to the examination center.

7.3.13) Policy on the Use of Amanuensis

- ✚ Amanuensis shall be provided on request made by the student to the Head of Department/ Constituent Unit on the recommendations of Examination Committee well in advance duly supported with a Medical Certificate from Medical Officer of a Government District or Higher-Grade Hospital or a registered Medical Practitioner under the following cases:

- Candidates having impairment of movement in arms and hands can read independently but have problem in writing;
 - Locomotors impaired and cerebral palsy students;
 - Persons with visual impairment;
 - Sudden illness rendering the candidate unable to write;
 - An accident involving injury rendering the candidate unable to write;
 - Any other medical condition as deemed fit by the medical officer.
- ✚ The amanuensis must be a student of at least one lower grade of education than that of the candidate.
 - ✚ Dean/ Head shall select suitable amanuensis from an institution as far as possible and forward to the Controller of Examinations, the details of the person appointed as amanuensis and of the candidate for whom amanuensis has been appointed.
 - ✚ A separate room for such disabled candidate and one separate Invigilator to supervise his examination shall be provided.
 - ✚ The mode of examination is only through writing. NO OTHER MODE like Braille, Computer Aided Examination, online examination, Large Prints, etc., will be permitted.
 - ✚ No extra fee shall be charged from the student for providing the facility of amanuensis.
 - ✚ Compensatory Time as per the Govt. of India's **Letter No.:** 107/ 3929/ 1007/ R/ 572/ 65/ 1046/ 12-13 dated March 04, 2013 and No.: 16-110/ 2003 - DD - 3 dated February 26, 2013, the candidates with disability of 40% or more should be given Compensatory Time of at least 20 minutes per hour of examination.

Chapter 7.4: Unfair Means

7.4.1) What constitutes UFM

A candidate found guilty of any of the offences, mentioned in 4.2, shall be deemed to have used unfair means and his/her examination result shall be withheld. The Unfair Means committee shall after give personal hearing will recommend the penalty to be imposed on the student. If the student fails to turn up before the committee for personal hearing, the committee shall be entitled to decide about the penalty to be imposed without giving any further opportunity of hearing.

7.4.2) Description of Unfair Means and Malpractices in University Examinations

Use of Unfair Means and Malpractices shall mean and include any one or more of the following:

- ✚ Being in possession of books, notes, typed sheets or any other material connected or not connected with the Examination;
- ✚ Writing of any kind on the clothes worn by the student or any part of the body or any such material accessible to the student which may be or intended to be of possible help to the student in the Examination;
- ✚ Possession of the following banned items in the Examinations halls: Mobile phones, Tablets, iPads, any other electronic gadgets, except the permissible non-programmable Calculators. Possession of any of the above gadgets by a student in the Examination Hall will be considered as an act of Unfair Means. Further, the gadget(s) found in his/her possession shall be confiscated;
- ✚ Copying or attempting to copy from a student, assisting or attempting to assist another student, getting assistance from another student in the Examination Hall during the Examinations;
- ✚ Writing the Examination on unauthorized material/answer books;
- ✚ Smuggling/stealing in/out of the Examination Hall, the answer book/pages of answer book;
- ✚ Impersonation/deputation of any other person for the Examination;
- ✚ Passing or attempting to pass on to any one, a copy of the question paper or a part thereof, or a solution to a question from the question paper;
- ✚ Destroying/defacing or attempting to destroy/deface the Examination Answer Book;

- ✚ Physically or verbally abusing any Invigilator/Examiner, or other students, or any person connected with the conduct of Examination whether inside or outside the Examination Hall;
- ✚ Misbehaving or indulging in any kind of misbehavior with the Invigilator/Examiner or any other member of the supervisory staff or any official engaged in the University Examinations, or another student inside or outside the Examination Hall, before, during or after the Examination;
- ✚ Creating disturbance in the Examination Hall or in its vicinity or disrupting the Examination in any manner;
- ✚ Plagiarism, collusion, copying (completely or partially) records / reports / assignments of other students and cheating of all forms, or assisting/getting assistance from another student (except in cases of group projects or activities); and/or,
- ✚ Any other case of unfair means/malpractice as may be decided/ notified by the University from time to time.

7.4.3) Procedure for Booking of UFM Cases at the Examination Center

- ✚ **Issuance of Second Answer Book:** As soon as any case of unfair means comes to the notice of the Centre Superintendent of the examination center s/he shall take possession of the Answer Book of the candidate along with paper or other material found in his possession and provide the candidate with a second Answer Book immediately. On the top of the Answer Book it should be superscribed "Second Answer Book". The Superintendent shall record on the first Answer Book the time when the case was brought to his/her notice. S/he shall also record the time on the second Answer Book when it was issued to the candidate.
- ✚ **Explanation of the Candidate:** While issuing the second Answer Book the candidate shall be asked by the Centre Superintendent to submit his explanation in writing. In case the candidate refuses to give his statement, s/he should not be forced to do so, only the fact of his/her refusal should be recorded by the Invigilator/s on duty at the time of occurrence and such a statement of the Invigilator/s be attested by the Centre Superintendent.
- ✚ **Statement of the Invigilator:** The Invigilator, who detects the use of UFM by a candidate, shall also record his/her statement which shall be verified and signed by the Centre Superintendent.
- ✚ **Material found from the Candidate:** As far as possible precise information as to from where the material was found (in the pocket, desk, shoes etc.) should be mentioned in the statement of the Invigilator/s. The copying material so detected by

an Invigilator should also be signed by the Invigilator and countersigned by the Centre Superintendent on each page and the total number of pages detected should be mentioned on the title of the Answer Book and also in the UFM report form, duly signed by the Invigilator and Centre Superintendent.

✚ **Procedure to be followed in case of Smuggling Out Answer Book:** In case a candidate has smuggled out a Answer book, the Centre Superintendent should call for the student directly and try to secure the Answer Book. In case of non-availability of the Answer Book, the matter should be reported to the police and a copy of the FIR be sent to the office of Controller of Examinations along with the statement of the Invigilator present in the room and also of the candidate. The statement of the attendant/guard/police constable etc., if any should also be forwarded.

✚ Other Cases of Unfair Means:

- **Impersonation:** In case of impersonation, the Centre Superintendent should send to the Controller of Examinations, the statement of the person found to be impersonating, the Invigilator/s and the real candidate, if possible. He may also report the matter to the police in the prescribed format and shall arrange for taking photographs of the impersonator from 3 angles (front and two sides, left and right) and send along with the case. The expenditure incurred in this connection shall be reimbursed by the examination division of the university.
- **Misconduct:** In case of misconduct of a serious nature, the matter should be reported to the police, if necessary. Statement of the Invigilator/s and that of the attendant/guard/policeman concerned may be obtained and sent to the office of the Controller of Examinations.

✚ **Documents required to be sent in UFM Cases:** All cases of UFM should be recorded in the form for reporting UFM cases, the form shall be accompanied by the following documents:

- First and/or second Answer Books and additional sheets;
- Explanation of the Candidate;
- Statement of the Invigilator;
- Unfair Aid Material found from the student

Note: All the columns of the proforma must be filled properly in order to strengthen the case.

- ✚ **Dispatch of UFM Cases:** A separate sealed cover should be sent to the office of Controller of Examination along with the prescribed proforma in each case booked daily under UFM with a covering proforma.
- ✚ The fact that a particular roll no. was booked under UFM should be recorded daily in the attendance sheet as well as in the statement for dispatch of Answer books to the Controller of Examinations.
- ✚ Under no circumstance shall the student be manhandled by anybody.
- ✚ In respect of the cases detected by the members of the team of observers, the Centre Superintendent should forward the same to the Examination Division after giving an opportunity to the candidate concerned to give his/her explanation. For these cases also requisite proforma should be used.

7.4.4) List of Penalties for different types of Offences under UFM Category

Category	Offence(s)	Penalty
I	Recovered material not related to the subject or found writing something on the question paper, which is not the answer to the questions being asked on his question paper.	Issue of warning to not repeat the same
II	<p>Relevant material written by the candidate on any part of body, wall, door of the room, table or desk</p> <p>OR</p> <p>Related matter found in the form of book, manuscript, pages of books, clothes, scale, handkerchief, writing pad, geometry box, etc.</p> <p>OR</p> <p>Possession of any message, mutual conversation by words of mouth or gestures. The recovered material is related to the subject, but not used</p> <p>OR</p> <p>The candidate is showing his Answer Book to the other candidate to copy from his Answer Book</p> <p>OR</p> <p>The candidate is copying from the Answer Book of another candidate</p> <p>OR</p> <p>Carrying mobile phone, ear phone, pager, scientific calculator other than where explicitly allowed, laser pen or other electronic device in the examination hall.</p> <p>OR</p> <p>Writing by the candidate even after the stipulated time is over and is being reminded by the invigilator repeatedly not to do so.</p>	Cancellation of concerned paper

III	<p>Recovered matter is related with subject and is being used.</p> <p style="text-align: center;">OR</p> <p>Recovered material is copied on the Answer Book before distribution of the Question Paper</p>	<p>Cancelling the relevant paper along with one more paper (Theory) in which the candidate has secured minimum marks</p>
IV	<p>Candidate is caught with a material which he/she has chewed or swallowed or torn into pieces & the candidate refuses to sign the documents and also misbehaves with the invigilation staff</p>	<p>Cancellation of all the Subjects</p>
V	<p>Replacement of Answer Book, exchange of Answer Book with other student, addition of extra pages in the Answer Book, smuggling of Answer Book/ pages</p> <p style="text-align: center;">OR</p> <p>Manhandling with staff on duty or creating disturbance in the examination hall/center</p> <p style="text-align: center;">OR</p> <p>Caught using unfair means for more than once in a particular semester or yearly examination or during the whole duration of the programme</p>	<p>Cancellation of all subjects & further debarring for one year</p>
VI	<p>Run away with Answer Books from the Examination Hall</p> <p style="text-align: center;">OR</p> <p>Impersonation</p>	<p>Cancellation of all subjects and further debar the candidate for Two (02) Years</p>
VII	<p>Two times UFM Offender</p>	<p>Cancellation of the Semester</p>
VIII	<p>Three times UFM Offender</p>	<p>Expulsion from the University</p>

Chapter 7.5 : Evaluation of Answer Books

7.5.1) Post Examination Works/ Activities

- ✚ Code Number Printing of Answer- book may be undertaken after due random shuffling of the Answer- book.
- ✚ The part revealing the identity of the candidate is then cut off from the cover page of the Answer- book in a secure manner and stored safely in the custody of the COE as quickly as possible.
- ✚ The identity masked and code number printed Answer- books are then packed in packets.
- ✚ On the day of commencement of evaluation, the Identity masked Answer book packets shall be transferred to Evaluation Centre.
- ✚ In the case of the valuation done by the course teacher himself/herself, s/he has to collect the answer books from the examination section after verifying the number of papers.

7.5.2) Post Examination Works/ Activities

- ✚ A period of Central evaluation of answer books will be finalized by the COE.
- ✚ The shortlisted examiners will be issued appointment order to evaluate the answer-books of the University examination along with a form in which they shall express their acceptance/ decline of the offer within the stipulated period.
- ✚ All theory answer books shall be sent to the central evaluation center securely after the due process of assigning dummy numbers and removal of the flap containing the examinee's register number.
- ✚ Only examiners duly appointed by COE, should be assigned evaluation work and none else.
- ✚ The COE shall ensure that the registers pertaining to issuing of Answer- scripts to the Examiners, receiving of assessed answer- books from the Examiner are maintained properly.
- ✚ Only one packet of answer- books shall be given for evaluation, one after another i.e., after completing the evaluation of answer scripts of the previous packets. Only 40-60 answer books should be issued for evaluation to each examiner in a day.

- ✚ The COE 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 evaluated in a hurry.
- ✚ Daily account to be maintained regarding the number of answer packets valued and number of award books sent to the COE from time to time with acknowledgement.

7.5.3) Appointment, Duties & Responsibilities of Examiners

- ✚ No one can claim appointment as examiner or any other examination work as a matter of right.
- ✚ The COE shall appoint examiners for each examination from among the list of eligible examiners approved by the Vice-Chancellor depending upon the need in each paper. Persons whose names are not in the approved list shall not be appointed. However, under special circumstances after obtaining the permission of the Vice-Chancellor, exceptions may be made. All Examiners will be required to submit their acceptance form of the offer or otherwise.
- ✚ 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.
- ✚ 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.
- ✚ If by chance, a subject has been assigned wrongly to the examiner, s/he shall indicate the same and decline the offer. S/He shall NOT accept an offer that is NOT related to his/her subject/ expertise/ knowledge domain.
- ✚ The Examiners shall maintain strict secrecy regarding their appointment and other work allotted in connection with the examinations.
- ✚ The Examiners shall NOT evaluate the answer books NOT related to his/ her subjects.
- ✚ The Examiners have to count the number of answer books in the packet and ensure that it tallies with the claim on the Packet. The Examiners must ensure that code Number (if any) printed on the answer books shall not value the packets in case of any discrepancy. Discrepancies, if any, should be brought to the notice of the COE immediately.

- ✚ The examiners shall evaluate the answer books strictly in accordance with the scheme of evaluation given by the paper setters, if any.
- ✚ The examiner shall evaluate 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.
- ✚ The examiners shall write 'ZERO' wherever answers do not deserve any marks. The examiner should give marks only up to the first decimal places and should round off at the end to the nearest whole number. The examiner shall total up the marks.
- ✚ The examiner shall ensure that no answer or part of any answer is left out in evaluation. The examiners should read the answers in detail to evaluate the answer books.
- ✚ 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- books. The total marks shall be entered both in figures and words with his/ her signature.
- ✚ The examiner shall not take the answer books out of the evaluation center under any circumstances.
- ✚ If the examiner during evaluation of the answer books suspects any case of malpractice, s/he shall immediately report it to the COE. S/He shall submit the suspected answer book after evaluating it fully along with his/her report to the COE. S/He shall enter such references in the marks list against the register number / code number.
- ✚ The examiner shall report to the COE, cases of any candidates of other person on his/ her behalf approaching him/ her for any favour or writing letters to him/her indicating the name of the person, the code number of the candidate, subject/paper etc.
- ✚ The examiner shall prepare marks lists in the prescribed proforma provided for the purpose.

7.5.4) Appointment, Duties & Responsibilities of Examiners

- ✚ The University shall appoint Examiners (preferably Internal) for End Semester 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. The Dean of the concerned school/ COE shall be responsible for the conduct of the practical/ viva-voce examination(s) in the respective school.

- ✚ The required number of answer books and other material shall be demanded and obtained from the COE by the Dean/ HOD well in time for practical examinations.
- ✚ Candidates shall be in possession of Admit card on all the days of Practical examinations. In the event of non-possession or loss of Admit card the DEAN/HOD is empowered to permit the Candidate to appear in the examination in exceptional circumstances.
- ✚ Practical answer books after the practical examination shall be packed in separate covers and sent to the Examination Cell after completion of all the Practical examinations.
- ✚ 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.

7.5.5) Moderation

- ✚ The Moderation System shall be an application to all the faculties for Under Graduate and Post Graduate End Semester Theory Examination.
- ✚ 100% moderation of the answer book shall be carried out in the case of candidates failing by 5% of marks of the aggregate marks of that course/paper.
- ✚ 100% moderation shall be carried out in case of candidates obtaining 80% and above marks or **Grade 'A+'.**
- ✚ The moderation of answer books of at least 5% of the total number of candidates shall be carried out on random sample basis.
- ✚ One Head Evaluator shall be appointed per five examiners. However, Dean of School, will act as the Head Evaluator, where there are less than five examiners.
- ✚ Moderation work shall be carried out simultaneously with the central assessment of answer books
- ✚ Where marks awarded by the moderator vary from those awarded by the original examiner, the marks awarded by the moderator shall be taken as final.

7.5.6) Disclosure of the Evaluated Answer Books

- ✚ Answer books of End Semester Examinations of the Program shall be shared with the students on pre-notified date(s) in the Department/School concerned, subject to following conditions:

- Answer books shall be shown to the students by the Faculty/Course Instructor of the Department as per the schedule announced by the COE.
- Students shall be entitled to check whether all answers have been evaluated and marked, and, the marks have been correctly totaled.
- If the student finds any discrepancy, he/she shall bring the same into the notice of the Faculty/Course Instructor concerned. The Faculty/Course Instructor, in turn, shall report the matter to the HOD/Dean of the Department/School with a report for rectification, if applicable, of the discrepancy. The HOD/Dean shall accordingly notify the changes, if any, to the COE for further action.

7.5.7) Post Evaluation Data Processing/ Tabulation

- ✚ 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.
- ✚ All the data processing relevant to the marks shall be done in these restricted/ classified zones.
- ✚ Marks Tabulation and Validation:
 - 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.
 - 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.
 - The marks tabulated by the Marks-Tabulator shall be scrutinized and validated by a Result Monitoring Committee (RMC) who shall be appointed by the COE. RMC shall be drawn from the teaching faculty members of the University.
- ✚ The RMC shall:
 - Check the posting made by the Marks-tabulators from the original statement submitted by the examiner Check totals/aggregates posted by Marks-tabulator;
 - Check the result prepared by the Marks-Tabulator for failures, honors such as Distinction, Pass, Fail, and Absentees etc.;

- Validate the Grades, GPA 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.

Chapter 7.6 : Declaration of Results & Promotion Rules

7.6.1) Assessment System

University shall follow the following assessment system, whereas for the programmes running under the curriculum of the statutory bodies like NCISM, COA, PCI, MCI, DCI, INC, ICAR Bar Council of India, NCTE etc., they follow the rules and regulations of their apex body and supersede the other rules.

Theory Course:

Mode of Assessment	Frequency	Marks	Total	Weightage in Final Marks	Exam Type
Class Test	2	--	05	05	CWA (20%)
Assignments/ Tutorials	4/6	--	10	10	
Project/ Presentation/ Quizzes	1	--	05	05	
Attendance	--	10	10	10	10%
Mid Term Examinations	2	10	20	20	MTE (20%)
End Semester Examinations	1	100	100	50	ESE (50%)
TOTAL			150	100	

Theory Course with Practical:

Mode of Assessment	Frequency	Marks	Total	Weightage in Final Marks	Exam Type
Class Test	2	--	03	03	CWA (10%)
Assignments/ Tutorials	4/6	--	05	05	
Project/ Presentation/ Quizzes	1	--	02	02	
Internal Practical Assessment	Every week	--	10	10	IPA (10%)
Attendance	--	10	10	10	10%
Mid Term Examinations	2	10	20	20	MTE (20%)
End Semester Examinations	1	100	100	40	ESE (40%)
End Semester Practical Exams	1		10	10	ESPE (10%)
TOTAL			160	100	100

Practical Course

Mode of Assessment	Frequency	Marks	Exam Type
Attendance	--	10	Att. (10%)
Lab Work Assessment	Every week	20	IPA (40%)
Viva Voce/ Lab Quiz	2	20	
End Semester Practical Examinations	End of Semester	50	ESPE (50%)

7.6.2) Grading

✚ The University follows a system of relative grading however if number of students registered in course is less than 30 Absolute grading system may be used. The relative grading shall classify the students based on their relative performance in the concerned course.

✚ Grade Table for Absolute Grading:

Marks	Grade	Grade Points	Description
90 & Above	O	10	Outstanding
80 to 89	A+	9.5	Excellent
70 to 79	A	9	Very Good
60 to 69	B+	8	Good
55 to 59	B	7	Above Average
50 to 54	C+	6	Average
45 to 49	C	5	Below Average
40 to 44	D	4	Pass
Less than 40	F	0	Fail
	NP	--	Not Permitted
	U	--	Audited Satisfactorily
	NC	--	Not Completed
	I		Incomplete

* Relative Grading will be calculated using standard deviation

Procedure to calculate Relative Grading:

In all courses where no of students is more than 30, relative grading will be used.
Formula for Standard Deviation is as follows:

$$\sigma = \sqrt{\frac{\sum(X_i - \bar{X})^2}{N}}$$

Where,

σ = Standard Deviation

N = Number of Students in the subject

X_i = Marks obtained by student i

\bar{X} = Mean of Marks obtained by students in the subject

Award of Grades using Statistical method:

Lower Range of Marks	Grade	Upper range of marks
$\bar{X} + 1.5 \sigma <$	A+	--
$\bar{X} + 1.0 \sigma <$	A	$\leq \bar{X} + 1.5 \sigma$
$\bar{X} + 0.5 \sigma <$	B+	$\leq \bar{X} + 1.0 \sigma$
$\bar{X} <$	B	$\leq \bar{X} + 0.5 \sigma$
$\bar{X} - 0.5 \sigma <$	C+	$\leq \bar{X}$
$\bar{X} - 1.0 \sigma <$	C	$\leq \bar{X} - 0.5 \sigma$
$\bar{X} - 1.5 \sigma <$	D	$\leq \bar{X} - 1.0 \sigma$
	F	$\leq \bar{X} - 1.5 \sigma$

Note: All students who will secure more than 90%marks, will be awarded "O" Grade and ranges of other grades will be decided by marks moderation board

Declaration of the F (Fail) Grade:

- Student not satisfying the minimum performance criteria shall be awarded "F" grade.
- Further, if a student is absent for the End Semester Examination, the student shall be declared as "Fail" and given an "F" grade in the concerned Course.

- The "F" grade is declared as a penalty on the student in the concerned Course(s) as per the recommendations of the Unfair Means Committee and subsequent approval of the Chairperson, Board of Examinations.
- ✚ "NP" grade denotes that student is not permitted to appear in the End Semester Examinations due to shortage of attendance, disciplinary or other grounds in the concerned Course(s).
- ✚ "NC" grade is given for "Non-Completion" of Course requirements in the concerned Course and the student will have to re-register for the Course until he/she obtains the "U" grade in the Course concerned to earn the mandatory credits associated with concerned Course.
- ✚ "U" grade ("Audited Satisfactorily") is awarded in a course that the student opts to register for Audit. The student has to satisfy the minimum attendance requirement, and, minimum performance criteria for securing the "U" grade, failing which, that Course will not be listed in the Grade Card given to the concerned student.
- ✚ "I" (Incomplete) Grade is a placeholder grade which denotes Malpractice case (under investigation) reported against the student in the End Semester Examination of concerned Course. The placeholder grade "I" shall be replaced with a regular grade based on recommendations of the Unfair Means Committee and the subsequent approval and decision of the BOE.
- ✚ The Course(s) in which a student has received "I" grade shall not be included in the SGPA/ CGPA calculations.

7.6.3) Academic Performance Indices: SGPA and CGPA

- ✚ The UGC recommends the following procedure to compute the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA):
 - The SGPA is the ratio of the sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student and the sum of the number of credits of all the courses undergone by a student, i.e. $SGPA (S_i) = \sum (C_i \times G_i) / \sum C_i$, Where C_i is the number of credits of the i^{th} course and G_i is the grade point scored by the student in the i^{th} course.
 - The CGPA is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of a programme, i.e. $CGPA = \sum (C_i \times S_i) / \sum C_i$, Where S_i is the SGPA of the i^{th} semester and C_i is the total number of credits in that semester.
- ✚ Credits earned by students through recognized online learning platforms shall be incorporated in the Grade Cards as per the prevailing guidelines of UGC and as recommended by respective BOS.

- ✚ The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts.

- ✚ Illustration of Computation of SGPA and CGPA

Illustration of SGPA

Course	Credit (C)	Grade Letter	Grade Point (G)	Credit Point (C x G)
Course 1	3	A	8	3 x 8 = 24
Course 2	4	B+	7	4 x 7 = 28
Course 3	3	B	6	3 x 6 = 18
Course 4	3	A+	10	10 x 3 = 30
Course 5	3	C	5	3 x 5 = 15
Course 6	4	B	6	4 x 6 = 24
TOTAL				139

Thus, SGPA = $139/20 = 6.95$, therefore Grade for that Semester is **"B+"**

Illustration of CGPA

Sem 1	Sem 2	Sem 3	Sem 4	Sem 5	Sem 6
Credit: 20 SGPA: 6.9	Credit: 22 SGPA: 7.8	Credit: 25 SGPA: 5.6	Credit: 26 SGPA: 6.0	Credit: 26 SGPA: 6.3	Credit: 25 SGPA: 8.25

Thus, CGPA = $(20 \times 6.9 + 22 \times 7.8 + 25 \times 5.6 + 26 \times 6.0 + 26 \times 6.3 + 25 \times 8.25)/144 = \mathbf{6.75}$

7.6.4) Credit Transfer Policy

- ✚ The online learning courses available on the SWAYAM Platform will be considered for credit transfer.
- ✚ During the current semester, the candidate while filling up her/his exam form will have to submit an undertaking for credit transfer forwarded through mentor faculty and Dean of the School. In this case, the student need not appear for exam for the said course.
- ✚ Mentor Faculty in June and November every year shall notify the list of the online learning courses eligible for credit transfer in the forthcoming Semester.

- ✚ The mentoring faculty will intimate the exam section about the completion of a course by a letter with the certificates of completion and the list of students, who have passed MOOC courses in the current semester.
- ✚ The student qualifying MOOCs from SWAYAM platform will be given equivalent credit transfer. i.e. 4-week course is equal to 1 credit, 8-week course is equal to 2 credit, 12-week course is equal to 3 credit, 15/16 weeks course is equal to 4 credit.
- ✚ Any candidate can be permitted to opt for only up to 20% of credits of the total courses being offered in a particular program in a semester through the online learning courses provided through SWAYAM platform.
- ✚ If a student opts for additional MOOC course above 20%, it will be considered as add-on credit and will be reflected on the marks sheet but will not be taken into account for tabulating CGPA.
- ✚ Grades will be provided as per ABSOLUTE grading system.

7.6.5) Award of Grace Marks/ Moderation of Marks

- ✚ 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/ course of the examination irrespective of the marks secured by candidates individually.
- ✚ The moderation of marks may be done on the basis of the representation by the examinees concerned or on the basis of the unanimous decision of the Board of Examiners concerned for valid reasons that have to be substantiated in the minutes of the Board of Examinations meeting
- ✚ Grace marks can be given as per the table given as under provided the candidate passes the examination by the award of such Grace marks.

Head of Passing	Grace Marks
up to 50	2
51 – 100	3
101 – 150	4
151 – 200	5
201 – 250	6
251 – 300	7
301 – 350	8
351 – 400	9
401 and above	10

- ✚ Such moderation (as described above) shall be permissible in more than one Course, Subject Provided that the benefit shall not exceed 1% of the aggregate marks in that examination.
- ✚ No grace marks shall be awarded in the case of failure in Practical examination(s).]
- ✚ If a candidate who passes in all subjects and heads of passing in the examination without the benefit of any grace marks but misses Distinction or First Division by marks less than 3 his/ her aggregate in the final examination, such grace marks shall be awarded to him/ her so as to entitle him for the respective higher division, as the case may be. Such marks shall be added to the paper in which he/ she gets the least marks in the final. The marks entered in the marks-sheet will be inclusive of such grace marks and it will not be shown separately.
- ✚ 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.
- ✚ Grace marks shall be awarded only to the required extent to help the candidate pass the paper/subject and not more even if the candidate has a higher limit of eligible grace marks in that examination.
- ✚ In case of professional degree/ diploma programs, the grace marks awarded shall be in concurrence with the rules and guidelines, if any, of professional statutory bodies at the All India level such as NCISM COA, PCI, MCI, DCI, INC, Bar Council, etc.

7.6.6) Results Finalization and Publication

- ✚ On the recommendations of the Result Monitoring Committee the Examination Committee shall approve the declaration of the Examination Results.
- ✚ The University Examination results shall be declared on the dates specified in the Academic Calendar or the Notification issued by the University to this effect.
- ✚ The results shall be published on the University website.
- ✚ Results Withheld and their Declaration
 - 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 Chairperson, BOE & COE.

- 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 Unfair Mean Committee.
- 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 Chairman of BOE regarding the subject and payment of a prescribed fine.
- The results reserved for dues payable to university and/or School shall be declared on confirmation of payment of the said dues.

✚ The Grade Cards shall be issued to the students by the Examination Department on the dates announced by the COE.

✚ A soft copy of the provisional Grade Card shall be issued to the student after the announcement of the results of the End Semester Examinations.

✚ A printed Grade Card shall be issued to the students within three (03) months after the announcement of the concerned results.

✚ National Academic Depository (NAD): As per the directives of the UGC, digitized grade cards, provisional degree certificates, degree certificate etc., shall be stored in digital depository of National Academic Depository (NAD). These grade cards shall be uploaded within three (03) months of the announcement of the concerned examination results. Any verifying agency, academic institutions and the graduated students can verify and download the Grade Cards / Certificates at any time.

7.6.7) Student's Grievance

In case of any written representation/ complaints received from the students within seven days after completion of the examination regarding setting of question paper etc. along with specific recommendations of the Dean of the school, the same shall be considered by the Examination Committee. The Vice Chancellor shall take appropriate decision on the recommendations of the Committee, before the declaration of result(s) of the said examination.

7.6.8) Amendment of Results

✚ In any case, where it is found that the result of an examination has been affected by errors, the Controller of Examinations shall have the power to amend such result in such manner as shall be in accordance with the true position and to make such declaration as is necessary, with the necessary approval of Vice Chancellor/ Pro Vice

Chancellor, provided the errors are reported/detected within 6 months from the date declaration of results. Errors detected thereafter shall be placed before the Examination Committee.

✚ The error means:

- Error in computer/data entry, printing or programming and the like;
- Clerical error, manual or machine, in totaling or entering of marks on ledger/register;
- Error due to negligence or oversight of examiner or any other person connected with Evaluation, Moderation and Result Preparation.

7.6.9) Re - Evaluation

✚ If a candidate feels that his script has not been fairly evaluated, he may, within 7 days from date of disclosure of answer book, apply to the Controller of Examinations in the prescribed form accompanied by the fee as prescribed.

✚ Further, all entries in the application for re-evaluation should be complete and correct in all respects. The University will not be responsible for the delay / rejection of the case, if form is not complete in all respects or not accompanied by fee.

✚ The In-charge of re-evaluation work shall put up all applications referred to above to the Controller of Examinations, who shall get each script separately evaluated and the revised result shall be determined in the following manner:

- Two evaluators other than the one who had originally evaluated will re-evaluate the script and average of two awards shall be the final award in-case the variation (increase or decrease) in the two awards is less than 10% of the maximum marks allotted to the paper/ course.
- The script shall be referred to the third evaluator (preferably head examiner) in case variation (increase or decrease) is more than 10% in the two awards and the award given by third shall be the final award.
- The fraction of 0.5 will be rounded off to the next whole integer.
- The score on re-evaluation shall supersede the original score provided that in case of a candidate securing pass or more marks on original evaluation the downward revision on re-evaluation shall not go lower than the level of pass marks in the paper concerned.
- Whatever is the change in award after re-evaluation the same shall be conveyed to the candidate.

- The re-evaluation of the answer book shall not be permitted to practical Examinations in different subjects/ or papers, sessional exams, internal assessment, project report, dissertations, thesis and Viva-Voce or any exam or part of exam constituting a component of internal exam.

7.6.10) Minimum Performance Criteria

A student shall satisfy the following minimum performance criteria to be eligible to complete the concerned Course:

- + A student must obtain a minimum of 40% of the total marks/weightage assigned for that Course;
- + The student must obtain a minimum of 40% of the total marks/weightage assigned for End Semester Examination in that Course;
- + Whereas for the programmes running under the curriculum of the statutory bodies like NCISM, COA, PCI, MCI, DCI, INC, Bar Council, etc shall follow rules/regulations of their respective apex body and supersede the other rule.

7.6.11) Progression Policy

- + For Post Graduate Student Progression from Semester I through Semester IV will be automatic irrespective of the SGPA obtained.
- + For Under Graduate Student progression from 1st year to 2nd year, 2nd year to 3rd year and so on provided he / she has minimum Earned credits as under:
- + Progression to Minimum Credit to be earned:
 - II - Earn 50% Credit of Year I
 - III - Earn 60% Credit (Cumulative) of Year I and Year II
 - IV - Earn 70% Credit (Cumulative) of Year I, Year II and Year III
 - V - Earn 80% Credit (Cumulative) of Year I, Year II, Year III & Year IV
 - VI - Earn 80% Credit (Cumulative) of Year I, Year II, Year III, Year IV & Year V

Whereas, for the programmes running under the curriculum of the statutory bodies like NCISM, COA, PCI, MCI, DCI, INC, Bar Council etc. shall follow rules/ regulations of their respective apex body and supersede the other rule.

7.6.12) Maximum Duration for the Completion of a Program

- ✚ The permissible maximum duration (number of years) for completion of a Program, is $n+2$ year (UG & Diploma) and $n+1$ year (PG) where n is (number of years of program) as prescribed by the concerned Program Regulations and Curriculum.
- ✚ The enrolment of the student, who fails to complete the mandatory requirements for the award of the concerned Degree in the prescribed maximum duration, shall stand terminated and no Degree shall be awarded.
- ✚ The time taken by the student to improve Grades/CGPA shall be counted in the permissible maximum duration for completion of a program.

7.6.13) Requirements for the Award of Degree

- ✚ The award of the Degree shall be recommended by the BOE and approved by the Academic Council and Board of Management of the University.
- ✚ A student shall be declared to be eligible for the award of the concerned Degree if she/he has: Fulfilled the Minimum Credit Requirements and all other mandatory requirements as prescribed by the concerned Program Regulations and Curriculum for the award of the concerned Degree;
- ✚ Secured a minimum CGPA of 5.00 in the concerned Program at the end such Centers/Departments of the University; and no disciplinary action is pending against her/him.

7.6.14) Award of Class

The award of Class in a Degree shall be based on the CGPA in the concerned Program at the end of the Semester/Academic Term in which the student completes all the requirements for the award of the Degree. In case a student has earned more credits than the required minimum as prescribed by the concerned Program Regulations and Curriculum, the higher CGPA, as applicable, considering the Credits and Grades corresponding to the mandatory minimum credit requirements as prescribed by the concerned Program Regulations and Curriculum, for the award of the concerned Degree shall be considered for the award of Class. Classes shall be awarded as per the following scale:

- ✚ First Class with Distinction: CGPA of 8.00 and above
- ✚ First Class: CGPA from 6.50 to 7.99
- ✚ Second Class: CGPA of 5.00 to 6.49

Chapter 7.7 : Miscellaneous

7.7.1) Issue of Duplicate Grade Cards/ Provisional Degree Certificate (PDC)/ Degree Certificate

- ✚ In the case of loss of the Original Grade Cards/ PDC/ Degree Certificate, etc., the student who wishes to apply for the issue of a duplicate Grade Cards/ PDC/ Degree Certificate, etc., must submit a written application in person with the following documents
- ✚ Original Copy of FIR (First Information Report) filed with Police intimating the loss of the Grade Card/ Certificate, etc., OR Lost Article Report digitally signed by the Commissioner of Police or any police authority and the full sheet of the newspaper in which the notification regarding the loss of the Certificate is published.
- ✚ A non-traceable certificate issued by the Police official duly signed by the Inspector or Sub-Inspector with round seal (*from the area in which the candidate lost the certificate*) by mentioning crime and occurrence sheet number and date OR Notarized Affidavit by the student that non-traceable certificate not issued by the Police official.
- ✚ An Affidavit on a non-judicial stamp paper duly signed on the prescribed stamp by the First Class Magistrate/ Notary Public with an undertaking to return the duplicate Grade Card/ Certificate in the case the original degree is found.
- ✚ The student must pay the prescribed fees as fixed by the University from time to time. The receipt of the payment of the prescribed fees should be attached with the application.
- ✚ The University will courier duplicate Grade Cards/ PDC/ Degree Certificate, etc., to the communication address provided by the concerned student (in the application for the duplicate certificate) or the student may collect the duplicate certificates in person from the University upon receiving communication from the University.
- ✚ The minimum processing period for issue of the duplicate Grade Cards/PDC/Degree Certificate, etc., shall be one (01) weeks from the date of application.

7.7.2) Issue of Transcripts

- ✚ An official Transcript is the University's certified statement of a student's academic record, which is a record of all the courses, registered, all grades received, CGPA and degree conferred, if applicable. The Transcript is issued under the seal of University and the signatures of the Controller of Examinations and the Registrar of the University.

- ✚ A student may apply for the issue of transcripts for the following purposes:
 - Application for the Higher Education
 - Competitive Examinations
 - Placements
- ✚ The student must submit the proof of the purpose along with the application.
- ✚ The student must pay the prescribed fees as fixed by the University from time to time. The receipt of the payment of the prescribed fees should be attached with the application.
- ✚ The processing time for the issue of Transcripts shall be a minimum of one (01) weeks from the date of application.

7.7.3) Retention Period of Records

Sr. No.	Type of Record	Retention Period
1)	Award Sheet	Indefinite Period
2)	Answer Book of End Semester Examination	5 Year
3)	Answer Book of Mid Term Examination	5 Year
4)	Examination Attendance Record	5 Year
5)	Model Answer to Question Paper, if any	5 Year
6)	Old Question Papers	Soft Copy
7)	Convocation Register	Indefinite Period
8)	Answer Script of Supplementary Examinations	3 Year
9)	Daily Examination Room Report	2 Year
10)	Filled Make Up Examination Forms	5 Year
11)	Receiving Record File of Answer Books	5 Year
12)	Debarred Students File	5 Year
13)	UFM (Unfair Means) Case Files	5 Year
14)	Date Sheet File	5 Year
15)	Re-Evaluation Record File	5 Year
16)	Seating Plan/ Invigilation Duties	1 Year

Retention period from the date of declaration of the results after which the answer books shall be shredded and disposed of by the Examination Department with prior approval of the Examination Committee.

7.7.4) Remuneration/ Honorarium for Examinations

Examination Committee, with the consent of Board of Management (BOM), may from time to time decide the remuneration for the external paper setters, moderators, examiners, jury members and evaluators. The examination related duties shall, however, be mandatory for the University Faculty members and staff members as part of duty, and no remuneration shall be paid to them under ordinary circumstances.

7.7.5) Prescribed Fee

Supplementary Examination Fee	-	` 1,000 per Subject
Re - Evaluation of Answer Booklet	-	` 2,000 per Subject
Summer School	-	` 2,500 per Subject
Degree Certificate	-	` 500 per Subject
Duplicate Grade Card/ Transcript Fee	-	` 1,000 per Set
Duplicate Degree	-	` 2,500 per Subject
Special Supplementary Examination Fee	-	` 5,000 per Subject
WES Verification	-	` 5,000 per Subject

7.7.6) Power to Revise, Modify, Amend

Subject to the provisions of the Act, the Statutes and the Ordinances such administrative issues as disorderly conduct in examinations, other malpractices, dates for submission of examination forms, issue of duplicate degrees, instructions to examiners, superintendents, invigilators, their remuneration and any other matter connected with the conduct of examinations will be dealt with as per the guidelines approved for the purposes by the Academic Council.

Not with standing anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision, after obtaining if necessary, the opinion/advice of a Committee consisting of any or all the Deans of the Schools. The decision of the Vice-Chancellor shall be final.

Undertaking by the Student

- 1) I, Mr./ Ms. _____ has taken admission in _____ Program in the Academic Session _____ at University of Engineering and Technology Roorkee (UETR).
- 2) I have not been issued the UETR Enrollment Form as some of my documents are still not submitted in the Registrar Office.
- 3) I hereby do undertake that my admission in UETR will remain provisional till my Enrollment Number is not issued to me and my examination result will not be declared.

Date: _____**Student's Signature:** _____**Place:** _____**Name of the Student:** _____**Address:** _____

Mobile No.: _____

UETR/COE(04)/9002/2021-22/_____

To,

Subject : Appointment as a Practical Examiner

Respected Sir/ Madam,

I have the honor to inform you that you are being appointed as Practical Examiner for _____ Examinations 20 _____ of University of Engineering and Technology Roorkee (UETR) for the following subject(s).

Sr. No.	Program	Semester	Subject Code	Name of the Subject
1)				
2)				
3)				

In anticipation to your acceptance of the said assignment, kindly confirm your availability by returning mail.

Thanking You

Controller of Examinations

University of Engineering and Technology Roorkee

UETR/COE(04)/9002/2021-22/_____

To,

Subject : Appointment as Question Paper Setter

Respected Sir/ Madam,

I have the honor to inform you that you are being appointed as Question Paper Setter for _____ Semester Theory Examinations 20 _____ of University of Engineering and Technology Roorkee (UETR) for the following subject(s).

Sr. No.	Program	Semester	Subject Code	Name of the Subject
1)				
2)				
3)				

In anticipation to your acceptance of the said assignment, I am enclosing herewith the following materials for necessary action at your end. I request you to kindly send 1/2 (One/Two) Set of Question Paper as per the instructions attached through E-Mail only on qp@uetr.ac.in so as to reach the office of Controller of Examinations on or before _____ positively.

Thanking You

Controller of Examinations

University of Engineering and Technology Roorkee

Undertaking by Question Paper Setter

- 1) I, Dr./ Mr./ Mrs./ Ms. _____ hereby certify that the Question Paper was prepared by me and I have not retained any copy of the same in any possible form.
- 2) I hereby certify that I have taken sufficient care to destroy the Draft Copy used and have deleted the relevant files from my Desktop/ Laptop taking care to ensure that it is not retrievable by any means or in any manner.
- 3) I hereby certify that none of my relatives is either studying in the University of Engineering and Technology or appearing in the examination for which Question Paper has been set by me.

Date: _____**Signature:** _____**Place:** _____**Name:** _____**Designation:** _____**Organization:** _____

To,

Subject : Appointment as Question Paper Moderator

Respected Sir/ Madam,

We are honored to appoint you as Moderator to moderate the End Semester Question Papers for smooth conduction of the _____ Examinations, 20____ of University of Engineering and Technology Roorkee (UETR).

It is therefore requested to go through the guidelines thoroughly. Utmost care must be taken to Moderate the Question Paper as per the guidelines/ norms of UETR.

In anticipation to your acceptance of the said assignment, kindly confirm your availability by returning mail.

Thanking You

Controller of Examinations

University of Engineering and Technology Roorkee

To,

Subject : Appointment of Center Superintendent

Respected Sir/ Madam,

You are hereby appointed as Center Superintendent for smooth conduct of the _____ Examinations, 20_____ of University of Engineering and Technology Roorkee (UETR). The center material i.e. Answer Booklets, Guidelines and Center Advance have already been sent to the school. The other center material like subject-wise attendance sheet and photo nominal rolls will be provided well before the commencement of the Examinations.

It is therefore requested to go through the guidelines thoroughly. Utmost care must be taken to conduct the examination in a free and fair manner as per the guidelines/ norms of UETR.

In anticipation to your acceptance of the said assignment, kindly confirm your availability by returning mail.

Thanking You

Controller of Examinations

University of Engineering and Technology Roorkee

Question Paper Receiving by Center Superintendent

Name of the Center : _____

Sr. No.	Subject Code	Name of the Subject	Total Packets Received	Date & Time	Signature
1)					
2)					
3)					
4)					
5)					
6)					
7)					
8)					
9)					
10)					
11)					
12)					
13)					

Question Paper Opening Certificate

Date : _____

Shift : _____

Semester: Even / Odd
Session : _____

Time of opening Packet : _____

We, the undersigned, certify that the sealed envelopes containing question paper(s) in the subject noted below have been opened in our presence on the day and time as fixed in the date sheet and found them in good condition.

Sr. No.	Subject Code	Name of the Subject	Program	Sem	No. of Copies		Balance
					<i>found</i>	<i>Distribute d</i>	
1)							
2)							
3)							
4)							
5)							
6)							
7)							
8)							
9)							
10)							

Name & Sign (*Witness 1*)

Name & Sign (*Witness 2*)

Seal & Signature (*Controller of Examinations*)

Room Wise Statement of Question Paper / Answer Booklet Used

Examination Hall No.....

Session : 20 - 20

[illegible]

Seal & Signature (*Dy. Controller of Examinations*)

Consolidated Statement of Question Paper / Answer Booklet Used

Name of the School.....

Session : 20 - 20

Name of the Program.....

Year / Sem :.....

[illegible]

Name of School : _____

Name of Program : _____

Year / Sem

Page 60 of 90

Signature (*Dy. Controller of Examinations*)

Seal & Signature (*Controller of Examinations*)

Invigilator's Statement

Date & Session : _____ **Room No.** : _____ **Program** : _____

Name of the Subject : _____ **Code** : _____

Absentee Roll No.

Name of Program	Total Students	Total Present	Total Absent	Total UFM	Roll No. of Absentees

Roll Number(s) going out under Escort

Roll No.	Time		Roll No.	Time		Roll No.	Time	
	<i>Out</i>	<i>In</i>		<i>Out</i>	<i>In</i>		<i>Out</i>	<i>In</i>

Question Paper Statement

Sr. No.	Name of the Program	Question Paper		
		<i>Received</i>	<i>Used</i>	<i>Balance</i>

Answer Booklet Statement **Issued** : _____ **Used** : _____ **Balance** : _____

This is to certify that none in my relations (husband/ wife/ son/ daughter/ brother/ sister/ nephew/ niece/ sister-in-law/ brother-in-law/ son-in-law or daughter-in-law etc.) is a candidate for the above examination in this examination hall.

Signature & Name (*Invigilator 1*)

Signature & Name (*Invigilator 2*)

Student In/Out Report

Examination Hall No.....

[illegible]

Dated _____

To,

Subject : Appointment as a Flying Squad Member

Dear Sir/ Madam,

I am directed to request you kindly to pay a Surprise Visit as a Convener/Member of the University Flying Squad to the following examination center(s) for ensuring smooth conduct of examination commencing from _____ along with _____, with a view to see those proper & satisfactory arrangements have been made for the smooth conduct of the various examinations.

Members of the Flying Squad are authorized to take round in or outside the rooms at the examination center and search the candidates, wherever deemed necessary, without giving any prior notice in the examination rooms and if they find any candidate(s) using Unfair Means they should report the same to the center superintendent for taking further necessary action in the matter. A consolidated list of the Roll Nos. of all the candidates found using Unfair Means along with the details of the material recovered by you/your team should be prepared in triplicate. It should be signed by the center superintendent.

You may also kindly see that proper arrangements exist for keeping the question papers and answer booklets etc. and that the examinations are conducted according to the rules given in the instruction to superintendents and invigilators.

Kindly favor this office with your report on the performa(s) sent herewith immediately after the inspection. If due to some unavoidable reasons you are unable to visit the above centers, kindly inform the undersigned immediately & return the documents so that another person may be appointed for the purpose in time.

You are requested to get the attendance of all the members of surprise inspection team verified by the center superintendent on specified performa. If necessary, you may please show this letter to the center superintendent as an authority for inspection. You are authorized to check the question paper balance at the centers at least on a random basis. A flying squad shall have at least one female member in the team.

Best Regards,

Controller of Examinations

Performa for Day Report to be filled by the Flying Squad

Day & Date : _____

\Room No.	Shift (1 st / 2 nd)	No. of Students Checked	Invigilator Status (Write Yes/No)			
			Taking Round	File work	Necessary Announcements	Seating Arrangement as per seating plan
FIRST SHIFT (01:30 PM – 04:30 PM)						
C - 101			Yes / No	Yes / No	Yes / No	Yes / No
C – 103			Yes / No	Yes / No	Yes / No	Yes / No
C – 106			Yes / No	Yes / No	Yes / No	Yes / No
C – 107			Yes / No	Yes / No	Yes / No	Yes / No
C – 108			Yes / No	Yes / No	Yes / No	Yes / No
C – 109			Yes / No	Yes / No	Yes / No	Yes / No
C – 304			Yes / No	Yes / No	Yes / No	Yes / No
C – 306			Yes / No	Yes / No	Yes / No	Yes / No
C – 307			Yes / No	Yes / No	Yes / No	Yes / No
NR - 1			Yes / No	Yes / No	Yes / No	Yes / No
NR - 2			Yes / No	Yes / No	Yes / No	Yes / No
Remark (if any)						

SECOND SHIFT (01:30 PM – 04:30 PM)

C - 101			Yes / No	Yes / No	Yes / No	Yes / No
C - 103			Yes / No	Yes / No	Yes / No	Yes / No
C - 106			Yes / No	Yes / No	Yes / No	Yes / No
C - 107			Yes / No	Yes / No	Yes / No	Yes / No
C - 108			Yes / No	Yes / No	Yes / No	Yes / No
C - 109			Yes / No	Yes / No	Yes / No	Yes / No
C - 304			Yes / No	Yes / No	Yes / No	Yes / No
C - 306			Yes / No	Yes / No	Yes / No	Yes / No
C - 307			Yes / No	Yes / No	Yes / No	Yes / No
NR - 1			Yes / No	Yes / No	Yes / No	Yes / No
NR - 2			Yes / No	Yes / No	Yes / No	Yes / No
Remark (if any)						

Member 1

Member 2

Chairperson

Unfair Means Caught**Session : 20 - 21**
University Examination : ☐ Main ☐ Supplementary

Name of the Center : _____

Date :...../...../20

Shift (Ist/IIInd):.....

Room No.	Roll No.	Subject Code	Material Caught <i>(description with Sign of the Invigilator, Member Surprise Inspection Team and CS)</i>	Location of Material Caught	Full Sign of the Invigilator	Full Sign of the Member of Flying Squad	Sign DCOE/ACOE

Note: The Invigilator, flying squad convener & Dy. Controller of Examination should sign the material caught. The candidate also should be asked to put his signature on the material recovered.

Controller of Examination

Unfair Means Reporting Form**(Note:** A separate sheet should be used for each UFM case)**Part "A"** *(to be filled by the Invigilator)*

- 1) **Name of the Examination:** _____ + _____
- 2) **Roll No. of the Student:** _____
- 3) **Name of the Student:** _____
- 4) **Course Code and Name in which the candidate is reported to have used or intended to use Unfair Means:** _____
- 5) **Day** _____ **Date** _____ **Time** _____
- 6) **Items found in possession of the student** *(to be submitted along with the answer script)* **Books/ Papers/ Electronic Gadget/ any other, to be specified:** _____

- 7) **Statement of the Invigilator** *(Invigilator should write the whole incident):* _____

Date: _____ **Time:** _____**Invigilator's Sign.****Part "B"***(to be filled by the Student after submission of the answer script at the end of the exam)*

- 1) **Were the above articles recovered from your possession?** _____
- 2) **Did you make use of them?** _____
- 3) **Comments, if any** _____

Date: _____ **Time:** _____**Student's Sign.****Part "C"****Recommendation & Remarks by UFM Committee:** _____

 _____**Name & Signature of**

UFM Committee Convener

Unfair Means**End Semester Examination** (Session: 20 - 20)*(to be pasted on the top of packet of Answer Booklets)*

Candidate University Roll No.	:	<input type="text"/>
Candidate Enrollment No.	:	<input type="text"/>
Original Answer Booklet Serial No.	:	<input type="text"/>
New Answer Booklet Serial No.	:	<input type="text"/>

Program : _____ **Semester** : _____**Subject** : _____ **Sub. Code** : _____**School** : _____**Center** : _____**Date** : _____ **Time** : _____

from:

To,

The Controller of Exam
University of Engineering and Technology Roorkee

Date :...../...../20.....

from:

{Student's Name & Address}

{Student's University I.D. No.}

{Program & Semester}

To,

The Dean

School of

University of Engineering And Technology Roorkee

Subject: Application for Appointment of Amanuensis

Respected Sir,

I am unable to write the _____(mention the Subject with its Code)_____ scheduled to be held on _____(mention Exam Date)_____ due to a temporary physical disability. The details of the disability is mentioned in the attached Medical Certificate.

I request you to please allow me to use the services of Amanuensis to write down my above-mentioned examination.

I will follow the requisite formalities, submit the requisite documents and, abide by the Policies, Rules, and Guidelines as stipulated by the University of Engineering and Technology Roorkee in connection with the utilization of Amanuenses Services.

Thanking You

Yours faithfully

Signature/ Thumb Impression

{Name of the Student}

Date:

Certificate for Physical Limitation to Write an Exam

This is to certify that I have examined Mr./ Ms. _____(Candidate's Full Name)_____ suffering from _____(mention the disability)_____, a person with _____(nature and percentage of disability)_____ Son/ Daughter of Shri _____(Father's Name)_____ R/o _____
 _____(complete residential address)_____. I state that he/ she has temporary physical limitations which hampers his/ her writing capabilities owing to his/ her disability.

Signature with Seal

Name

Designation

Name & Address of the Hospital

Note: Certificate should be issued by a specialist of the relevant field of Medicine/ Surgery



Orthopedic Disability - Orthopedic Surgeon



Neurological Disability - Neurological Surgeon



Visual Disability - Ophthalmologist



Physical Injuries - Physician

End Semester Examination (Session: 20__ - 20__)*(Paste it on the top of packet of Answer Booklets)***PACKET NO.....****Program :** _____ **Semester :** _____**Subject :** _____ **Sub Code :** _____**School :** _____**Centre :** _____ **Time :** _____**Total No. of Answer Booklets :** _____ **Date :** _____

from:

To,

The Controller of Exam
University of Engineering and Technology Roorkee**End Semester Examination** (Session: 20__ - 20__)*(paste it on the top of packet of Answer Booklets)***PACKET NO.....****Program :** _____ **Semester :** _____**Subject :** _____ **Sub Code :** _____**School :** _____**Center :** _____ **Time :** _____**Total No. of Answer Booklets :** _____ **Date :** _____

from:

To,

The Controller of Exam
University of Engineering and Technology Roorkee

Examiner No.

Remuneration Form for Semester Examination 20 - 20

Name of Examiner (In capital letters)

:.....

Name of Organization with address:

:.....

Date of birth (dd/mm/yyyy)

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

 :

Mobile No. :..... Email Id

:.....

PAN No. :..... Aadhar No.

:.....

Bank Account No. :

:.....

Bank Name: IFSC Code:

:.....

Name and Address (Branch of Bank):.....

:.....

:.....

Details of Subjects (Evaluated/ Paper setting/ Moderation/Practical taken):

S.No.	Course	Subject Name	Sem	Subject code	Date of Exam	Nature

Details of Remuneration:

S.No.	Particulars	Remuneration per Unit	Qty.	Amount
1	Question Paper Setting	Rs. 1000		
2	Practical Examination	Rs. 20		
3	Question Paper Moderation	Rs. 250		
4	Evaluation of Answer Sheets	Rs. 20 (UG) / Rs. 25 (PG)		
5	Others			

I hereby certify that I have submitted all the desired documents QP / Marklists / Packet of checked answer sheets to the office of COE on date So you are requested to release my remuneration of Rs.....(In

figures).....

.....(In words). I also certify that the details submitted by me are correct and if there is any discrepancy found then I will be responsible for that, and I will not file any complaints against the University.

Signature (Examiner).....

All the desired documents QP / Marklists / Packet of checked answer sheets, has been submitted to the office of COE on date So forwarded to release remuneration of Rupees
(In figures).....
.....(In words)

COE

.....

Registrar.....

Payment is genuine. So pay a sum of Rupees.....(In figures).....
..... (in words)

Vice Chancellor

*No payment will be done by University, in the absence of details of bank account and PAN Number.

TA/DA FORM

Name (in Block Letters) :..... **Designation** :

.....

Name of Organization :

.....

.....

with Address

.....

.....

Basic Pay (`) :**Grade Pay** :

.....

Reason of Journey :

.....

.....

Mobile No. : **E-Mail** :**PAN No.** : **Adhaar****No.** :**Bank Account No.** :**Bank Name** :

.....

Branch Address :**IFSC Code** :

.....

Details of Journey						Mode of Travel (Train/ Road/ Class of travel)	Fare (Train/Bu s)	Travelling Allowance			Dearness Allowance			Total (`)
Departure			Arrival				Amount (`)	Distan ce (Km.)	Approv ed Rate	Total	Days	Approve d Rate	Total	
Station	Date	Time	Station	Date	Time									

It is declared that I have travelled in the same class for which I am claiming the fare and any kind of discount is not granted to me for this journey. It is also certified that this TA/DA Form is my first for this work I have not taken any amount before applying for the TA/DA Form. I have used the shortest way to reach the destination.

I had taken an advance of ` vide Cheque No. on dated for this journey. Kindly adjust advance amount in this payment.

For amount greater than
`5,000, affix `1
Revenue Stamp

Signature

Verified by:
Chancellor

Registrar

Vice

CERTIFICATE FOR PRACTICAL EXAMINER

(This certificate should be issued to each practical Examiner by the University)

School Name :

It is to certify that Shri/Mr./Ms. / Dr. has conducted the practical examination for the University of Engineering And Technology Roorkee (UETR) and other particulars are as follows :

S. No .	Subject Name	Subject Code	Sem	Course	Branch /Specialization	No. of Registered Candidates	No. of Candidates Appeared	Date of Examination

Note: This form should be prepared subject wise (with paper code) in 3 copies and 2 copies of it should be handed over to practical examiner as soon as he completes practical exam and One copy should be submitted to office of the Controller of Examinations alongwith marklists and practical answer sheets on the same day.

Controller of Examinations

Stamp

Date

Summer Term Registration Form**Semester :** _____**Year :** _____**Name of the Student :** _____**Enrollment No. :** _____ **Roll No. :** _____**Course Name :** _____ **Branch/Specialization :** _____**Contact No. :** +91 _____**E - Mail I.D. :** _____

Sr. No.	Subject Code	Subject Name	Weekly Schedule

Date : _____**Signature :** _____**(for Office Use only)****Receipt No.:** _____ **Date:** ____/____/20____ **Amount (`):** _____**Approved:** _____
(Head of the Department)**Dated** _____**Note:** Submit the complete form along with Dues Payment Receipt in Exam Cell by the notified date.

Special Supplementary Examination Form**Semester :** _____**Year :** _____**Name of the Student :** _____**Enrollment No. :** _____ **Roll No.:** _____**Course Name :** _____ **Branch/Specialization:** _____**Contact No. :** +91 _____**E - Mail I.D. :** _____

Sr. No.	Subject Code	Subject Name

Date : _____**Signature :** _____**(for Office Use only)****Receipt No.:** _____ **Date:** ____/____/20____ **Amount (`):** _____**Approved:** _____
(Head of the Department)**Dated** ____/____/20____**Note:** Submit the complete form along with Dues Payment Receipt in Exam Cell by the notified date.

Re - Evaluation Application Form

(Candidate should carefully read the Rules before filling the Form)

This application is to be filled in and signed by the Candidate only

Dated : ____/____/20____**Name of Candidate :** _____
(in BLOCK Letters)**Father's Name :** _____**Enrollment No. :** _____**Program Name :** _____ **Semester :** _____**Mobile No. :**

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

Sr. No.	Subject Code	Subject Name	Date of Exam	Grade Obtained

Declaration: I have carefully read the Rules regarding Re - Evaluation and I agree to be governed by the same.**Signature of the Candidate****Note:**

- 1) Signature of the candidate must correspond to that on Exam Form filled in by him/ her
- 2) Application Form is being accepted provisionally subject to verification of details
- 3) Incomplete applications will be rejected summarily

(to be filled in by Examination Department only)**Application No. :** _____**Received (`) :** _____**Date :** _____**Receipt No. :** _____**Status after Re – Evaluation :** _____

End Semester Award List (Theory)**Program** : _____ **Sub. Code** : _____**Subject** : _____**Evaluator's Name** : _____**Session** : _____

Sr. No.	Coding/ Enrollment No.	Marks	
		In Figures	In Words
1)			
2)			
3)			
4)			
5)			
6)			
7)			
8)			
9)			
10)			
11)			
12)			
13)			
14)			
15)			
16)			
17)			
18)			
19)			
20)			
21)			
22)			
23)			
24)			
25)			

CERTIFICATE FOR QUESTION PAPER MODERATION

(This certificate should be issued to each moderator by the University)

School Name :

It is to certify that Shri/Mr./Ms. / Dr. has work as Question Paper moderator for Even / Odd End Semester Examinations session 20 - 20 for University of Engineering And Technology Roorkee (UETR) and other particulars are as follows :

S. No	Subject Name	Subject Code	Sem	Course	Branch / Specialization	Date of Moderation

Note: This form should be prepared in 3 copies and 2 copies of it should be handed over to practical examiner as soon as he completes practical exam and One copy should be submitted to office of the Controller of Examinations.

Controller of Examinations

Stamp

Date

MINUTES OF MEETING OF QUESTION PAPER MODERATION BOARDS

Name of School:

Name of Course:

Date of Moderation:

Following members attended the meeting

S.No.	Name	Designation	Organization
1		Chairperson	
2		Secretary	
3		Member 1	
4		Member 2	
5		Member 3	
6		Member 4	

Member 1
Member 3

Member 2

Member 4
Chairperson

Secretary

Encl : Annexure A

Details of Modification in Question Papers

[illegible]

Chairperson

End Semester Examination (Session: 20__ - 20__)*(Paste it on the top of packet of Question Papers)***PACKET NO.....****Program :** _____ **Semester :** _____**Subject :** _____ **Sub Code :** _____**School :** _____**Centre :** _____ **Time :** _____**Total No. of Question Papers :** _____ **Date :** _____

Controller of Examinations

End Semester Examination (Session: 20__ - 20__)*(Paste it on the top of packet of Question Papers)***PACKET NO.....****Program :** _____ **Semester :** _____**Subject :** _____ **Sub Code :** _____**School :** _____**Center :** _____ **Time :** _____**Total No. of Question Papers :** _____ **Date :** _____

from:

Controller of Examinations

AMENDMENT IN QUESTION PAPER

Session: _____ Semester: _____

Name of School: _____

Name of Program: _____

Subject Code: _____ Subject Name: _____

Date of Exam: _____ Shift: _____

Q.No.	Question printed in Paper	Amended Question	Reason for Amendment

Subject Teacher_____
**Chairperson
Moderation Board**_____
COE