

**AMITY UNIVERSITY**  
**MADHYA PRADESH**

(Established by Ritnand Balved Education Foundation)

# **REGULATIONS**

**CONDUCT OF EXAMINATIONS,  
SCHEME OF EXAMINATIONS,  
AND  
DISCIPLINE AMONG STUDENTS**

**AMITY UNIVERSITY MADHYA PRADESH**

**GWALIOR**

**(REVISED AUG 2024)**

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**AMITY UNIVERSITY MADHYA PRADESH**  
**GWALIOR**

**REGULATIONS - R4 / 2024**

**REGULATIONS ON CONDUCT OF EXAMINATIONS, SCHEME OF EVALUATION OF**  
**STUDENTS PERFORMANCE AND DISCIPLINE AMONG STUDENTS IN**  
**RELATION TO UNIVERSITY EXAMINATIONS**

{University as defined by section 2(f) of UGC Act and established under the Amity University Madhya Pradesh, Act}

No.-R-83-CC-2013-XXXVIII.—In exercise of the powers conferred by sub-section (1) of Section 28 of the Madhya Pradesh Niji Vishwavidyalaya (Sthapna avam Sanchalan) Adhiniyam, 2007, the State Government hereby makes, the First Ordinance of the Amity University Maharajpura Dang, Gwalior (M.P.) is hereby published in the ordinary gazette as per the provision of the Madhya Pradesh Niji Vishwavidyalaya (Sthapna avam Sanchalan) Adhiniyam, 2007 under Section 35. The First Ordinance of the University shall come in to force from the date of notification.

**THE FIRST ORDINANCE**

By order and in the name of the Governor of Madhya Pradesh,  
**C. B. PADWAR, Dy. Secy.**

The Ordinance No. 4 dated 23 Mar 2013 specifies Regulations for Conduct of Examinations, Scheme of Examinations and Discipline among Students during Examinations as well as lays down conditions for appearing in an examination of the **AMITY UNIVERSITY MADHYA PRADESH (AU MP)** for a degree or a diploma, either generally or for a particular examination, unless there is anything, repugnant in the subject or context. The ordinance shall be applicable to all courses of **AU MP**.

These Regulations (**Revised Aug 2024**) are to be read in conjunction with **Ordinance Nos 4 to 12, 14A and 38A to 54** and these Regulations lay down conditions for appearing in an examination of the University for a Degree, Diploma or a Certificate, Conduct of Examinations, Scheme of Evaluation of student's performance and Discipline among students in relation to University Examinations.

**GENERAL**

**1. Definitions.**

- 1.1 “**Academic Year**” is the period of nearly 12 months devoted to completion of requirements specified in the Scheme of Teaching and the related examinations. An academic year consists of two semesters.
- 1.2 “**Academic Break**”, (**AB**) shall mean students have not been promoted to Next Year due to personal reasons/weak academic record.
- 1.3 “**Attested**” means signed and verified by an officer.
- 1.4 “**Amity Common Admission Test (AMCAT)**” shall mean the Common Admission Test conducted by the Amity University Madhya Pradesh (**AUMP**) for admission to academic programmes of the University.
- 1.5 “**Annual Grade Point Average (AGPA)**” means the Annual Grade Point Average under Annual Examination System.
- 1.6 “**Answer Book**” means the document containing the answer or answers as given by a candidate during examination to the question or questions contained in the question paper meant for the said examination.
- 1.7 “**Audit Course**” shall mean a Course Unit opted by a student out of Course Units for which the student is awarded grades and does not earn credits.

- 1.8 **“AUMP”** stands for **Amity University Madhya Pradesh**.
- 1.9 **“Board of Examiners”** shall mean Board constituted with the approval of the Vice Chancellor (VC) for the conduct of practical examinations, workshops, viva- voce examination and evaluation of student performance at the Departments and Constituent Units of the University.
- 1.10 **“Regular Candidate”** means a person who is undergoing a regular course of study in an Institute/School/Department of the University and seeks admission to an examination of the University.
- 1.11 **“Ex-Student Candidate”** means a person who was admitted to an examination as a regular candidate in a previous academic year and was not declared successful there at or was not able to appear in the examination though admission card was correctly issued to him by the University and seeks admission again to the same examination.
- 1.12 **“Failed Candidate”** means a student who could not get minimum marks to clear a subject in an examination.
- 1.13 **“Common Admission Test”** shall mean the Common Admission Test conducted for admission to Academic Programmes of the University.
- 1.14 **“Course Unit”** is a component of an Academic Programme for which details of syllabus and required number of contact hours per week are specified.
- 1.15 **“Course Code”** shall mean curricular component identified by a designated code number normally consisting of a string of alphanumeric characters.
- 1.16 **“Course Credits”** shall mean an integer number indicating the weightage assigned to a Course Unit, Project, Research work or any other academic component, on the basis of contact hours per week on all learning activities.
- 1.17 **“CGPA”** shall mean the Cumulative Grade Point Average of a student.
- 1.18 **“End Semester Examinations”** means an examination conducted by the AUMP at the end of Year/ Semester/ Tri-semester as prescribed in Scheme of evaluation of a programme.
- 1.19 **“Examination Centre”** means any Institution, or part thereof, or any other place, fixed by the University for the purpose of holding its examinations and shall include the entire premises attached thereto.
- 1.20 **“Examination Committee”** means the Committee constituted by the Academic Council to coordinate activities relating to conduct of examinations and devise detailed procedures for an efficient, transparent and fair evaluation system of students.
- 1.21 **“Examination Discipline Committee”** shall mean the committee constituted by the Vice Chancellor at the University to consider and decide the cases relating to acts of misconduct, misbehavior, indiscipline and / or use of unfair means by the students while appearing in the examinations.
- 1.22 **“External Examiner”** shall mean a person who is not in the employment of the AUMP or its Constituent Units and is appointed as Examiner.
- 1.23 **“Examination Sub – Committee”** shall mean a Sub – Committee constituted at each constituent by the University.
- 1.24 **“Guided Self Study Course”, (GSSC)** shall mean classes conducted as Guided Self Study to the students to prepare them for back papers.
- 1.25 **“Grade Points”** shall mean Grade Points of a course.

- 1.26 **“Internal Examiner”** shall mean an examiner detailed to conduct practical exam, viva-voce, workshop practice, seminars etc. including a paper setter and evaluator who is a teacher of the University and its Constituent Units.
- 1.27 **“Internal Assessment”**, (IA) shall mean Continuous Internal Evaluation (CIE) of a course during the semester.
- 1.28 **“Invigilator”** means a person who assists the Superintendent of the Examination Centre in conducting and supervising an examination at a centre.
- 1.29 **“Maximum Registration Period”** shall mean the maximum period specified in the Scheme of Teaching and evaluation for a degree, diploma and certificate programme for which a candidate may be registered.
- 1.30 **“Minimum Registration Period”** shall mean the minimum period specified in the Scheme of Teaching and evaluation for a degree, diploma and certificate programme for which a candidate may be registered.
- 1.31 **“Ordinances”** shall mean the Ordinances of Amity University Madhya Pradesh.
- 1.32 **“P G Diploma”** shall mean the Post Graduate Diploma in areas approved the Executive Council.
- 1.33 **“Promotion with Academic Probation”, (PAP)** shall mean students not meeting Passing Criteria will be promoted under Academic Probation.
- 1.34 **“Promotion with Academic Warning”, (PAW)** shall mean students not meeting Passing/PAP criteria will be promoted to Next Semester with Academic Warning.
- 1.35 **“Question Paper”** means a document containing the question(s) to be administered at an examination to be answered by a candidate.
- 1.36 **“Result Moderation Committee”** shall mean the committee appointed by the University to moderate grades / marks awarded by the Evaluators in different course units at a given level of a curriculum.
- 1.37 **“Repeat Year”, (RY)** shall mean Repeat complete Year due to poor performance in previous year.
- 1.38 **“Repeat Semester”, (RS)** shall mean Repeat the Semester due to poor performance.
- 1.39 **“Scheme of Teaching and Examination”** shall mean the scheme of teaching and examination for a programme as approved by the Academic Council.
- 1.40 **“Scrutinizer”** means a person engaged to check the compilation of the result by comparison of award lists and the result sheets prepared by the office.
- 1.41 **“Semester System”** means a modus operandi of teaching / learning / evaluation of student performance in an academic programme of the University and its Constituent Units in segments in an Academic Year.
- 1.42 **“SGPA”** shall mean Semester Grade Point Average.
- 1.43 **“Statues”** shall mean the statues of Amity University Madhya Pradesh.
- 1.44 **“Superintendent of an Examination Centre”** means a person appointed by the Amity University Madhya Pradesh to conduct and supervise its examinations held or to be held at a centre and includes an Additional Superintendent or Associate Superintendent of such centre.
- 1.45 **“Tabulator”** means a person specially engaged for tabulating the result from award lists and the result sheets prepared by the Office.

- 1.46 **“Teaching Experience”** denotes teaching experience in the subject in an Institution recognized by the AUMP.
- 1.47 **“Tri – Semester Grade Point Average (TGPA)”** means the Tri –semester Grade Point Average in tri - semester examinations of the programme where tri - semester system is followed.
- 1.48 **“Year”** means the Academic Year.
- 1.49 **“Year Back”, (YB)** shall mean student brought to lower batch due to poor academic performance.

**Notes: -**

1. Definitions specified in the Act, the statues and the ordinances shall apply unless the context requires otherwise.
2. “He” & “She” imply “he / she” and “His / Her” respectively.
3. Wherever Trimester or Annual system is followed, TGPA and AGPA shall be assessed in the same manner as SGPA and regulations for promotion etc. will apply accordingly.

2. **Acronyms.**

AB	Academic Break
ABS	Amity Business School
ACU	Associated Credit Units
AIBAS	Amity School of Behavioral & Allied Sciences
AIB	Amity Institute of Biotechnology
AIIT	Amity Institute of Information Technology
AIP	Amity Institute of Pharmacy
AISS	Amity Institute of Social Sciences
ALS	Amity Law School
ASAP	Amity School of Architecture & Planning
ASCO	Amity School of Communication
ASET	Amity School of Engineering & Technology
ASFDT	Amity School of Fashion Design & Technology
ASL	Amity School of Languages
ATKT	Allowed to keep terms
ASLS	Amity School of Life Sciences
AGPA	Annual Grade Point Average
AMCAT	Amity Common Admission Test
AU MP	Amity University Madhya Pradesh
CAT	Common Admission Test
CBCS	Choice Based Credit System
CGPA	Cumulative Grade Point Average



CIE	Continuous Internal Evaluation
CoE	Controller of Examinations
CS	Course Structure
DRC	Departmental Research Committee
ESE	End Semester Exam
Exam Dept	Examination Department
'F' Grade	Fail Grade
GSSC	Guided Self Study Course
'I' Grade	Incomplete Grade
IA	Internal Assessment
HoC	Head of Centre
HoD	Head of Department
HoI	Head of Institution
NTCC	Non-Teaching Credit Course
PAP	Promotion with Academic Probation
PAW	Promotion with Academic Warning
PG Course	Postgraduate Course
P C	Pro Chancellor
Pro VC	Pro Vice Chancellor
RS	Repeat Semester
RY	Repeat Year
S Grade	Satisfactory Grade
SGPA	Semester Grade Point Average
SOP	Standard Operating Procedure
Supdt	Superintendent
TGPA	Tri-Semester Grade Point Average
U Grade	Unsatisfactory Grade
UG Course	Undergraduate Course
URC	University Research Council
VC	Vice Chancellor
YB	Year Back

## **COMMITTEES**

### **3. General.**

- 3.1 The Regulations based on Ordinance makes provisions for setting up of various Committees to facilitate organized conduct of examinations. These Regulations shall act as guidelines for planning, coordinating and conduct of examinations in a fair manner without providing any undue advantage to any particular candidate /examinee. The Vice Chancellor (**VC**) will be assisted by Controller of Examinations (**CoE**) in implementing the guidelines in true letter and spirit. The Chancellor or Pro Chancellor (**PC**) may call for any Exam Related documents / Constitution of various committees and their decision will be final for implementation in letter and spirit.
- 3.2 Salient / important aspects which need to be kept in mind are as amplified below:-
- (a) No candidate shall appear in more than one degree examination or for the Under Graduate and or Master's Degree in one and the same academic year unless, one of the course is in online mode, without overlap of exams / timings of classes of the main programme being conducted at AUMP in physical mode.
  - (b) No candidate shall be permitted to appear in the AU MP examination unless he/ she is duly registered/enrolled with the **AU MP** and has paid all dues.
  - (c) A candidate who has passed a part of the Bachelor's degree examination or a part of Master's degree examination of another University may, on the recommendations of Chairman Board of Studies concerned and Dean Academics /HoI concerned be admitted with the permission of the VC to the next higher examination of the University for the degree concerned provided the course offered to the candidate at such other University is equivalent to the course of the University for the corresponding examination.
  - (d) No person who has been expelled or rusticated from any Institute/ College or University or has been debarred in appearing at a University examination shall be admitted to any examination during the period for which the sentence is in operation.
  - (e) All the records of examinations and results (less the answer sheet which will be maintained for a period of 5 year) will be maintained by **AU MP** on a continuous basis. Usage of electronic means of storage in addition to hard copies will also be made for storage of such sensitive data.

### **4. Examination Committee.**

4.1 **General.** There shall be an Examination Committee at the University level constituted by the Academic Council.

4.2 **Composition.** The composition of the Examination Committee shall be as under:

- |  |               |
|--|---------------|
| (a) Pro – Vice Chancellor/Professor/<br>/Faculty Member as nominated by the VC | - Chairperson |
| (b) Deans of Faculties/Heads of Constituent<br>Units as nominated by the VC.   | - Members     |
| (c) CoE  | - Secretary   |

**Note: -**

1. Tenure of the Examination Committee shall be of maximum two years.
2. Two third members are a must to form the quorum of the meeting.
3. There will be at least one meeting of the Examination Committee in each semester.
4. All decisions of the Examination Committee shall be placed before the Academic Council for concurrence.

4.3 **Functions.** The functions of the Examination Committee shall be as follows: -

- (a) To frame detailed guidelines and procedures for an efficient, transparent and fair evaluation of student's performance and conduct of examinations as well as for tabulators/ programmers for preparing the results of the examination.
- (b) To supervise generally all the examinations of the University and issue such directions as it may consider necessary for conduct of examinations.
- (c) To review from time to time the results of the University examinations and submission of reports thereon to the Academic Council.
- (d) To make recommendations to the Academic Council for the improvement of the examination system.
- (e) To appoint such number of sub-committees as it may feel appropriate and may delegate to any one or more persons or sub-committee(s), its powers to deal with examination matters.
- (f) To consider the complaints received against Officers and Staff engaged for conduct of examinations and recommend to the VC, the action to be taken against the concerned person(s).
- (g) To consider and recommend rates of remuneration for the Examiners, Superintendents (Supdt) of Examination Centre's and other staff engaged in examination duty, Tabulators and Collators etc. associated with the examination duty.
- (h) To consider any written report/ representation/ complaints received within seven days after completion of the examination regarding setting up of question paper etc., along with specific recommendations of the Examination Sub-Committee of Departments/ Constituent Units and to recommend for consideration of the VC the action to be taken against any Examiner/ Paper-setter/ Moderator in cases of mistakes/ omissions/ negligence/ leakage in paper-setting/ moderation/ evaluation etc.
- (i) To investigate the cases of understandable divergence in the results of any Course Unit. The Examination Committee for this purpose may itself scrutinize the answer books or may order their scrutiny by other person(s), and may also call an explanation from the examiner concerned for the divergence of marks. If after the investigation, the Committee is of the opinion that such divergence is due to leakage of paper, personal favoritism or animosity, it may recommend to the VC such action as it may deem fit, such as debarring the examiner/ evaluator from examiner ship permanently or for a specified period, a revaluation of the answer books etc.

5. **Examination Sub – Committee.**

5.1 **Constitution.** Each Institution / Department / Constituent Unit will constitute an Examination Sub-Committee to oversee the examinations at the concerned Institute / Department / Constituent Unit. The composition of the Sub-Committee shall be as under: -

- |     |  |               |
|-----|--|---------------|
| (a) | HoI/ HoD of Constituent Unit                                       | - Chairperson |
| (b) | Two senior faculty members of the<br>Department/ Constituent Units | - Members     |
| (c) | Exam Supdt   | - Secretary   |

5.2 **Functions of Examination Sub-Committee.** The Examination Sub – Committee shall have the following major functions: -

- (a) Prepare tentative Examination Schedule and submit the same to the CoE for approval and notification.
- (b) Prepare panels of paper setters, examiners, evaluators and submit the same to the CoE for approval by the VC and also suggest names of external experts for moderation of question papers.
- (c) Make arrangement for printing of Question Papers for Internal class tests and other components of internal assessment.
- (d) Keep the Question Papers received from the CoE in safe custody and keep proper record of the used and unused question papers.
- (e) Arrange printing of Answer Books on standard format provided by the University and maintain record of used and unused answer books.
- (f) Scrutinize the examination forms of the students and determine eligibility of students for taking examination. In case any student is found ineligible, it will record reasons of ineligibility against each student.
- (g) Ensure compliance of provisions of Regulations and Guidelines relating to conduct of examinations.
- (h) Make all necessary arrangements for conduct of examinations including display of examinations schedule, seating arrangements, security arrangements, if required, and for recording attendance of students.
- (i) Appoint amanuensis for visually handicapped and disabled students who are unable to write with their own hands.
- (j) Appoint Invigilators (minimum two in a room) and the supporting staff; and supervise their functioning.
- (k) Ensure smooth conduct of examinations.
- (l) Report immediately, cases of use of unfair means by the students in the examination, if any, to the CoE for consideration by the Examination Discipline Committee of the University.
- (m) Arrange spot evaluation of answer books from the evaluators approved by the VC, if desired by the University.

6. **Moderation Committee for Moderation of Question Papers.**

6.1 **Composition.** Moderation Committee shall be constituted by the VC as under for one or more courses: -

- |   |                    |
|---|--------------------|
| (a) Dean Academics / HoI/ HoD   | - Chairperson      |
| (b) Senior Professor / Senior most faculty and faculty of the discipline concerned. | - Members          |
| (c) Two subject experts (One may be external)                                       | - Members          |
| (d) CoE   | - Member Secretary |

**Note: -**

1. At least three members shall constitute the quorum for meetings.
2. Tenure of the Moderation Board shall be two years.

6.2 **Functions.** The functions of the Moderation Committee shall be:-

- (a) To ensure question papers prepared are strictly in accordance with the course contents and the instructions, if any.
- (b) To remove ambiguity if any in the language of questions.
- (c) To moderate/ reframe the questions so as to give opportunities to students of varying abilities.
- (d) To ensure proper coverage of course contents and indicate weightage/ marks for each question or part/ parts thereof, time prescribed and to correct errors, if any.

7. **Examination Discipline Committee.**

7.1 **General.** There shall be an Examination Discipline Committee at the University level constituted by the VC to consider the cases of misconduct, misbehavior of students and their use of unfair means in examination and disorderly conduct in examinations.

7.2 **Composition.** The constitution of the Examination Discipline Committee will be as under: -

- |     |  |               |
|-----|--|---------------|
| (a) | Pro-VC / Dean Academics / Senior Faculty                         | - Chairperson |
| (b) | At least two, HoDs of Constituent Units / Senior Faculty Members | - Members     |
| (c) | One Senior Officer of the University                             | - Members     |
| (d) | CoE  | - Secretary   |

**Notes: -**

1. The Chairperson may co-opt HoI / HoD of the Constituent Unit for particular meeting of the Examination Discipline Committee.
2. The tenure of the nominated members of the Committee shall be two years.
3. A member shall be eligible for re-appointment.
4. At least three Members present shall constitute the quorum.

8. **Results Moderation Committee.**

8.1 **Composition.** The University will constitute a Results Moderation Committee for each Programme / Course as under: -

- |     |  |               |
|-----|--|---------------|
| (a) | Pro-Vice Chancellor.                                   | - Chairperson |
| (b) | HoI / HoD of Constituent Unit.                         | - Members     |
| (c) | One Senior Faculty member (from each broad discipline) | - If Required |
| (d) | CoE.   | - Secretary   |

8.2 **Functions.** The functions of Results Moderation Committee are as under:-

- (a) The Committee shall scrutinize the statistics of results prepared by the CoE and if need be, moderate the same after satisfying itself that the results on the whole and in various subjects are in conformity with the usual standards before declaration of results.
- (b) The Committee shall bring to the notice of the VC, lapses or omissions on the part of the paper setter and/or the examiners, if any. It will also suggest steps to be taken by the University to rectify the same as well as the action to be taken in any case where the result is unbalanced.

### 8.3 **Moderation.**

- 8.4 The provision of moderation of marks (up to maximum of 5 marks per semester) shall be permissible in borderline cases for upgrading “C” Grade to “C+” Grade, for improvement of SGPA, CGPA and also the Division. (As computed by AMIZONE)
- 8.5 Considering the time requirement for moderation of large number of programmes and students, on approval from VC, where five marks are to be awarded in borderline cases, the results may be moderated by CoE and put up to the Result Moderation Committee.
- 8.6 The recommendations of the Moderation Committee shall be placed before the VC for approval.

## **APPOINTMENTS**

### 9. **Controller of Examinations (CoE).**

- 9.1 **General.** The CoE shall be a whole time Officer of the University. All arrangements for the conduct of examination to be held by the University shall be made by CoE in accordance with directions of Academic Council / VC.
- 9.2 **Functions.** The CoE shall be perform the following functions: -
- (a) He shall be responsible to publish programme for the conduct of examination specifying the dates of related activities with respect to conduct of examinations for all courses. Subject to the superintendence of the Examination Committee, and Examination Sub-Committees, he shall conduct all the examinations of the University and shall make all other arrangements thereby and be responsible for the due execution of all processes connected therewith.
  - (b) He shall be ex-officio Member Secretary of the Examination Committee and such other Committee(s) as may be constituted by the University, but **he shall not, by virtue of this sub-section, be entitled to vote.** He shall be bound to place before such Committee(s) all such information as may be necessary for transaction of its business.
  - (c) He shall be responsible for the due custody of the records pertaining to evaluation, examinations and related activities.
  - (d) He shall collect information from the Departments/ Constituent Units of the University, as may be necessary, for the discharge of his duties.
  - (e) He shall also perform such other duties as may be prescribed in the Guidelines on Conduct of Examinations and Evaluation of Students Performance from time to time, by the Executive Council or Academic Council or other authorities of the University.
  - (f) While he, for any reason, is unable to act or the office of the Controller of Examination falls vacant, all the duties of the Office shall be performed by such person as may be appointed by the VC, until the CoE resumes his duties or the vacancy is filled.
10. **Examination Superintendent.** The VC shall in consultation with the HoI / HoD and CoE appoint Exam Superintendent (**Supdt**) and Assistant Exam Supdt (if any required), for the examination center of their respective Institution for smooth conduct of examinations. The Exam Supdt/Assistant Exam Supdt will function under the guidance of CoE and shall be responsible for the following duties/tasks: -
- (a) The Supdt shall be fully conversant with Examination Regulations of the University. He can take guidance of CoE as and when required.

- (b) The Supdt shall be personally responsible for the safe custody of question papers and answer books collected/ received from CoE. He shall render the complete account of used/unused question papers and answer books.
- (c) The Supdt shall detail Invigilators and supervise their work in conduct of examinations strictly as per Regulations.
- (d) The Supdt shall send the daily report of conduct of examinations, number of students attended the exams, absentees, any information related to conduct of examinations and report all cases of UFM to CoE.
- (e) The Supdt shall wherever necessary send a confidential report to CoE about the conduct of examinations mentioning therein the performance of the Invigilators and conduct of the examinees.
- (f) The Exam Supdt shall have the power to expel an examinee from examination on any of the following grounds: -
  - (i) The examinee has created nuisance or serious disturbance at the examination center.
  - (ii) The examinee shows seriously aggressive attitude towards an invigilator or a member of staff entrusted with the examination work.
- (g) Unless otherwise directed preferably only Institute faculty members and staff from the respective Institute shall be appointed as Invigilators.
- (h) The Supdt shall ensure on every day of exam that all examinees are in possession of their I - Card and Admit Card and signatures of all students are taken on the relevant forms.

## **EVALUATION**

### **11. Course Evaluation.**

- 11.1 The **Course Structures** and examinations shall normally be based on Semester System. However, the Academic Council may approve Trimester/Annual System for specified programmes. The Course Structure will be formulated by Board of Studies and ratified by Academic Council.
- 11.2 In addition to End Semester Examinations, student shall be evaluated for his academic performance in a course through case discussions, presentations, analysis, practical's, homework assignments, term papers, projects, field work, seminars, quizzes, class tests or any other mode as may be prescribed in the syllabi. The basic structure of each course shall be prescribed by the Board of Studies and approved by the Academic Council.
- 11.3 Each course shall have a number of credits assigned / Associated Credit Units to it depending upon the academic load of the course which shall be assessed on the basis of weekly contact hours of lecture, tutorial and laboratory classes, field study and/ or self-study. The credits for the project and the dissertation shall be based on the quantum of work expected.
- 11.4 Depending upon the nature of the programme, the components of CIE may vary. However, the following suggested table indicates the distribution of marks for various components in a semester: -

Component of Evaluation	Frequency	Code	Weightage (%)
Case Discussion/Presentations/Analysis	1-3	C	25 % to 35 %
Home Assignment	1-3	H	
Projects	1	P	
Seminars	1-2	S	
Viva-Voce	1-2	V	
Quiz/Class Test(s)	1-3	Q/CT	
Attendance	100%	A	5%
End Semester Examination	1	EE	60% / 70%
<b>Total</b>			<b>100%</b>

**Notes: -**

- (i) The above components for CIE, in addition to the class test(s) and their weightage shall be selected so as to have a combined weightage of 30/40 marks.
  - (ii) The total number of components for continuous evaluation, including class test(s) and attendance should be 4-5.
- 11.5 The distribution of weightage for each internal assessment component shall be decided by the concerned Board of Studies and approved by the Academic Council. Change in the weightage of the internal assessment and ESE, if required will be carried out on approval of the Board of Management.
- 11.6 The project and dissertation shall be evaluated by Board of Examiners through seminar(s), presentation(s), report submission(s) and the viva-voce examination. In special cases where the students have done their project overseas, are continuing research work in the same University and are unable to present themselves in person for Viva Voce may be allowed to give presentation and Viva Voce for their dissertation through Video Conferencing on recommendation of HoI and approval of Vice Chancellor. A senior official from University Head Quarters and Guide of the student for dissertation (University Abroad) will be present during Presentation & Viva Voce through Video Conferencing. Proper records of same will be submitted to CoE along with marks.

**12. Audit Course.**

- 12.1 A student who registers for course(s) shall be eligible to take examinations provided the attendance requirement of the course unit is duly certified by the Head of Department/Constituent Unit to have been met.
- 12.2 The audit course(s) shall be shown in the final Grade sheets/Marks sheets under a distinct head of "Audit Course(s)". However, a student shall neither be entitled to any credits for such course(s), nor these shall be considered for the purpose of declaration of results.



## ATTENDANCE

### 13. Attendance.

13.1 **Important Aspects.** The important points emphasized upon are as follows: -

- (a) Students are expected to have 100% attendance in all course units.
- (b) Relaxation of maximum 25% may be allowed to cater for sickness or other valid reasons beyond the control of the students for which written permission of HoI/HoD is mandatory.
- (c) A student whose attendance is less than 75%, whatever may be the reason for shortfall, will not be permitted to appear in the ESE.
- (d) Under extreme special circumstances, VC may condone attendance upto 5% below 75% on the recommendation of HoI / HoD / Dean Faculty.
- (e) Every teaching faculty member handling a class will take attendance till the last day of the class. The percentage of attendance upto this day will be calculated and forwarded to Examination Department by the HoI / HoD for issue of Admit Cards.
- (f) If a student is continuously absent for a period of fifteen days without permission, a notice will be sent to the student and to his parents/guardian.
- (g) If a student remains absent continuously for 30 days without permission, his name will be struck off. Such a student may apply for re-admission. The HoI/HoD will examine his performance in all semesters and back log of papers and forward recommendations to Hon VC's office to decide as to whether he should be given re-admission or not. Based on the recommendations, decision for re-admission and the semester in which re-admission is to be given will be taken. The student granted re-admission will be required to pay the prescribed re-admission fee and will be governed by Academic Regulations given above. The attendance will be calculated as per the decision taken at the time of granting re-admission.

### 13.2 **Action in Cases of Shortfall of Attendance.**

- (a) A student, whose attendance is below 75%, will not be permitted to appear in the ESE and will be awarded '**DE**' Grade in that paper.
- (b) '**DE/ F**' Grade students, (Debarred due to shortage of attendance (**DE**) or **Fail (F)** in a course unit) are required to reappear in the examination of the course unit along-with the end semester examination in the next corresponding semester (**i.e. even with even and odd with odd**) i.e. 'DE/ F' grade student of 3<sup>rd</sup> semester may reappear in that course unit in the 5<sup>th</sup> semester.
- (c) '**DE/ F**' Grade students will have to apply to the HoI / HoD for re-appearing within the first week of the commencement of the corresponding semester. The HoI / HoD will assign **Guided Self Study Courses & Assignments** under the faculty for the concerned subjects, of which, regular assessment records will be put up by the faculty to the HoI / HoD. The HoI / HoD will forward the recommendations to VC (Through CoE) for grant of permission to re-appear in that course unit. Only on grant of permission by VC, a student will be allowed to re-appear.
- (d) A student whose documents are incomplete but is permitted to appear in a paper / papers due to valid unavoidable reasons and with proper written permission from HoI / HoD will be awarded '**I**' (**Incomplete**) Grade.

- (e) The final year students who have obtained 'F' grade may apply to **re-appear in those Courses of final two semesters only** in the Special Supplementary Examinations to be held within 30 days of the declaration of Results.
- (f) In all cases of reappearing (**'DE' & 'F' grade students**) the marks obtained by the student, who reappears, will be converted into the appropriate letter grade but not exceeding **B+**.

#### 14. Computation of Attendance.

- 14.1 Attendance at lectures, tutorials, practicals, clinical sessions, if any, held during the academic session shall be counted.
- 14.2 Attendance at NCC/NSS camp, Amity Cadet Corps/ Amity Military Training Camp, seminars/workshops organized by other Institutions/Universities as approved by the University or any such other training organized by the University during the session shall be taken as full attendance at lectures/practical's/tutorials on each such day of camp/training and the days of journey to such camp/training (excluding the period of holiday/vacations).
- 14.3 Participation as a member of the University/Constituent Unit team in any inter-University competition games & sports and/or other extracurricular activities shall be taken as full attendance on the days of such competition and the days of journey for participating therein.
- 14.4 Participation as member of a recognized/approved team in any Competition shall be taken as full attendance. The period will also include the days of actual coaching, competition and the days of journey for participating therein.
- 14.5 In determining the exact number of minimum requisite attendance in lectures, tutorials, seminars, moots, practicals, session's etc. fraction shall be ignored.
- 14.6 For re-admission of a student whose name was struck off from the rolls due to continuous absence from the classes without information, attendance in lectures, tutorials, practicals etc. in that semester/trimester/year, prior to re-admission shall be counted.
- 14.7 Attendance for the normal admission cases will be counted from the date of commencement of the programme of that semester. However, for late admission/lateral admission/ transfer case, the attendance will be counted from the date of registration /payment of fee, whichever is later.

#### 15. Making – Up Of Deficiency in Attendance.

- 15.1 Each Department/Constituent Unit of the University will prescribe **“Guided Self Study Course”** for the course units in which the students have failed, were absent or are detained due to shortage of attendance in a semester and arrange **counseling sessions for the students on weekends and holidays in the same odd or even semesters.**
- 15.2 The students, who are detained due to shortage of attendance in any subject of semester, shall register with their Department/Constituent Unit for **Guided Self Study Course** in the beginning of next semester/trimester/year scheduled for next batch of students. They will be required to pay a fee per subject as prescribed by the Department/Constituent units.
- 15.3 Such students will have to attend contact classes as and when scheduled by the Department/Constituent Unit on working days / weekends / holidays in the relevant semester to complete the package of study for the course designed by the Department/Constituent Unit.

- 15.4** The Departments/Constituent Units may prescribe term papers/home assignments which the students will submit to their teachers subject-wise within the due dates.
- 15.5** The regularity in attending the classes and prompt submission of assignments by due date will determine whether a debarred or detained candidate is permitted to take the re-examination or not. The schedule for regular collection and submission of term paper/home assignments will be announced by the Department/Constituent Unit.
- 15.6** Only those students who register for Guided Self Study Course and complete the requirements as prescribed by the Department/Constituent Units will be permitted to take the examination in the respective subject when the examinations of such Course Units are conducted in normal schedule along with the next batch of students. The scheme of re-examination will be announced by the university on receipt of report from the Department/Constituent Unit.
- 15.7** The student will be permitted to appear in examination on satisfactory attendance and performance in **GSSC**.

**16. Minimum & Maximum Duration of Academic Programmes.**

- 16.1** The minimum period required for completion of a programme shall be as specified in the Scheme of Teaching and Examination and Syllabi for concerned programme and approved by the Academic Council on the recommendations of the Board of Studies.
- 16.2** The maximum permissible period for completing a programme upto two academic years shall be **N+1 year (two semesters)** and for the programmes of more than two academic years duration, the maximum permissible period shall be **N+2 academic years (four semesters)**, where “N” represents the minimum duration of the programme.
- 16.3** On request from the student and recommendation of HoI / Dean, Hon VC may grant extension of **one more year(1) i.e. n+1+(1) for 2 years course and n+2+(1) for 3 years** and above course for completion of programme and to become eligible for award of degree on payment of 25% of the Academic fee of year/semester (as applicable) + Rs.15,000/- re-admission fee + Examination fee for each course (as applicable) to qualify for degree.

**EXAMINATION FEES**

**17. Examination Fees.**

- 17.1** The examination fees, if any, approved by the Finance Committee shall be payable by the students of Departments/Constituent Units for various examinations.
- 17.2** A student, who due to sickness or otherwise is unable to present himself at an examination, shall not be entitled to receive a refund of his fee. Provided the VC, if he is satisfied about the genuineness, or merit of it, may order for adjustment of fee towards the immediate next examination.
- 17.3** Application for such adjustment from a candidate shall be accompanied by a Medical Certificate of illness, if applicable, not later than ten days from the date of commencement of the examination at which the candidate was to appear. Provided, however, that a candidate shall not be entitled to the adjustment of examination fee mentioned above if he changes the faculty or his course unit in case of any examination.
- 17.4** Examination and fees of a candidate whose application for appearing at an examination has been rejected for some reason, or who could not furnish his form within the prescribed date, necessary fees having been paid in University account, may be refunded after a deduction of a sum as specified by the University. Examination fee of a candidate who dies before appearing in the examination shall be refunded in full to his guardian or his successor.

- 17.5 The entire fees paid by a candidate, whose application for appearing at an examination is called on account of producing fraudulent documents or giving false particulars or are debarred/detained from taking examination due to shortage of attendance or otherwise shall stand forfeited.

## **ASSESSMENT SYSTEM**

### **18. Grading System.**

- 18.1 The level of students academic performance as the aggregate of continuous evaluation and end term examination shall be reflected by letter grades on a ten point scale according to the connotation as per **Table-A**.

**TABLE – A**

<b>Grade</b>	<b>Qualitative Meaning</b>	<b>Grade Point Attached</b>
A+	Outstanding	10
A	Excellent	9
A-	Very Good	8
B+	Good	7
B	Fair	6
B-	Satisfactory	5
C+	Pass	4
C	Border Line	3
F	Fail	0
I	Incomplete	0
DE	Debarred	0
AB	Absent	0
U	Unsuccessful	-
S	Successful	-

- 18.2 **Guidelines.** General guidelines for award of Grades are as follows: -

- (a) Evaluation of different components of a Course Unit for each student shall be initially done in numerical marks.
- (b) The marks of different components viz. internal continuous assessment of course work, practical etc. and end term examinations shall be assigned relative weightage as prescribed in curriculum and scheme of a programme and added. The total marks obtained shall be out of 100 and the same would be converted into grades on a 10 point scale.
- (c) A normal class with a range of scores should be graded by a convenient method and should usually produce a fairly normal distribution of grades.
- (d) Grading will be done on raw score awarded by the evaluator in internal continuous assessment as well as in end term examination.
- (e) In a class of students up to 30, the absolute grading will be used; the minimum cut off for various grades shall be assessed as given in **Table C**.
- (f) If the marks obtained by the students of a class of more than 30 students are close to perfectly normal distribution curve, the marks awarded to a student in a course unit shall be transformed into normal distribution curve by using statistical method in accordance with **Table B** to ensure the uniformity in spread of scores regardless of the nature of curricular areas. This is applicable only to non regulated courses of AUMP not governed by statutory bodies.
- (g) In case the evaluation of a course unit is very skewed, the following action shall be taken:

- (i) The extreme aberrations in the distribution of marks resulting in close clusters on either side will be ignored while calculating the standard deviation and the mean.
  - (ii) The close clusters, if any on either side, the bands for awards on grades will be decided manually.
  - (iii) The natural gaps in histogram drawn from raw scores will be identified and will be used as demarcation for the various grades.
- (h) **“C” Grade** shall be decided on a case-to-case basis keeping in view the consistency of performance, progressive improvement, exceptionally good performance in semester examination, regularity in attendance which may be upgraded to C+ or downgraded to F grade.
- (i) The results, if considered necessary, shall be moderated by a duly constituted Results Moderation Committee.
- (j) The procedure for evaluation and award of grades for Project / Training / Seminar / Comprehensive viva-voce shall be such as may be decided by the respective Board of Studies

### 18.3 Conversion of Numerical Marks into Letter Grades.

- (a) Classes of more than 30 students: In order to arrive at the letter grades based on relative performance, the total marks in particular course for all the students in the course of more than 30 students shall be tabulated in a descending order list (equivalently a histogram). B+ band usually indicate the average mark. The average student gets B+ Grade (Grade Point 7) and grades are awarded in accordance with **Table B**.
- (b) Shift the average (mean) from ‘B’ Grade to ‘B+’ Grade and accordingly the statistical method to award the Grades will be given in **Table B**.

**TABLE – B**

Relative Grading System			Grade Point	Absolute Grading System	
Lower Range of Marks	Grade	Upper Range of Marks		Minimum % of marks for letter grade For UG	Minimum % of marks for letter grade for PG/ Dual Degree/ Integrated Programme
$\geq(\bar{X}+1.5 s)$ but $\nless 80$	A+	100	10	80	80
$\geq (\bar{X} + 0.75 s)$	A	$< (\bar{X} + 1.5 s)$	9	70	75
$\geq \bar{X}$	A-	$< (\bar{X} + 0.75 s)$	8	65	68
$\geq (\bar{X} - 0.75 s)$	B+	$< \bar{X}$	7	55	60
	B	$< (\bar{X} - 0.75 s)$	6	50	52
$\geq (\bar{X} - 2.25 s)$	B-	$< (\bar{X} - 1.5 s)$	5	45	45
	C+	$< (\bar{X} - 2.25 s)$ but $\nless 40$ for PG and 35 for UG	4	35	40
	F	$< (\bar{X} - 2.25 s)$ and/or $< 40$ for PG and 35 for UG	0	$< 30$	$< 35$
	I		0		

**TABLE – C**

Grade	Qualitative Value of Grade	Minimum Percentage of Marks for Letter Grade for PG Programmes	Minimum Percentage of Marks for Letter Grade for UG Programmes	Remarks
A+	Outstanding	80	80	* Or as specified by the Academic Council from time to time
A	Excellent	75	70	
A-	Very Good	68	65	
B+	Good	60	55	
B	Above Average	52	50	
B-	Average	45	45	
C+	Satisfactory	40	35	
C	Border Line	35	30	
F	Fail	Less than 35*	Less than 30*	

- (c) In case of non- credit and Audit Courses which are not reckoned for assessment of SGPA and CGPA, the students shall be awarded “S” Grade for satisfactory performance and “U” Grade for unsatisfactory performance.

18.4 The Semester performance of a student will be initiated as “**Semester Grade Point Average**” (SGPA). The SGPA will be weighted average of Grade Points of all grades received by a student for all the Course units in the semester. The formula for Computing SGPA is as given below:-

$$SGPA = \frac{U_1G_1 + U_2G_2 + U_3G_3 + \dots}{U_1 + U_2 + U_3 + \dots}$$

**Note: -**

- Where U<sub>1</sub>,U<sub>2</sub>,U<sub>3</sub> denote credits associated with courses taken by the Student.
- G<sub>1</sub>, G<sub>2</sub>, G<sub>3</sub>, are the Grade Point of the letter grades awarded in the respective Course.
- An example of these calculations is given below: -**

**I - Semester**

Course Code	Associated Course Credits	Grade Awarded	Credits Earned	Grade Points	Point Secured
(1)	(2)	(3)	(4)	(5)	(6)
MAL 101	5	C (+)	5	4	20
CSL 102	4	C	0	3	12
PHP 103	4	A	4	9	36
PHP 104	3	B	3	6	18
MEL 105	4	F	0	0	00
AML 106	4	B (-)	4	5	20
Total	24		16		106

Total associated credits in the semester (Total of column 2) = 24  
 Earned credits in the semester (Total of column 4) = 16  
 Points secured in this semester (Total of column 6) = 106

$$SGPA = \frac{\text{Points secured in the semester}}{\text{Credits Units in Courses appeared}} = \frac{106}{24} = 4.42$$

CGPA is not applicable in first semester

**II Semester**

Course Code	Associated Course Credits	Grade Awarded	Earned Credits	Grade Point	Point Secured
(1)	(2)	(3)	(4)	(5)	(6)
MAL 201	5	A (+)	5	10	50
EEL 202	5	B (+)	5	7	35
CYL 203	5	C (+)	5	4	20
CYP 204	4	A	4	9	36
MEL 205	4	B	4	6	24
AML 206	5	C	0	3	15
HUL 207	3	F	0	0	00
<b>Total</b>	<b>31</b>		<b>23</b>	<b>39</b>	<b>180</b>

**Note:-**

- Associated Credit Units in the semester (Total of Column 2) = 31
- Earned Units in the semester (Total of Column 4) = 23
- Cumulative Associated Credit Units (In previous semester 24 and current semester 31) = 55., Points secured in II semester (Total of column 6) = 180, Cumulative points secured (Total of points secured in 1<sup>st</sup> semester 106 and in Semester 180) = 286
- 

$$SGPA = \frac{\text{Points secured in II Semester}}{\text{Credit Units of appeared courses in II semester}} = \frac{180}{31} = 5.806$$

$$CGPA = \frac{\text{Cumulative Points secured in all passed course in I & II Sem 286}}{\text{Cumulative Associated Credit Units in I & II Semesters 55}} = 5.20$$

- 18.5 In the case of Trisemester or Annual system of evaluation of student's performance, Trisemester Grade Point Average (TGPA) or Annual Grade Point Average (AGPA) shall be assessed as per above guidelines.
- 18.6 The final Grade Card will indicate **CGPA** which shall be calculated as given at Para 18.4 above and shall be based only on Grade Points obtained in courses for which credits have been earned.
- 18.7 **Conversions from Grade Point Averages to percentages of marks do not have rigor or rationale.** However, an approximate and indicative equivalence between CGPA and percentage of marks can be assessed by simple mathematical calculation i.e. CGPA multiplied by 10.
- 18.8 **NTCC.** All NTCC courses will be awarded absolute measure for awarding letter grades.
- 18.9 **Division.** The successful candidates shall be placed in Divisions as below:-

- (a) The successful candidates in UG and PG programme shall be placed in Division as below: -

<b>CGPA</b>	<b>EQUIVALENT DIVISION</b>
8.5 and above	First Class with Distinction
6.5 but less than 8.5	First Division
5.0 but less than 6.5 for UG programmes	Second Division
6.0 but less than 6.5 for PG programmes	Second Division

- (b) The successful candidates in B Pharma and M Phil (CP) programme shall be placed in Divisions as below: -

<b>CGPA</b>	<b>EQUIVALENT DIVISION</b>
7.50 and above	First Class with Distinction
6.00 to 7.49	First Class
5.00 to 5.99	Second Class

## 19. NEP Assessment / Grading System.

**19.1 National Education Policy 2020.** The National Education Policy (NEP) (herein after referred to as NEP or Policy). The NEP highlights certain fundamental principles that have a direct bearing on the curricula for different levels of higher education. **The amendments due to implementation of NEP will be read in conjunction to the existing AU MP Regulations.** The NEP envisages several transformative initiatives in higher education. These include:

- (a) Introducing holistic and multidisciplinary undergraduate education.
- (b) Adoption of flexible curricular structures.
- (c) Undergraduate degree programmes of either 3 or 4-year duration, with multiple entry and exit points and re-entry options.
- (d) A, UG Certificate after completing 1 year (2 semesters) of study in the chosen fields of study.
- (e) A, UG Diploma after 2 years (4 semesters) of study.
- (f) A, Bachelor's degree after a 3-year (6 semesters) programme of study.
- (g) A, 4-year bachelor's degree (Honours/Research) after eight semesters programme of study.
- (h) Inclusion of credit-based courses and projects.
- (i) Value-based education to include the development of humanistic, ethical, constitutional, and universal human values of truth, righteous conduct, peace:

**19.2 Ordinance No 38A.** The ordinance No 38 A as published by Madhya Pradesh Govt dated 23 Dec 22 lays down the guidelines for implementation of NEP 2020 in AUMP. The **AUMP Regulations (R) 2024** as further revised flow from the Ordinance No 38 A. The new curriculum framework will have the following features:

- (a) Flexibility to move from one discipline of study to another.
- (b) Opportunity for learners to choose the courses of their interest in all disciplines.
- (c) Facilitating multiple entry and exit options.
- (d) Flexibility for learners to move from one institution to another to enable them to have multi and/or interdisciplinary learning.
- (e) Flexibility to switch to alternative modes of learning.

**19.3 NEP Effected Courses.** In AUMP the following categories of UG courses/ programmes are planned to be held as per NEP are as given below:

- |     |            |   |
|-----|------------|---|
| (a) | ABS        | BBA, B Com, BA (Economics)  |
| (b) | AIB        | BSc (Biotech), BSc (Biology)  |
| (c) | AIBAS      | BA (Applied Psychology), BSc (Clinical Psychology)                            |
| (d) | AISS       | BA (Political Science), BA (History), BA (English)                            |
| (e) | ASCO       | BA (Journalism & Mass Communication) and<br>BSc (Animation & Visual Graphics) |
| (f) | ASET(AIIT) | BCA, BSc (CS)   |

**Notes: -**

1. Structure of Credit Course (Semester System) is given at **Appendix "K"**.
2. Structure of Value-Added Courses is given at **Appendix "L"**.



#### 19.4 Examination & Evaluation:

- (a) Examination will be conducted as per Ordinances 5 & 6 of Amity University, Madhya Pradesh and as per the Regulations made in this respect as described in the Scheme of examination, promotion to subsequent semesters and course of studies shall be as per the recommendation of the concerned Board of Studies with due approval of Academic Council. Generally, each course will correspond to an examination paper comprising of external and internal evaluations. The semester end theory examinations for Major, Minor, Generic and DSE (Discipline specific elective Course) will be of 3 hours while vocational (SEC) and AEC (Ability Enhancement Course) will be of 1 or 2 hours duration. The credit structure for theory/Practical/tutorial, internal, external examinations and total marks for an examination are shown in table given below at **Ser 19.4 (e)**.
- (b) The question paper of the external examination should preferably contain long answer, short answer, and objective type questions. The continuous internal evaluation of the student will be conducted at three points of time in a semester by conducting three tests of approx 20 marks each, of these, two must be written tests and the third may be written test Quiz/Semester/Assignment for theoretical courses. Marks obtained in best of two tests out of the three will be awarded to the student. Each student shall have to appear in at least two tests and End Semester Examination, failing which, the student will be awarded **AB** grade in that course.
- (c) Institutions may design their mode of Internal assessment with due approval from the respective academic council in view of the "Evaluation Reforms in Higher Educational Institutions 2019" published by the UGC.
- (d) Total marks obtained in End Semester Examination and Continuous internal evaluation will be considered for awarding the grade in the course as explained below at **sub para (e)** below.
- (e) The grading will be made on 10 point scale as described below: -

Letter Grade	Grade Point	Description	Range of Marks (%)
O	10	Outstanding	90 – 100
A+	9	Excellent	80 – 89
A	8	Very Good	70 – 79
B+	7	Good	60 – 69
B	6	Above Average	50 – 59
C	5	Average	40 – 49
P	4	Pass	35 – 39
F	0	Fail	0 – 34
AB	0	Absent	Absent

- (f) In cases statutory bodies of the programme issue the guidelines regarding the minimum passing percentage of marks, then grading will be done in the given manner:

***"If the marks obtained by the student in a course are less than the minimum cut-off percentage of marks, then F grade will be awarded otherwise, the grades will be awarded as per above-mentioned table."***

### 19.5 Passing and Promotion.

- (a) If a student obtains **Ab** grade in any course (s), he/she will be treated as having failed in the course (s). He / She has to reappear in the examinations of that course(s) as and when conducted by the University. Marks obtained earlier in continuous internal assessment will be carried forward and added to the marks obtained in repeat semester-end examination to decide the grade in the repeat course(s).
- (b) **The student will be promoted to the next semester if he / she secures at least half of the total credits in a semester. In case the student secures less than half of the total credits in any semester, then the student will be declared as fail in that semester and he/she will be asked to repeat the entire semester and that semester will be treated as zero semester. In such cases the student will not be promoted to the next semester.**
- (c) If a student passes in all the courses offered in any semester, then the student will be declared pass in that semester. If a student secures at least half of the total credits in a semester and fails in some courses offered in that semester then he/she will be provisionally promoted to the next semester with ATKTKT (Allowed to keep terms) in those courses in which he/she fails.
- (d) If the student fails to pass all the courses in the next ATKTKT examination, the provisional promotion will be terminated but he/she will be given second chance to pass the failed courses. Suppose the student does not successfully complete the concerned semester even after the aforesaid second chance in that case, she/he shall be treated as fail in that semester and will be asked to repeat the entire semester and that semester will be treated as zero semester.
- (e) Repetition of a theory/practical course is allowed only to those candidates who get For Ab grade in the course or has failed in the semester. The student has to pay the prescribed fee for repeating the course.
- (f) On account of valid reasons, a student may withdraw from a semester. In such case, that semester will be treated as zero semester.
- (g) In case of zero semester, the student will not be promoted to the next semester till he/she clears that semester. The University may allow such a student to re-register in that semester in the coming semesters. The student has to pay semester fee again in such case and may not be eligible for scholarships.
- (h) The provision for review of answer book in semester system will be available as per the existing rules of the University.
- (i) The theoretical and practical courses can be repeated whenever offered or conducted by the University but within the maximum duration of the programme. He/she can avail multiple repeat attempts to pass courses.
- (j) Applicable to institutions in the same universities, the institution, where students from other Institutions are registered for choice based elective course(s), will send the grade to the concerned institution where the student is enrolled. The result will be declared by the institution where the student has taken admission.

19.5 Consolidated Grades Table for Absolute Grading being followed for all variety of courses is given below: -

<b>GRADING SYSTEM</b>																	
Ser. No.	Grade			Qualitative Value of Grade			Grade Point	Minimum Percentage of Marks									
	Other Courses	NEP	B Parma	Other Courses	NEP	B Parma		PG Courses	UG Courses	NEP	B Pharma	B Arch	M Arch	M Phil	Ph D	NTCC PG	NTCC UG
1	A+	O	O	Outstanding	Outstanding	Outstanding	10	80	80	90 - 100	90	80	80	80	85	91	91
2	A	A+	A	Excellent	Excellent	Excellent	9	75	70	80 - 89	80	75	75	80	81	81	81
3	A-	A	B	Very Good	Very Good	Good	8	68	65	70 - 79	70	68	68	70	71	71	71
4	B+	B+	C	Good	Good	Fair	7	60	55	60 - 69	60	60	60	60	61	61	61
5	B	B	D	Fair	Above Average	Average	6	52	50	50 - 59	50	50	55	-	51	51	51
6	B-	C	-	Satisfactory	Average	-	5	45	45	40 - 49	-	45	-	-	45	45	45
7	C+	P	-	Pass	Pass	-	4	40	35	35 - 39	-	-	-	-	40	35	35
8	C	F	-	Border Line	Fail	-	3	35	30	0 - 34	-	-	-	-	37	32	32
9	F	F	F	Fail	Fail	Fail	0	<35	<30		<50	<45	<50	<60	<37	<32	<32

**Note:-**

1. **A+ Outstanding; A Excellent; A- Very Good; B+ Good; B Fair; B-Satisfactory; C+ Pass; F Fail; I Incomplete.**
2. **Promotion Criteria:UG: SGPA 3.50 CGPA 4.50  
PG: SGPA 4.50 CGPA 5.00**
3. **Graduation Criteria: UG: Minimum Grade C+ in each course unit.  
SGPA 4.50 CGPA 5.00  
PG: Minimum Grade C+ in each course unit.  
SGPA 5.00 CGPA 6.00**

**20. Passing Criteria.**

**20.1 Credit Units.** A student who has earned minimum number of credits prescribed for the concerned programme as per Structure, Curriculum and Scheme of Examinations, shall be declared to have passed the programme of study. Credit Units for each programme shall be decided by the Board of Studies of each Institution.

**20.2 Important Aspects.**

- (a) The weightage of ESE will be 60% /70% and that of CIE assessment will be 40% / 30% except in cases of courses regulated by Regulatory Authorities for which the norms of Regulatory Authorities will be followed.
- (b) **The condition for qualifying separately in CIE is not mandatory. However, a student is required to secure minimum 35% / 40% marks separately in ESE. Minimum aggregate marks of 35% in UG Courses and 40% in PG Courses are to be considered 'PASS' in each Course Unit. These percentages may be modified by the Academic Council from time to time.**
- (c) The internal assessment will be completed within the semester and the result will be forwarded to Examination Centre before the commencement of the ESE.
- (d) **There will be no provision for appearing in any component of CIE in subsequent semesters. HoI's may conduct make up tests, if required, due to valid reasons, within the same semester. However, students of B Arch course are allowed to reappear in CIE only in respect of students who have failed. A student must clear both CIE and ESE exam separately according to guidelines of CoA.**
- (e) The students who are unable to score passing SGPA / CGPA for award of degree/diploma by AUMP because of having obtained Zero mark in the Internal assessment in any course/courses shall be eligible to repeat the internal assessment of the relevant course/courses in the following cases: -
  - (g) **Extended period (n+1) or (n+2) or beyond as the case may be.**
  - (ii) **Year Back** to make up the deficiency in / of SGPA/CGPA and to be eligible for award of degree.

Such students shall be required to pay readmission fee along with academic fees of the current academic year / semester (as applicable) and back paper fee for each course as stipulated by AUMP from time to time. These students shall be required to attend the classes for continuous internal assessment and obtain minimum 75% attendance in the course concerned.

(f) The students who are already qualified in internal assessment of all components as prescribed in the Scheme of Teaching and Evaluation will not be eligible to re-appear for improvement of qualifying score of internal assessment.

(g) In Internal Assessment, five marks are allotted to attendance as under:-

<u>Percentage of Attendance (%)</u>	<u>Marks</u>
More than 95	5
More than 90 and upto 95	4
More than 85 and upto 90	3
More than 80 and upto 85	2
More than 75 and upto 80	1
Upto 75	0

**Note:- There will be no negative marking for attendance below 75%.**

- 20.3** However, a student must pass in summer training or project dissertation (wherever prescribed) separately by securing at least **C+ Grade**.
- 20.4** Student of both UG and PG programmes at the end of the course should have passed in each term / semester separately. Wherein To clear / pass a course student should have attained minimum SGPA of 4.5 in each semester for UG courses and SGPA of 5 for PG course in each semester beside attaining minimum CGPA of 5 in UG courses and minimum CGPA of 6 in PG courses.
- 20.5** Successful completion of a programme by the student can only be attained by securing a minimum specified CGPA at the end of the final year as specified by the Academic Council for an Under Graduate Programme/ Post Graduate Programme / Integrated Programme.
- 20.6** A student who has reappeared / repeated the examination of course unit(s), the marks obtained in the repeat Course Unit(s) shall be taken into consideration for calculating the SGPA and CGPA and eligibility for award of a degree.
- 20.7** Student who is promoted to next year by meeting the promotion criteria but is not meeting qualifying passing criteria for award of degree will be placed on Academic Probation (AP) for one year to improve his/her SGPA/CGPA.
- 20.8** A student who is not eligible for promotion will have the option to either Repeat the Year or Withdraw from the programme for which he/ she will apply to the HoI. The fee, if paid for the next semester will be refunded in case of withdrawal or adjusted in case of repeat year.
- 20.9** A student registered for an audit course may be awarded “S” grade for his satisfactory performance if his minimum score in audit course is 40% in Post Graduate and Integrated Programmes and 35% in Under Graduate Programmes. A “U” (Unsatisfactory) Grade will be awarded for the unsatisfactory performance i.e. if the score is less than 40% in PG / Integrated programmes and less than 35% in UG programmes. Such audit course(s) shall be shown in the Final Grade Card under a distinct head of the “Audit Course(s)”. However the student shall neither be entitled to any credits for such course(s), nor shall be considered for the purpose of declaration of results.

## 21. Promotion Criteria.

<b>PASSING / PROMOTION CRITERIA</b>											
Passing/ Promotion Year	UG Programmes					PG Programmes					Remarks
	Passing		Promotion		AP	Passing		Promotion		AP	
	SGPA	CGPA	SGPA	CGPA		SGPA	CGPA	SGPA	CGPA		
I to II	4.5	5.0	3.5	4.5	*	5.0	6.0	4.5	5.0	*	* The student who does not fulfill the Passing/Promotion criteria may be promoted to II year on the recommendation of HoI and placed on Academic Probation (AP) provided he/she has cleared at least 60% of number of Credit units earned.
II to III	4.5	5.0	3.5	4.5	-	5.0	6.0	4.5	5.0	-	A student will be promoted from II year to III year only, if he / she has secured the Passing Criteria of SGPA and CGPA in both semesters of the I year (i.e. qualified in I year) and minimum SGPA and CGPA of Promotion Criteria in the II year.
III to IV	4.5	5.0	3.5	4.5	-	5.0	6.0	4.5	5.0	-	Similarly, student will be promoted from III year to IV year, if the student has secured minimum qualifying SGPA and CGPA (Passing Criteria) for the previous semesters upto II year and minimum SGPA and CGPA of promotion criteria in the III year.
IV to Final	4.5	5.0	3.5	4.5	-	5.0	6.0	4.5	5.0	-	Student will be promoted to the final year, if the student has secured qualifying minimum SGPA and CGPA (Passing Criteria) for the previous semesters upto III year and minimum SGPA and CGPA of promotion criteria in the Pre-final year.

### Notes: -

1. A Student who is promoted to next year by meeting the promotion criteria as given above but is not meeting qualifying criteria passing criteria for award of degree will be placed on Academic Probation (AP) for one year to improve his/her SGPA/CGPA.
2. A student who is not eligible for promotion will have the option to either Repeat the Year or Withdraw from the programme for which he/ she will apply to the HoI. The fee, if paid for the next semester will be refunded in case of withdrawal or adjusted in case of repeat year.

**21.1 Promotion to Next Year.** A student will be registered for the next semester/year of a programme, if he has obtained: -

- (a) A minimum SGPA / CGPA / AGPA as specified as the Passing / Promotion Criteria as given in the chart above. **A minimum SGPA of 4.5 in each of semesters and AGPA of minimum of 5 in each of annual examination.**
- (b) However, a student will be promoted to next year and be placed under academic probation he/ she has **SGPA/ AGPA as per chart given above.** The VC can make a deviation only in special cases.

**21.2** However, a student will be promoted to next year or may be placed under academic probation depending upon his CGPA / AGPA as laid down. A student will be registered to the next year of a programme provisionally subject to the fulfillment of conditions as mentioned at Para 19.1 above, if the result of previous end term examination has not been declared before commencement of next semester/academic session. If he fails to fulfill those requirements, his registration will automatically stand cancelled.

- 21.3** A student will be placed under Academic Probation as mentioned as amplified in subsequent paragraph. During the period of his Academic Probation, he will make up the **deficiency of minimum SGPA of 4.5 in each semester and minimum CGPA of 5 at an Under Graduate Programme and of 6 at a Post Graduate Programme/ Integrated Programme at the end of the final year by re-appearing in the end term examinations of relevant Course Units.**
- 21.4** If a student **fails to secure SGPA of 4.5 in any of the semester of an academic year, he/ she will normally be asked to repeat the year or take an academic break and make up deficiency by re-appearing in the relevant examinations.** However, in exceptional cases the HoI / HoD may recommend the case of a student to be placed on Academic Probation for the approval of VC that the student will be able to make up deficiency in academic requirements. If the student repeats a year, the grades secured by the students before repeating will be ignored and will not be carried forward.

## **22. Academic Probation.**

- 22.1** Students who fail to clear Promotion Criteria as given in Para 21 above but are promoted to next Academic Year or not meeting Passing criteria as given in Para 20 above for award of Degree will be placed on Academic Probation for one year.
- 22.2** The student who does not clear the Passing Criteria at the end of the Academic Probation will not be eligible for promotion to the subsequent years. He/ she will have the option as given in Para 21 above i.e. either to Repeat the Year or Withdraw from the Programme.
- 22.3 Promotion with Academic Warning (PAW)** Students who fail to get promoted under PAP as given in Para 21 above may be promoted to next Academic year under following conditions:-
- (a) If a student meets passing/promotion SGPA/CGPA criteria but has back papers in any of previous semesters
  - (b) If the student has scored Passing Criteria of SGPA in all semesters except one, in which he/she has Promotion Criteria of SGPA of previous year(s) and also has Promotion Criteria of SGPA/CGPA in current year.
  - (c) All students who are promoted to next year under PAP/PAW category will be required to sign an Undertaking stating that they are under Academic Probation/ Warning and will be required to score minimum passing/promotion SGPA/CGPA criteria as required at the end of Academic Probation/ Warning Period.
- 22.4 Year Back.** Students who do not qualify for promotion to next semester/year as given in **Para 21** above will be given Academic Year Back in the following forms: -
- (a) **Repeat the Year**
    - (i) At the end of the year (after result of even sem/year) if a student has scored passing criteria as given above in Para 21 in all previous semesters but has
    - (ii) Done poorly in last 2 semesters e.g. having SGPA / CGPA of less than 3.5.
- OR
- (iii) Has been debarred in most of the courses and has not given CIE.

**(b) These students will:**

- (i) Apply to the Head of Institution and give an Undertaking stating that they wish to repeat the year and are prepared to pay the Academic Fee as prescribed for the junior batches.
- (ii) Take admission in the Odd semester of that year, attend all classes including practicals with junior batch and appear in both IA as well as ESE of that year.
- (iii) Pay the prescribed Academic Fee of the Year.
- (iv) Any exams given by the student in the previous year(s) for the repeat year will be treated as null & void.
- (v) Such Students will be treated as student of one year lower batch. However, the enrolment number will continue to remain the same. The students will attend the classes of all courses as prescribed for lower batch.

**23. Academic Break**

- (a) The students approved for Academic Break are required to register themselves with respective Institution so that their names can come on active list of Amizone for the following:
  - (i) Payment for Guided Self Study Course for \ their back papers.
  - (ii) Display of time table for Guided Self Study Course.
  - (iii) Issue of assignment by the faculty.
  - (iv) Attendance for Guided Self Study Course.
  - (v) Display of Guidelines/ Notice relating to students.
  - (vi) Generation of Admit Card for back papers based on satisfactory performance in GSSC.
  - (vii) Students approved for Academic Break are required to pay the fees:
    - As prescribed by AUMP for each Guided Self Study Course.
    - As prescribed by AUMP for each back paper.
    - Students will be required to take re-admission along with one batch junior after termination of Academic Break by paying Academic fee as prescribed by AUMP of that Semester / year and attend the course along with junior batch.
- (b) During the Academic Break a student is required to: -
  - (i) Pay only Examination Fee of those papers in which he/she is reappearing and will reappear as Ex-Student.
  - (ii) Such students will be treated as students of one year lower batch. However, their Enrolment number will remain the same.
  - (iii) Register him/her self with Head of Institution at the beginning of Odd Semester for Guide Self Study Course.
  - (iv) Appear for back papers of ESE.
- (c) Combination of Academic Break/Repeat the Semester:-
  - (i) In the cases where student may be considered for Academic Break as given above, however if the student has completed Continuous IA in one Semester but not attended continuous IA in next Semester, in such cases students may apply for Academic Break for one Semester and Repeat the Semester where continuous IA is not complete.
  - (ii) Students will be required to pay the full tuition fees as applicable for Repeat the Semester and only Examination Fees for back papers in Academic Break Semester.



- (iii) Such students will be treated as students of one year lower batch. However Enrolment numbers will remain same.
- (iv) In all cases of re appearing the marks of the students will be converted to appropriate Letter Grade not exceeding B+.
- (d) Students who apply for Academic Break and the case is recommended by the Heads of Institutions for justifiable reasons to be recorded, can be granted academic break of one year to the students of two years course and two academic breaks of one year each to students of three years and above course, if approved by the Vice Chancellor, under the following circumstances:
  - (i) The student has been continuously ill.
  - (ii) Career advancement
  - (iii) Justified personal reasons.
- (e) However the total period to qualify the course will not exceed the prescribed N+1 year for up to two years courses and N+2 years for three years and above courses.
- (f) The student who is granted academic break shall be required to pay only Examination Fee of those papers in which he/she is reappearing and will reappear as Ex-Student.

### **23.1 Re Admission.**

- (a) Students will be granted re-admission under following categories:
  - (i) Students availing Academic Break.
  - (ii) Name of the student struck off from the rolls due to non-payment of Semester fee as per fee payment rules.
  - (iii) Name of student struck off from roles for not attending class for a month as per attendance policy.
  - (iv) Student has been rusticated for a Semester/year.
  - (v) The student has exhausted the extended period of programme completion
    - (aa) N+1 for programmes of two years.**
    - (bb) N+2 for programmes of three years or more duration.**
- (b) Students who are granted re-admission will: -
  - (i) Submit an application to HoI duly countersigned by the parents/guardian.
  - (ii) HoI will forward the application with his/her recommendations to Admission Committee to be nominated by HoI.
  - (iii) Decision of Re-Admission Committee will be communicated to the student and HoI/ HoD, Exam Department and Accounts Department by the Re- Admission Committee.
  - (iv) Students will be required to pay re-admission fee of Rs.15,000/- in addition to all other dues/academic fees.
  - (v) Student will also be required to re-register him/herself with the respective institutions.

### **23.2 Ex-Student.**

- (a) A Student who has attended a regular course of study conducted by an Institution of the University and has put in the attendance prescribed by the Regulations for an examination or has appeared at an examination of the University and has failed or has got the examination cancelled, may be allowed to appear at a subsequent examination in that course as a re-appear case. However, a student who has been sanctioned Academic Break or has exhausted N period to score minimum qualifying grade in a paper or required passing SGPA & CGPA for award of degree will be considered as Ex-student of the University, such students will:

- (i) Register themselves with the Institution as ex-student in the beginning of the Academic session.
  - (ii) Appear in back papers as required by paying examination fee for back papers.
- (b) Such students will be awarded statement of Grade on declaration of result of that End semester / year examination. The Degree/Diploma will be awarded on scoring minimum qualifying grade in each subject and required SGPA & CGPA as specified above.
- (c) In all cases of reappearing the marks of the students who are reappearing will be converted to appropriate Letter Grade not exceeding B+.

### **23.3 Guided Self Study Course.**

- (a) All students having back papers are required to register themselves for GSSC within one week (7 days) from the date of commencement of the semester.
- (b) Pay the fee for GSSC and back paper together before they are registered by the institution for GSSC.
- (c) Institution will forward the list of students who have registered for GSSC to CoE within one week after the last day of registration.
- (d) Institution will nominate the faculty for GSSC and forward the names to Dean Academics office with the list of students registered for GSSC.
- (e) Institution will compile the progress report of students and forward to CoE along with the fee receipt before the commencement of the End Semester Examination.
- (f) Any assignment/evaluation of GSSC will not be considered for award of marks for continuous Internal Assessment.
- (g) Student will be required to fill the names of back papers on Exam Admit Card.
- (h) No Student will be permitted to appear for back paper(s) in the end term examinations without registering for GSSC and getting suitability report from allotted faculty.

**23.4** A student who fails to secure minimum C+ Grade (Grade Point 4) in a course unit shall be eligible to re-appear / repeat the examination of such course units with a view to secure minimum qualifying score.

**23.5** A student, who has failed to secure the required passing SGPA i.e. 4.5 for UG and 5.0 for PG Courses shall, in order to secure a passing SGPA, apart from fulfilling the requirements of Para 19 above, has the option to reappear in the end term examinations also of the Course Units of the concerned term in which he desires to improve his performance, when these examinations are held on normal schedule.

**23.6** Students who have passed all courses (Minimum C+ Grade) but not meeting Promotion/Passing SGPA criteria i.e., 4.5 for UG and 5.0 for PG/Integrated/Dual Degree programmes may be permitted to appear in Supplementary Examination with a view to improve grade and score Passing/Promotion SGPA of the respective semesters.

**23.7** A student who has scored C+ in all the courses and required SGPA / CGPA or already awarded a Degree/Diploma by the AUMP shall not be eligible to re-appear /repeat course unit examinations with a view to improve the over-all CGPA view.

- 23.8** Students who are eligible to re-appear in an examination or are repeating the course(s) shall have to apply to the Controller of Examinations to be allowed to reappear in an examination or to repeat the course(s), and pay the fees prescribed by the University.
- 23.9** The Departments/Constituent Units may, at their discretion, arrange for additional teaching for students repeating the examination of course(s) during the breaks. The modus operandi of such instructions shall be as notified by the Department/Constituent Unit. Extra fee shall be charged from such students.

**24. Re-Appearing.**

- 24.1** A student who has fulfilled the attendance requirements and is eligible to appear in an Examination, if fails to appear in examination shall be required to subsequently appear in the examination as back paper when scheduled for next batch of students on payment of prescribed fee.
- 24.2** A student who has not fulfilled the minimum attendance requirement in any Course Unit but shall be allowed to subsequently appear the examination as back paper when scheduled for the next batch of students, on payment of prescribed examination fee and fulfillment of such eligibility conditions as prescribed in the Regulations.
- 24.3** A student who fails to secure minimum C+ Grade in a course unit shall be eligible **to re-appear/ repeat the examination of such course units with a view to secure minimum qualifying score.**
- 24.4** A student who has failed to secure the required passing SGPA, in order to secure a passing SGPA, apart from fulfilling the requirements of Para 20 above **has the option to repeat the end term examinations** also of the concerned semester in which he desires to improve his performance, when these examinations are held on normal schedule.
- 24.5** A student who has already been awarded a Degree/ Diploma by the University **shall not be eligible to re-appear/ repeat Course Unit examinations** with a view to improve the **CGPA.**
- 24.6** A student who has to re-appear/ repeat an examination in terms of provisions made above shall be examined as per the syllabus in the scheme of Teaching & Examination and syllabus as applicable at the time of joining the concerned programme. However, in cases where only some minor modifications have been made in the syllabus of the course(s) and the concerned HoI / HoD so certifies, the examination be held in accordance with the revised syllabus.
- 24.7** Students who are eligible to re-appear in an examination / repeating the course(s) **shall have to apply to the CoE through HoI's to be allowed to re-appear in an examination** or to repeat the course(s) and pay the fees prescribed by the University.
- 24.8** The Departments/ Constituent Units may at their discretion arrange for additional teaching for students and repeating the examination of course(s) during the breaks. The modus operandi of such instructions shall be as notified by the Department/ Constituent Unit. Extra fee shall be charged from such students.
- 24.9** In case a student re-appears / repeats the examination, the higher of the old and new scores will be considered.
- 24.10** The Maximum Grade awarded in a course unit where the student has reappeared will be B+.

**25. Improvement of Score.**

- 25.1** If a student has poor performance in a number of courses in a particular term, he/ she may **at their option take an academic break for one year and re-register for both the semesters of that academic year in the next academic year.** Such a student may have the option of repeating any or all of the course(s) in the semester(s) and retain the credits already earned by him/ her in other course(s).
- 25.2** A student shall be **allowed two chances to improve his SGPA and CGPA by repeating the semester examinations** in the course units of his choice when these examinations are held in normal schedule or in supplementary examination if any when scheduled, in which case his internal evaluations shall be carried forward. The students can alternatively be allowed to do so by repeating the course unit(s) of their choice when they are offered. The marks obtained in repeat course unit(s) or earlier marks whichever is higher, shall be taken into consideration for calculating the SGPA /CGPA and eligibility for award of degree.
- 25.3** Improvement in the score of courses completed by a student prior to his lateral entry in the University shall not be allowed.

**PAPER SETTING.****26. Appointment of Paper Setters, Examiners & Evaluators.**

- 26.1** On the recommendations of the Examination Sub-Committee, the HoI's / HoD's of Constituent Units shall forward to the CoE the panels of Internal and External paper setters, Examiners for practical examinations, viva-voce examinations, workshops, etc., Evaluators of answer books, Head examiners and External experts for moderation of question papers.
- 26.2** The CoE shall **prepare a consolidated panel** of paper setters, examiners, evaluators, moderators, head examiners on the basis of names received from the Examination Sub-Committees. He may at his discretion add or delete the name(s) from the panel recommended by the Examination Sub-Committee.
- 26.3** The VC **on the recommendations of the CoE shall approve the panel of paper setters, examiners, evaluators, Head Examiners, Moderators** ordinarily from amongst persons recommended by the CoE. He may, however, appoint a person whose name is not included in the panel recommended by the CoE, if he is satisfied that the person in question possesses the minimum qualifications and experiences as prescribed in these regulations.
- 26.4 Qualifications.** The qualifications of the Paper-setter/Examiners / Evaluators shall be as follows: -

Ser. No.	Examination	Qualifications
(a)	All Post Graduate Examinations other than Law.	PhD/Experience of teaching the subject at the post graduate level for at least seven years; OR Experience of teaching the subjects at the Under Graduate level for at least seven years together with research/teaching experience at the degree and /post graduate level or seven years of industry experience.
(b)	LLM	PhD/Master's or higher degree in law and teaching experience at LLM level for at least five years; OR Experience as High Court Judge. OR Standing of at least ten years at the Bar.

(c)	Degree examinations in all faculties other than Engineering Technology, Law and Medicine.	PhD /Experience of teaching the subject at PG/UG level for at least 5 years OR Master's Degree or equivalent qualifications in concerned subject
(d)	Degree examinations in all faculties of Engineering & Technology.	Master's degree or equivalent qualification in the concerned subject OR Teaching experience at Under Graduate/ Post Graduate level and or Professional experience of at least seven years in relevant field.
(e)	Degree examination in the faculty of Medicine.	PG degree or equivalent in the concerned subject OR Teaching experience in the concerned subject at the degree and/or Post Graduate level for at least five years.
(f)	LLB and Integrated programmes	Teaching experience of LLB and/or LLM classes for at least five years. OR Judicial experience as District Judge for at least five years. OR Standing Council at Bar for at least five years.
(g)	Degree in Architecture/ Planning & Design	Master's Degree with five years teaching experience in the relevant area.
(h)	Post Graduate Diploma in Business Administration and equivalent.	Master's Degree with at least five years teaching experience at the degree level or Post Graduate classes in the subject.
(i)	Diploma examinations in all faculties other than those in Medicine and Post Graduate Diploma examination in Business Administration.	Teaching experience of at least five years of Degree or Diploma or above classes.
(j)	Diploma examination in the faculty of Medicine / Pharmacy / Nursing.	A Doctor's or Master's degree or a Post Graduate Diploma of a recognized University or equivalent qualification in the subject and at least five years teaching experience in the subject in any University or College recognized by the Medical Council of India / Pharmacy Council of India / Nursing Council of India.

**26.5** The appointment of Paper Setter/ Examiners for practical's/ Viva-voce and Evaluators of answer books and Head Examiners etc. shall be made **as per Guidelines on Conduct of Examinations and Evaluation of Student Performance.**

**26.6** A viva-voce examination prescribed in a programme shall be **conducted by a board of two examiners of whom one shall be an external examiner and the other internal examiner.**

**26.7** In case of practical and viva-voce examinations at the post graduate level, external examiner shall be a person not below the rank of an Assistant Professor and shall not ordinarily be a teacher of the Department/Constituent Unit. In case of practical and viva-voce examination at the under graduate programmes, the external examiner shall be a teacher of the subject with not less than three years experience of teaching the subject at the degree and/or post graduate level.

- 26.8** The internal examiners in case of practical examination both at the UG degree and the PG degree level shall be appointed from amongst the teachers of the University and its Constituent Units whose candidates are to be examined on the recommendation of the Examination Sub-Committee.
- 26.9** No one who is a paper-setter at any post graduation examination shall be appointed as an external viva-voce examiner at the examination.
- 26.10** No external examiner shall ordinarily be made to examine more than two practical exams. The conditions may be relaxed for valid reasons by CoE.
- 26.11** In case of under graduate practical examinations, one external examiner shall not ordinarily examine more than 120 students.
- 26.12** In case of written examinations an examiner shall not ordinarily evaluate / value more than 250 scripts.
- 26.13** Any person, who has acted as an examiner / paper-setter for three consecutive years, shall ordinarily not be eligible for re-appointment until a period of one year has elapsed between the year in which he last acted as an examiner and the year in which he is re-appointed.
- (a) Such gap will not be necessary in case of internal examiners if the number of available eligible examiners in the subject concerned is less than the number of internal examiners required.
  - (b) On the recommendation of the Examination Sub-Committee, a specialist or expert may be continued for two more years after the expiry of the three years period without a gap.
- 26.14** An examiner may be discontinued any time even before the expiry of the three year period if in the opinion of the CoE his work is found to be unsatisfactory.
- 26.15** An examiner's work shall be deemed to be unsatisfactory due to any of the following reasons: -
- (a) Mistakes of such a nature are found in his work in the course of checking and scrutiny that affect the result.
  - (b) He is found to have delayed the work without good cause.
  - (c) He has an adverse report from the Head Examiner.
  - (d) In the opinion of the Examination Committee and/ or the CoE or any Authority of the University, there are reasonable doubts about his integrity or suspicion that he is accessible to examinees or their relations.
  - (e) If there is serious complaints against his paper e.g. that the paper was much above or below the standard or contained questions outside the prescribed course or the breach of any such condition.
- 26.16** The paper-setter, while setting the question papers, shall draw a memorandum of instructions for the guidance of the examiner/ evaluators so that the evaluation of answer books may be in conformity/uniformity with the standard of the paper setter
- 26.17** In the case of programmes where thesis is permissible in lieu of a paper or a project, there shall be a Board of two examiners for evaluation of the thesis/ project. The maximum number of marks for the thesis shall be equally divided between the two examiners each of whom shall mark the thesis independently. If the evaluation of these two examiners differs by 20%, the project report/ thesis shall be referred to the third examiner, (other than a teacher of the University). The average of two (of the three) awards nearest to each other and to the best advantage of the candidate shall be taken as the correct evaluation.

**26.18 No person shall act as a paper-setter or examiner or moderator either in theory, viva-voce or practical examination, if any of his relations is taking the examination.** However, this provision shall not debar a person from acting as an examiner for practical examination at a centre other than that at which his relation is appearing.

**26.19 No person shall act as tabulator for any examination, if any of his relations is appearing or has appeared at that examination.**

**27. Setting of Question Papers.**

- (a) The syllabus in each paper shall be demarcated into well-defined units/areas of content along with a topic-wise breakdown. The units shall be numbered. The question papers for the end term examinations shall be set in such a manner as to ensure that they cover the entire syllabus of the concerned course unit.
- (b) The test and examinations shall aim at evaluating not only the student's ability to recall information, which he had memorized, but also his understanding of the subject and ability to synthesize scattered bits of information into a meaningful complete analysis/answer. Some of the questions shall be analytical and invite original thinking or application of theory.
- (c) The examiners shall be free to repeat questions set in previous examinations. This is necessary in order to ensure that students do not leave out important portions of the syllabus. Suitable instructions should be given to paper setters in this regard.
- (d) The paper setters should give wider choice to the students for answering questions, by providing alternate questions in each of the syllabus.
- (e) **Detailed SOP in respect of appointment of Paper Setters, Examiners, Evaluators and Setting of Question Papers is placed at "Appendix M".**
- (f) **The question papers will be set on line as per instructions issued from time to time, and if set in hard copy then the same shall be handed over personally by the HoI/ HoD/ Nominated faculty to the CoE along with soft copy.**

**EXAMINATION PROCEDURE**

**28. University Examinations: Procedure for Various Categories.**

- 28.1** No candidate shall be permitted to appear in the University examination unless he/she is duly registered/ enrolled with the University for an Authorized Course & has paid all relevant dues.
- 28.2** HoI / HoD of the Institutions shall ensure that examination form duly filled up along with admit card on the specified format of all eligible candidates with complete details of the course shall be forwarded (**ON AMIZONE / HARD COPY**) so as to reach to the Exam Department/ CoE on or before the last date as prescribed for the purpose by the University. It shall also be the responsibility of the HoI / HoD to see that the candidate possesses required minimum academic qualifications for appearing in the examination and has fulfilled the laid down norms.
- 28.3** The CoE or HoI /HoD with due approval of VC can detain a student from appearing in an examination if he/she has not paid full dues of the University or does not return the Institution property or the Institute articles or if the conduct of the students has been unsatisfactory between the time of submission his/her application form to the Registrar for admission to the Institution and the date of commencement of the examination.

**28.4 Regular Student.**

- (a) A regular candidate will submit his/her application form with the form fees and examination fees as per required procedure and the form after being duly checked by HoD shall be forwarded to the HoI. The concerned HoI / HoD will be responsible for getting the examination form and Admit Card with Photographs duly completed on the AMIZONE by the candidates for examination, and the hard copy of the same will be forwarded to Exam Department/CoE as per examination schedule declared by the University on or before the last date as prescribed for the purpose. In case of each application the HoI / HoD will ensure that the candidate: -
- (i) Possesses the minimum qualification for appearing in the examination to which he seeks admission.
  - (ii) He/ She is of good conduct.
  - (iii) No candidates shall be allowed to take the annual/ term-end/ semester examination unless one has attended at least 75% of lectures/ practical's delivered as per guidelines given in Regulations. In rarest of cases the VC may condone up to maximum of 5% attendance (In addition to 75%) provided that there are sufficient reasons with documentary proof and the cases are duly recommended by HoI/ HoD/ Dean of the Institution.
- (b) The Registrar/Dean Academics/HoI/ HoD with the approval of VC may detain a regular candidate from taking an examination under following conditions: -
- (i) If the student does not pay outstanding dues or does not return the Institute property or the articles or the uniform issued for sports or NCC or does not pay the cost thereof in case of loss, by 15 days preceding the examination.
  - (ii) If the conduct of the student has been unsatisfactory between the time of submission of his Application Form to the University for admission and the date of commencement of the examination.

**28.5 Ex-Student.**

- (a) Admission of an Ex-Student candidate to an examination of the University.
- (i) No ex-student candidate shall be admitted to an examination of the University unless he submits his application of appearing in the examination along with the statement of marks (in original) obtained by him at the said examination issued by the University together with an attested copy thereof.
  - (ii) In case he was duly admitted to the said examination as a regular candidate but could not appear so, accordingly a certificate be submitted from the HoI /HoD or Registrar showing the year attended by him, the roll number and the examination to which he was admitted as a regular candidate.
  - (iv) Submit through the HoI /HoD of the Institute wherein he has pursued a regular course of study, an application for admission to the examination in the prescribed form on or before the last date notified by the University and specify therein: -
    - (aa) Whether he is a candidate for the examination entitled.
    - (ab) The subject paper or subjects / papers in which he desires to present himself for the examination.
    - (ac) Submit with his application evidence of having been admitted to the examination earlier as required above.



- (ad) Attach with his application for admission to the examination, his/her latest passport size photograph duly attested by the forwarding officer.
- (ae) Pay the fee prescribed for the examination. Fees shall be paid through crossed bank draft drawn in/ favour of the Registrar of the University or in any other manner prescribed by the University.
- (b) An ex-student candidate shall offer the subjects/ papers which he had previously offered as a regular candidate unless on account of a change in the scheme of examination the subject/ paper offered by him earlier ceases to be a part of the scheme of examination or syllabus of the examination and he is permitted by the University to offer instead a different subject or paper. An ex-student candidate will be required to appear in the examination in accordance with the syllabus specifying the scope of studies in different subjects in force in the University.
- (c) An Ex-student shall offer the subject's or optional papers which he/she had previously offered as a regular student unless on account of a change in the scheme of examination the subject/ paper offered by him/her earlier ceases to be a part of the scheme of the examination or syllabus for the examination and he/she is permitted by the University to offer instead a different subject or paper.
- (d) An Ex-student will be required to appear in the examination in accordance with the syllabus specifying the scope of studies in different subjects in force in the University.
- (e) Every Ex-student shall appear at the examination center at which the regular candidates from the institution in which he/she had pursued a regular course of study shall be appearing unless the CoE for sufficient & valid reasons permits a candidate to change his/her examination center.

## 29. Supplementary Examinations.

- (a) For the final year students, supplementary examinations for those who have not secured passing grades or were debarred/detained from appearing in any examination and they made up the deficiency in attendance as per provisions of these Regulations, **will normally be held within thirty days after the declaration of results of the final Semester Examinations.** For this purpose, the students of one year course shall be deemed as final year students.
- (b) A student who fails to **appear or qualify in Supplementary Examinations shall reappear in the examinations when scheduled for the next batch** of students within the time span prescribed for the programme.
- (c) A student wishing to appear/reappear in the Supplementary Examination shall apply to the Head of Department/ Constituent Units **on the prescribed form within fifteen days of the date of declaration of result**, enclosing therewith the prescribed examination fee.
- (d) The eligibility of a student for appearing in the supplementary examination shall be verified by the HoD of Constituent Unit and a list of eligible students containing the details of course unit in which the students are recommended for appearing in the supplementary examination shall be forwarded to the COE within one week **of the date of declaration of result** along with prescribed form, details of payment receipts.
- (e) The better of two scores obtained after supplementary examination in repeat course unit(s) shall be taken into consideration for calculating the SGPA and CGPA and eligibility for award of a degree/diploma.

- (f) Final year students appearing in Supplementary Examination will be required to sign an Undertaking stating that if the student after result of Supplementary examination fails to score minimum passing criteria, he/she will either Repeat the Year or take Academic Break or Withdraw from the Programme.
- (g) Students with '0' SGPA or debarred in majority of the courses in the last semester shall not be allowed to appear in Supplementary Examination, he/she will either Repeat the Year or take Academic Break or Withdraw from the Programme.

**30. Examination Admit Card.**

**30.1** Students appearing in any of the University Examination will fill up the Examination Form either "Online" on AMIZONE or / and in a form given at Performa attached at **Appendix "A"**.

**30.2** Students who are eligible for any end semester examination/supplementary examination will be issued Admit Card by the Examination Department as per format given at **Appendix "A"**.

**30.3 Forms Filled on AMIZONE.**

- (a) Student shall fill up the examination form online. Examination fees paid along with details of payment for back papers shall be entered by the student.
- (b) HoI / HoD or officer nominated by him shall verify the attendance percentage and status of the student in respect of permitted/ debarred. Fees paid for back papers if any shall also be authenticated by the HoI / HoD.
- (c) CoE or an officer authorized by him shall take the printout of Examination Admit Card from the AMIZONE and check the eligibility of students. The Examination Admit Cards shall be forwarded to the Institution/Department for verifying and handing over to the students after HoI / HoD's signature.

**30.4 Forms Filled on Hard Copy.**

- (a) Students shall fill up all details clearly with blue/black ink and sign. The HoI/ HoD or an officer nominated by him shall verify the eligibility of the student.
- (b) Examination form duly signed by HoI/ HoD along with proof of fees paid (in original) shall be forwarded to CoE.
- (c) CoE or an officer authorized by him shall verify and authenticate eligibility of the student to appear in the course units. Thereafter Examination Admit Card portion be detached and forwarded to Institution/Department for handing over to the students.

**30.5** Passed out student may request for deduction of examination fees from Academic Security Deposit in the form as given in **Appendix "B"**. Students shall fill up the under taking and submit it to finance department for their documentation. Only after authentication by finance department on undertaking, Head of Institution or officer nominated by him shall sign on Examination form and submit to CoE.

**30.6** Examination Superintendents/ Invigilator/ Supervisory staff at examination centers shall ensure that no student is permitted to write any examination paper without Admit Card.

**30.7** If a student loses Examination Admit Card before completion of examinations, he may apply to the Controller of Examination through his/her HoI / HoD. He/she will be required to pay fees as approved by the Finance Committee for issue of Duplicate Examination Admit Card. Sample form is given at **Appendix "C"**.

## **CONDUCT OF EXAMINATIONS**

### **31. Conduct of ESE.**

- 31.1** The examinations shall be held for all such academic programmes as are approved by the Academic Council and as it may notify from time to time for awarding degree, diploma and certificates, as per the prescribed schemes of teaching & examinations and syllabi as approved by the Academic Council.
- 31.2** Examinations shall be open to regular students i.e. candidates who have undergone a course of study in the Departments/Constituent Units and those registered under distance learning mode for a specified period of that programme of study in the Scheme of Teaching & Examination and syllabi.
- 31.3** The Academic Council may allow any other category of candidates to take the University Examination for any specified academic programme subject to fulfillment of conditions as laid down by the Academic council from time to time.
- 31.4** The last date for receipt of examination forms and fees shall and the schedule of end term examinations including practical will be notified by CoE through the Departments / Constituent Units.
- 31.5** A student may not be admitted into the examination hall, if he fails to present to the Examination Centre Superintendent/Invigilator of the examination his admit card or fails to satisfy the officer that it will be produced within a reasonable time.
- 31.6** The Centre Superintendent shall have the power to call upon any student appearing at an examination to give specimen signatures for the purpose of identification.
- 31.7** Permission to appear/re-appear at a University examination may be withdrawn before or during the course of the examination which, in the opinion of the VC, justifies the student's expulsion.
- 31.8** A student who is undergoing restrictions at the time of submitting the application form or during the period of examination or was expelled during the academic year just preceding the date of examination at which he intends to appear shall not be permitted to appear in the examination.
- 31.9** Detailed Guidelines relating to the conduct of examinations such as dates for submission of examination forms, issue of examination admit cards, issue of duplicate certificates, instructions to examiners, examination centre superintendents, invigilators other members of staff engaged in examination duty shall be approved by the VC. Check list of Actions to be taken by Exam Centre is placed at **Appendix "D"**.
- 31.10** The Examination Centre shall be advised through Guidelines to take all steps for proper conduct of examinations such as proper supervision and invigilation, effective security cordoning off of the examination centers from the range of loudspeakers and other interference and taking stern action in all cases involving copying and use of unfair means, misbehavior or misconduct of students during examinations. Guidelines for conduct are as given below:-
- (a) **Guideline Instructions for Invigilators and Flying Squad - Appendix "E"**
  - (b) **Guidelines Conduct of Students During Examinations - Appendix "F"**
  - (c) **Documents/Forms Related with Conduct of Exams - Appendix "G"**

### **32. Appointment of Amanuensis for Writing Examination.**

- 32.1** Amanuensis shall be provided on request made by the student to the HoD or Constituent Unit on the recommendations of Examination Sub-Committee well in advance duly supported by a Medical Certificate from authorized Medical Officer under the following cases:

- (a) Candidates having impairment of movement in arms and hands who can read independently but have problem in writing.
  - (b) Locomotors impaired and Cerebral Palsy students.
  - (c) Sudden illness rendering the candidate unable to write.
  - (d) An accident involving injury rendering the candidate unable to write.
- 32.2** The amanuensis must be a student of at least one lower grade of education than that of the candidate.
- 32.3** The examination sub-committee shall select suitable amanuensis from within the Institution as far as possible and forward details to the CoE, of the person appointed as amanuensis and of the candidate for whom amanuensis has been appointed.
- 32.4** A separate room for such disabled candidate and one separate invigilator to supervise his examination shall be provided.
- 32.5** The amanuensis shall be paid an honorarium as prescribed by the University from time to time. No extra fee shall be charged from the student for providing the facility of amanuensis.
- 32.6** For a written examination of duration of one hour, twenty minutes extra time shall be provided. Similarly, for written examination involving more than one or less than one hour extra time shall be worked out on the basis of twenty minutes per one hour criteria.

### **DISCIPLINE**

#### **33. Disciplinary Control of Students in Relation to University Examinations.**

- 33.1** The candidates during examinations shall be under the disciplinary control of the Examination Centre Superintendent, who will issue necessary instructions. If a candidate disobeys instructions or misbehaves with any member of the supervisory staff or University Observer or representative or the invigilators at the centre, he may be expelled from the examination for that session. The examination centre Superintendent shall immediately report the facts of such a case with full details of evidence to the COE who will refer the matter to the Examination Discipline Committee. The said committee will make recommendations for disciplinary action as it may deem fit, to the VC.
- 33.2** The students shall maintain proper discipline and orderly conduct during the examinations. They shall not make use of any unfair or dishonest means or indulge in disorderly conduct in the examinations.
- 33.3 Acts of Disorderly Conduct in the Examination.** Acts of disorderly conduct during practical / oral examination shall include the following: -
- (a) Misbehavior in the Examination Hall with the Centre Superintendent, Invigilator on duty, Examiner conducting a practical / oral examination, Members of Flying Squads, Observers, Representatives of the University, any other staff working at the Examination Centre, with any other candidate, in or around the Examination Centre or create threat to life of the Examination staff, Observers, Members of Flying Squads etc. before, during or after the examination hour.
  - (b) Intentionally tearing off the answer book(s) or a part thereof or a continuation sheet or any other specific response sheet used in the examination.
  - (c) Causing damage to laboratory equipments, books in library and other properties. Besides facing disciplinary action the student including in such activities will be required to pay ten times the cost of damaged/broken equipment.
  - (d) Disturbing or disrupting or instigating others to disturb/disrupt the examination.
  - (e) Instigating others to leave the examination room.

- (f) Carrying any weapons into the examination centre.
- (g) Non-surrender of previous Grade sheets as required.
- (h) Any other act of omission or commission not specified above and as determined by the Academic Council.

**33.4 Acts of Unfair Means.** Following shall be deemed to be the act of unfair means:-

- (a) Talking to another candidate or any person, inside or outside the examination hall, during the examination without due permission of a member of the supervisory staff.
- (b) Leaving the examination hall without handing over the answer book and or continuation sheet, if any, or any other specifically designed response sheet to the invigilator or supervisor concerned or centre superintendent or the concerned authorized officer of the University deputed to the examination centre, and taking away , tearing off or otherwise disposing off the same or any part thereof.
- (c) Writing matter connected with or relating to a question or solving a question on anything (such as piece of paper or cloth, scribbling pad), other than the answer book, the continuation sheet, any other response sheet specifically provided by the University to the candidate.
- (d) Writing or sketching abusive or obscene expressions on the answer book or the continuation sheet or any other response sheet.
- (e) Deliberately disclosing one's identity or making any distinctive marks in the answer book for that purpose.
- (f) Making appeal to the Examiner/Evaluator soliciting favour through the answer book or through any other mode.
- (g) Possession by a candidate or having access to books, notes, paper or any other material, whether written, inscribed or engraved, or any other device, which could be of help or assistance to him in answering any part of the question paper.
- (h) Concealing, destroying, disfiguring, swallowing, running away with, causing disappearance of or attempting to do any of these things in respect of any book, notes, paper or other material or device, used or attempted to be used by a student for assistance or help in answering a question or a part thereof.
- (i) Passing on or attempting to pass on, during the examination hours, a copy of a question, or a part thereof, or solution to a question paper or a part thereof, to any other candidate or to any person.
- (j) Smuggling into the examination hall and or receiving/attempting to receive an answer book or a continuation sheet, or any other form of response sheet or a solution to question paper or to a part thereof or taking out or arranging to send an answer book or continuation sheet, or replacing or attempting to get replaced the answer book or continuation sheet or any other response sheet during or after the examination with or without the help of or in connivance with any person connected with the examination, or through any other agency, whatsoever.
- (k) Approaching or influencing directly or indirectly a paper setter, examiner, evaluator, moderator, tabulator or printer or any other person connected with the University examination with the object, directly or indirectly, of influencing him to leak out the question paper or any part thereof or stealing/procuring the question paper from any source before the examination or to enhance marks, or favourably evaluate, or to change the award in favour of the candidate.

- (l) Any attempt by a candidate or by any person on his behalf to influence, or interfere with, directly or indirectly, the discharge of the duties of a member of the supervisory or inspecting staff of an examination centre before, during or after the examination. Provided that without prejudice to the generality of the provision of the clause, this would include any such person who: -
  - (i) Abuses, insults, intimidates, assaults any number of the supervisory or inspecting staff, or threatens to do so.
  - (ii) Abuses, insults, intimidate, assault any other candidate or threaten to do so, shall be deemed to have interfered with or influenced the discharge of the duties of the supervisory and the inspecting staff.
- (m) Copying, attempting to copy, taking assistance or help from any book, notes, paper or any other material or device or from any other candidate, to do any of these things or facilitating or rendering any assistance to any other candidate to do any of these things.
- (n) Arranging to impersonate for any person, whosoever he may be, or for himself or impersonating for other candidate at the examination.
- (o) Forging a document or using a forged document knowing it to be forged in any manner relating to the examination.
- (p) Any other act of omission or commission declared by the Academic council/Executive council to be unfair means in respect of any or all the examinations.

**33.5 Reporting of Cases of Unfair Means, Misbehavior, Misconduct or Disorderly Conduct of Examinations:-**

- (a) A candidate who is suspected to have used unfair means or misbehaved or commits any of the acts mentioned above during the course of the examinations is expected to give a statement about the facts of the incident. He shall, however, not be forced to give a statement, but the fact of his having refused to make a statement shall be recorded by the invigilator and the centre superintendent which shall be witnessed in writing by two other members of the supervisory staff on duty at the time of occurrence of the incident.
- (b) A candidate detected or suspected of using unfair means in the examination may be permitted to answer the question paper, on a separate answer book in the remaining duration of the examination. The answer book in which the use of unfair means is suspected shall be seized by the invigilator or centre superintendent, who shall send both the answer books to the controller of examinations with his report. This will not affect the concerned candidate appearing in the rest of the examinations.
- (c) All the cases relating to disorderly conduct of examinations, misbehavior/misconduct of students and their use of unfair means in the examinations and mass copying shall be reported by the concerned invigilator through the centre superintendent/examination sub-committee or by the examiner, paper-setter, evaluator, moderator, tabulator or the person connected with the University examinations as the case may be, with all the relevant material. The CoE shall place before the Examination Discipline Committee all those cases for consideration and decision in each individual case. The committee shall recommend penalties if any.
- (d) Act of Mis-behaviour / Mis-conduct of serious nature may be forwarded to University Discipline Committee with the recommendations of Examination Discipline Committee.

- (e) Action in case of possession of mobile phone, laptop / any electronic device etc. The mobile phone, laptop/any electronic device will be confiscated. After examining the materials the printout may be taken and mobile phone, laptop/electronic device may be returned to the student after getting his/her signature on the statement/printout of materials and once the Discipline Committee proceedings are completed.
- (f) If a candidate is found guilty of UFM twice during the same ESE he/she will be declared fail by the Exam Discipline Committee and the candidate will be required to repeat the semester.

### **33.6 Disciplinary Proceedings.**

- (a) The CoE or any person authorized by him in this behalf shall communicate to the candidate, in respect of whom a report has been received pursuant to Para 33.5 the precise nature of allegations against him and shall require him to furnish his written explanation within a stipulated period under intimation to the HoI /HoD of the Constituent Unit.
- (b) On receipt of the explanation from the candidate through the HoI / HoD of the Constituent Unit or on the expiry of the period stipulated for submitting explanation, if no explanation is received from the candidate, the CoE shall submit the case before the Examination Discipline Committee for consideration and make recommendations to the VC.
- (c) After considering all the material on record including the explanation, if any, submitted by the candidate, the Examination Discipline Committee, if satisfied that the candidate is guilty of the use of dishonest or unfair means or disorderly conduct in the examination, will take a decision in each case and recommend to the VC the punishment that may be imposed on the candidate according to the nature of the offence.
- (d) Ordinarily, all decisions shall be taken by the Examination Discipline Committee by simple majority. If the members are equally divided, the case shall be referred to the VC, whose decision shall be final.
- (e) All decisions of the Examination Discipline Committee as approved by the VC shall be communicated to the student through the HoI /HoD of the Constituent Unit by the CoE.
- (f) Notwithstanding anything contained expressly or impliedly in these Regulations, the VC, may on being satisfied after such an enquiry as he may deem fit for the contingencies as given below may withdraw retrospectively, prior to the publication of the final results of a student in a course, the permission granted to such candidate to pursue that course or to appear at a University examination in relation there to: -
  - (i) The student was ineligible for admission to the course but was wrongly admitted.
  - (ii) The student was ineligible to take the examination on account of shortage of attendance but was permitted to do so by some mistake or some other unavoidable reason.
  - (iii) A discrepancy was found in the attendance record on account of which the candidate who had taken the examination was in fact ineligible.

- (iv) A discrepancy was discovered in the award of marks etc. which rendered that result of the student liable to be cancelled to his disadvantage.
- (v) Provided, that no such action shall be taken by the VC without giving an opportunity to the concerned student to show cause against the proposed action and provided further that such action shall require the confirmation of the Academic council.
- (vi) If a student is found guilty of having impersonated for any candidate not otherwise covered by these provisions or of having got the answer book written by anyone outside the examination hall and his answer book is smuggled into the examination hall for his benefit, or of having managed otherwise to replace the answer book or its any page of the candidate after the examination, disciplinary proceedings shall be instituted against the student and the candidate in the manner prescribed.

### **33.7 Mass Scale Copying or Use Of Unfair Means.**

- (a) If the invigilator in charge is satisfied that 33% or more students were involved in using unfair means or copying in a particular examination hall, it shall be deemed to be a case of mass copying. A report to this effect shall be sent to the CoE by the Superintendent of the examination centre without any delay and on the day of the occurrence, if possible, each case where use of unfair means in the examination is suspected or discovered with full details of the evidence in support thereof and the statement of the candidate(s) concerned, if any, on the prescribed form supplied by the University for the purpose.
- (b) Where the Evaluator/Examiner is satisfied that 33% or more of the answer books evaluated by him have identical response in a particular examination, it shall be deemed to be a case of mass copying and detailed report to this effect with documentary evidence shall be prepared by the concerned Evaluator/Examiner and sent to the CoE separately in a sealed cover. The answer books of copying cases shall be separately sealed before transmission to the CoE.
- (c) If the VC is satisfied that there has been a mass scale copying or use of unfair means at a particular centre(s), he may cancel the examination of all the candidates concerned and order re-examination.

### **33.8 PENALTIES.**

- (a) The Examination Discipline Committee may recommend penalties as under:-

<b>Ser. No.</b>	<b>Regulation Para / Sub-Para</b>	<b>Penalties to be Recommended by Examination Discipline Committee</b>
(i)	Sub Para 33. 3 (a) (b), (c), (d), (e) (f) (g) & (h)	The entire examination of the candidate in respect of which he is found to have used unfair means be cancelled and he shall further be disqualified from appearing at any University examination for a period to be specified by the committee.
(ii)	Sub Para 33.4 (a) to (k) & 33.5 (e)	The examination for the session or course unit in respect of which a candidate is found to have used unfair means be cancelled.
(iii)	Sub Para 33.4 (l) to (p)	The entire examinations of the Candidate in respect of which he/ she is found to have committed an act of disorderly conduct during conduct of examinations be cancelled.
(iv)	Sub Para 33.5(e)	The examination for the session or course unit or the entire examination of a candidate in respect of which he is found to have used unfair means be cancelled



- (b) A candidate against whom an enquiry is pending about his allegedly having resorted to the use of dishonest or unfair means, or disorderly conduct in the examination or against whom action is initiated under the provisions of the preceding clause shall, if he takes or has taken any subsequent examination, be deemed to have been only provisionally admitted to that subsequent examination. That subsequent examination will stand cancelled and his result hereof shall not be declared if on account of the punishment imposed on him as result of the said enquiry or action, he would not have been entitled to take that examination but for his provisional admission thereto.

### **33.9 Appeals and Review.**

- (a) A student, on whom any punishment has been imposed, may within 30 days from the date of the receipt of the communication in that behalf may make a representation to the VC for review of his case. The VC, if he deems it necessary may refer it back to Examination Discipline Committee for review. The recommendations of the Examination Discipline Committee on the Appeal shall be placed before the VC, who will thereupon review the case and pass such orders as he may consider fit or refer it to the Academic Council for advice.
- (b) In the case of a candidate who has been expelled from the University in terms of provisions of these Regulations, the Academic Council on the recommendation of the VC, on the expiry of three years or such period as specified after such expulsion exempt a candidate from further operation of the punishment awarded.
- (c) If within four months of the publication of the results, it is brought to the notice of the CoE that a candidate was guilty of the use of dishonest or unfair means at the examination in respect of which his result was declared, the provisions of these regulations shall apply mutatis mutandis to the case of such a candidate provided that before imposing any penalty including the penalty of cancellation of his result, he shall be given another opportunity to show cause against the proposed punishment and his explanation, if any, shall be considered by the Academic council.
- (d) Final appeal through VC may be made to PC / Chancellor whose decision shall be final.

## **MISCELLANEOUS ASPECTS**

### **34. Inspection of Examination Centre.**

- 34.1** Every examination centre shall be open to inspection by the Chancellor, PC, VC, Pro-Vice Chancellor or CoE and such other officers so authorized by the VC or CoE or on his behalf.
- 34.2** There shall be the Observers / Flying Squads who shall be required to visit centers allotted to them during the course of examination and check that the examinations are being conducted properly according to the Regulations. Every Observer/member of Flying Squad shall submit his inspection report on the same day to the CoE by name.

### **35. Re-Examination/Quashing/Revision of Results.**

- 35.1** If the VC is satisfied that a situation did arise or has arisen which calls for re-examination in particular course units, he may issue necessary directions to that effect.
- 35.2** Notwithstanding anything contrary to these Regulations, the VC shall have the powers to: -
- (a) Order for holding a special examination for any reason.

- (b) Cancel the paper/entire examination(s) held at a particular examination centre/all examination centre, if he is satisfied that the examination has not been held under proper conditions and make necessary arrangements of affected candidates in the same year or when it deems fit.

**35.3** The VC shall have the powers to quash the result of a candidate wholly or partially after it has been declared, if:-

- (a) Any error (such as error in recording of score in result, ineligibility of student for admission due to falsification of documents etc.) or mistake is found in his result.
- (b) It is found that he was not eligible to appear in the examination.
- (c) There is any other reason which may be determined by the VC.

**35.4** If in quashing the result, a candidate declared as failed who was previously declared to have passed in an examination, the University may, after considering the circumstances of the case give to the candidate the benefit of any privilege which he may have acquired by studying in the next higher class in a Department/Constituent Unit or taking an examination conducted by the University.

**35.5** The University shall have the powers to revise the result of the candidate(s) in a particular subject(s), if it is satisfied that a malafide has been shown by the examiner or any other concerned person. In such a case the revision will be made on the recommendations of the examiner/ examiners appointed by the VC for this purpose.

**36. Loss of Answer Book(s).**

**36.1** If any answer book of student(s) is lost at the Examination Centre after having been received by the Centre Superintendent of the examination or by any of the invigilator or during transmission to concerned person and if he passes in all other subjects of the examination, he may be required to re-appear in that particular paper in which the answer book was lost, on a date fixed by the VC and if he obtains pass marks, he shall be deemed to have passed the examination.

**36.2** If an answer book of a student received by the CoE or the Officer authorized in his behalf or by an examiner is lost, the VC shall have the power to decide:-

- (a) Whether the student be given in missing paper, the average of marks earned by him in other papers as per formula given in Para 36 (3) below.
- (b) Whether the student is required to appear again in that paper on a date to be fixed by the VC.

**36.3** The following formula shall be applicable for determining the average of missing paper(s).

- (a) Compulsory paper(s): Average of other compulsory papers.
- (b) Elective paper(s): Average of other elective papers.
- (c) Practical paper(s): Average of other practical papers.

**36.4** In case of loss of Project/Summer Placement Report/Dissertation of student, the student will be required to submit duplicate copy thereof.

**36.5** In case of a dispute whether answer book(s) of students was/were duly received or not, the decision of the VC shall be final.

**37. Issue of Grade Sheets.**

- 37.1** In the Grade Sheets no marks of CIE and ESE shall be shown separately. The total marks obtained in examination of a course unit shall be converted into letter grades. The letter Grade so assessed shall be shown along with its equivalent grade point in the Grade Sheets. An over-all AGPA/SGPA/TGPA and CGPA is also shown. Format of Grade Sheet is at **Appendix “H”**.
- 37.2** Degree certificates / Transcript marks sheets / Duplicate grade sheets shall be issued against payment of fee as may be prescribed.

**38. Rechecking/ Re-Evaluation of Answer Books/ Project Reports and Examination Results.**

- 38.1** After the publication of the results of the University examinations, if a candidate, whether passed or failed, has strong grounds and belief that some mistake has been made in connection with his results, he may apply to the CoE through HoI/ HoD on prescribed application form along with attested copy of his Grade sheet for re-checking or revaluation of his answer book in one or more papers as the case may be on payment of prescribed fee within fifteen days of the date of declaration of results.
- 38.2** The CoE may accept the application for rechecking of answer books upto 15 Calendar days from the expiry of the date in exceptional cases. Format of the Application is given at **Appendix “I”**.
- 38.3** Whereas, the re-checking does not mean reassessment or re-evaluation of the answer book, the CoE may appoint any officer to see that: -
- (a) There is no mistake in the grand total on the title page of the answer book.
  - (b) The total of various parts of a question has been correctly made at the end of each question.
  - (c) All totals have been correctly brought forward on the title page of the answer book.
  - (d) No portion of any answer has been left un-evaluated.
  - (e) Total marks in the answer book tally with the marks sheet.
  - (f) The answer book or any part thereof has not been changed/detached.
  - (g) The handwriting of the candidate in supplementary answer sheet tallies with the main answer book.
- 38.4** In the event of detection of any omission or mistake in the script or in the compilation of the result of student, the matter shall be reported to the CoE who will get the omission rectified by referring the answer book to the concerned examiner.
- 38.5** If the re-checking reveals any discrepancy by virtue of which the marks of the student are revised, the record shall be corrected accordingly and revised grade sheet shall be issued after the previous grade sheet is surrendered.
- 38.6** If any such student refuses to surrender his previous grade sheet it shall be treated as the student to have misbehaved and shall be dealt with by the Examination Discipline Committee under the relevant provisions of these Regulations.
- 38.7** The VC shall also have the powers to affect the recovery of the Grade Sheet by force through any of the law enforcing agencies: -
- (a) **Where a candidate applies for revaluation, the answer book in which revaluation is sought will be sent for valuation by CoE to two Examiners (other than the one who initially valued it)**

- (b) **The average of the nearest two of the three valuations (one initial and two revaluations) shall be taken as corrected marks.**
- (c) **If the revaluation marks deviate 20% or more from the initial valuation, a fourth examiner shall be appointed by the VC. In such cases the marks awarded by the fourth examiner shall be final.**

**39. Refund of Examination Fee.**

**39.1** Examination fee, if any, once paid shall not be refunded or transferred to a subsequent examination even if the candidate fails to present himself for the examination, except in the following cases: -

- (a) If the name of the candidate has been submitted by the Head of Department/Constituent Unit but later on his attendance is found to be short of the required percentage and his name has been withdrawn at least 10 days before the commencement of examination, 90% of the fee so deposited will be refunded.
- (b) If a student is declared pass in the subject(s) and on rechecking resulted into correction in result (even enrolment is allotted), 90% of the fee deposited meant for examination shall be refunded.
- (c) If the student expires before appearing in the examination, 100% of the fee shall be refunded to the legal heirs.

**39.2** The claim for refund of any fee, if admissible under these regulations, must be made within one year after the fee is deposited. No claim shall be entertained thereafter.

**40. Remuneration To The Examiners, Moderators, Invigilators, Tabulators And Other Staff Engaged On Examination Duty.** The examiners, evaluators, moderators, external experts invited for examination work, centre superintendent, invigilators, observers, member of flying squads, examination staff shall be paid remuneration as recommended by the Finance Committee and approved by the Academic Council/Executive Council from time to time.

**41. Award of Degrees, Diplomas, Certificates and Other Academic Distinctions.**

**41.1** The text and the format of the degree and diploma documents, certificates, citations and other documents of academic distinctions shall be as approved by the Academic Council. The nomenclature of Degree, Diploma, and Certificate etc. shall be same as specified by the UGC, AICTE, NCTE, MCI, Pharmacy Council of India and such other Statutory Bodies.

**41.2** The degree, diploma, certificate, citations and other documents relating to other academic distinctions shall be signed by the Registrar and countersigned by the Vice Chancellor. Provisional Certificates shall be signed by the CoE.

**41.3** A student shall be awarded a degree/diploma, if: -

- (a) He has registered himself, has undergone the course of studies, completed the project report/ dissertation/ training report as specified in the curriculum of his programme within the stipulated time, and secured the minimum Grades prescribed for award of the concerned degree/diploma/certificate.
- (b) There are no dues outstanding in his/her name to the University/Department/Constituent Unit; and.
- (c) No disciplinary action is pending against him.

**41.4** The Registrar shall place the particulars of all the successful and eligible students for the award of certificate, diploma, or degree before the Academic Council after declaration of results.

- 41.5** Approval accorded by the Academic Council for award of the respective degrees, diplomas, certificates etc. shall be placed before the executive council for its concurrence. On being concurred by the executive council, the degree shall be awarded to the successful candidates at convocation.
- 41.6** In extreme emergency, the degrees, diplomas, certificates shall be awarded to the successful students before the convocation with the approval of VC and the matter be reported to the Academic Council.
- 42. With-holding Conferment of Degree/Diploma or Award of Certificate.** Notwithstanding anything contained in these regulations or in any other statute, Ordinance or Regulations, the Academic Council may, on the recommendations of the VC, withhold for such period as they may deem fit, conferment of any Degree/Diploma or Award of any certificate to any successful candidate at an examination of the University, for reasons, which, in their opinion, justify such withholding e.g. unruly or disorderly conduct, or violence on the campus or in a Constituent Unit or conviction for an offence involving violence or moral turpitude.
- 43. Withdrawal of Degree, Diplomas and Other Academic Distinctions.**
- 43.1** If any student has secured admission by falsification of documents or concealment of material facts or conviction for an offence involving violence and moral turpitude, or for such other serious offence, the degree/diploma/certificate/other academic distinction awarded to him shall be withdrawn by the University with the approval of the Executive Council.
- 43.2** In order to take action under Section 42 of these Regulations, for the withdrawal of any degree/diploma/certificate/other academic distinction conferred or granted by the University, the Registrar shall frame charges against the person concerned which shall be approved by the VC. The charge sheet along with the list of witnesses and documents on the basis of which the charges are relied upon shall be communicated by him by registered post or by hand. The person concerned shall be required to submit his explanation of the charges within a period of fifteen days or such time as may be granted in the notice of the receipt of charges.
- 43.3** If the concerned person fails to submit his reply within the stipulated time, the matter shall be placed before the VC for a decision on the basis of facts and documents on record. If the concerned person submits his reply to the charges, the same shall be considered by the Executive Council.
- 43.4** Every proposal for the withdrawal of an honorary degree shall require prior approval of the Chancellor.
- 44. Official Transcripts to Students.** The University will issue Official Transcript to a student for seeking admission to pursue higher studies in foreign Universities/Institutions as per the guidelines.
- 45. Residual Provisions.**
- 45.1** The Academic Council may, in exceptional cases, grant exemption from the operation of any of the Regulations governing migration, the courses to be pursued by the students, attendance at lectures or sessions or other work or the examination of candidates and authorize what is proper to be done instead in such cases, provided that no such exemption and authority shall be deemed to have been granted unless not less than two-thirds of the members of the Academic Council present voted in favour of the motion for such exemption and authority made by, or with the written authority of the VC.
- 45.2** Notwithstanding anything stated in these Regulations, for any unforeseen issues arising, or not covered by these Regulations or in the event of differences of interpretation, the VC may take a decision, with the approval of the PC/ Chancellor / Founder President of the Foundation.

**46. Payments/Remuneration for Examination Work**

- 46.1** The rates of remuneration for all purposes for paper-setters/examiners/ staff shall be as per decision of Board of Management of the University.
- 46.2** The actual freight, postal or courier charges and other expenses incurred by the examiner will be paid by the University.
- 46.3** In case of a work for which no remuneration has been prescribed in the University Rules, the same shall be determined by the Vice-Chancellor from time to time.
- 46.4** Notwithstanding 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 HoIs/ HoDs / Deans. The decision of the Vice-Chancellor shall be final. These may however be reviewed by the PC / Chancellor.

**47. Guidelines for Special Courses**

- (a) Guidelines for Choice Based Credit System (CBCS) issued separately.
- (b) Guidelines for Non-Teaching Credit Course (NTCC) issued separately.

**48. Courses for Doctorate and Phd** The degrees of D.Sc./ D.Litt./ LL.D. and PhD shall be conferred on the candidates who fulfill the requirements as specified in the Ordinances No 11 and 12 respectively. Broad details are given at **Appendix "J"**.

**49. Policy for Destruction of Examination Related Documents.**

A large number of courses get completed every year from AU MP Gwalior. The documents / answer books related to the conduct of the exams and NTCC project reports of the completed courses create congestion due to mass storage requirement. Policy on the issue elaborated in subsequent paragraphs.

**49.1 Documents NOT TO BE DESTROYED.** Details of documents to be retained and due records to be maintained are as follows: -

- (a) All exams conduct and result compilation related documents.
- (b) Results of all students, marks sheets and marks related records.
- (c) Soft copies of all question papers received.
- (d) All classified documents / Warning Letters / Show Cause Notices etc.
- (e) All finance related documents.
- (f) All office functioning records.
- (g) All policy letters received or issued.
- (h) All standard operating procedures (SOPs).
- (i) All Ph D Thesis and project reports of outstanding performance.
- (j) All documents related to discipline / UFM cases.
- (k) All court cases related documents.
- (l) All additional documents as specified from time to time.

**49.2 Documents to be destroyed.** Details of documents to be destroyed after declaration of results or completion of course / programme and destruction records to be maintained are as follows: -

- (a) All exam answer books / class test papers etc.
- (b) All practical / laboratory exam related charts / documents.
- (c) Question papers submitted by paper setters.
- (d) Spare copies of question papers.
- (e) Project reports of all under graduate courses.
- (f) Project reports of all post graduate course (MBA/ MTECH etc.) be retained for three years before destruction.
- (g) Examination Forms.

**49.3 Destruction Procedure.** The procedure to be followed is as given below: -

- (a) A detailed list of all documents to be destroyed to be prepared by the Exam Dept after one year of the course completion after declaration of Results and proposed for destruction.
- (b) Approval of destruction to be obtained on a note sheet from the Hon Vice Chancellor
- (c) A Committee to be ordered by Registrar Office under whose supervision the documents for destruction are to be shredded and appropriate destruction records is to be maintained.
- (d) The shredded answer books are then to be disposed off under Admin Department to the suitable vendor preferably to the one who provides the heavy-duty shredder machine.

**49.4 Committee for Destruction of Documents.** A committee for destruction of Documents will be ordered by Registrar office on approval of the noting sheet by the Hon Vice Chancellor, the committee will be composed as follows: -



- (a) Chairman - HoI / HoD of an institute in rotation.
- (b) Members - One member each from Exam and Admin Dept.  
- One member each from ABS, ASCO and ASET.
- (c) Secretary - Office Supdt. of Exam Dept.

**50. Revision**


The Regulations will be reviewed from time to time and amended accordingly to remain effective as per requirement. These regulations act as guidelines for conduct of examinations.

**51. Spare Para**


**XXXXXXXXXXXX**


 <b>AMITY UNIVERSITY</b> MADHYA PRADESH <small>(Approved by Council for Technical Education, Madhya Pradesh)</small>					
<b>EXAMINATION FORM</b>					
[To be filled in block letters by the student only, for appearing, re-appearing in Back Paper(s), Marks Improvement]					
ESE / BACK PAPERS / SUPPLEMENTARY EXAM / MARKS IMPROVEMENT : _____ SEM, _____ 20 _____					
Programme Code			Programme Title		
Department / Institution					
Name of Student					
Father's Name					
Mother's Name					
Roll No.			AUMP Enrollment No.		
SUBJECTS FOR TAKING EXAMINATIONS					
Ser. No.	Course Code	Course Title	Ser. No.	Course Code	Course Title
1			8		
2			9		
3			10		
4			11		
5			12		
6			13		
7			14		
Certified that the Student has completed course of study and fulfills all the conditions laid down in the Regulation for the appearing / repeating / re-appearing Examination. The particulars filled by him/her are correct. His/Her eligibility has been checked and verified from records and the student is eligible to take examination of the University.					
Signature of the Candidate		Signature of the Hol / HoD		Date : _____	
 <b>AMITY UNIVERSITY</b> MADHYA PRADESH <small>(Approved by Council for Technical Education, Madhya Pradesh)</small>					
<b>EXAMINATION ADMIT CARD</b>					
END TERM EXAMINATIONS : _____ SEM, _____ 20 _____					
Programme Code			Programme Title		
Department / Institution					
Name of Student					
Father's Name					
Mother's Name					
Roll No.			AUMP Enrollment No.		
SUBJECTS FOR TAKING EXAMINATIONS					
Ser. No.	Course Code	Course Title	Ser. No.	Course Code	Course Title
1			8		
2			9		
3			10		
4			11		
5			12		
6			13		
7			14		
Note : i) Examination fee for _____ back papers @ Rs. 500/- per course amounting to Rs. _____ paid by cheque No./R No. _____ ii) No student will be allowed to appear in end term examination without Examination Admit Card.					
Signature of the Candidate		Signature of the Hol / HoD		CoE / Exam Supdt	



 <b>AMITY UNIVERSITY</b> MADIYA, PRADESH <small>(Established by Bharatiya Vidyalaya Education Society)</small>		
<b>REQUEST FOR ADJUSTMENT AGAINST ACADEMIC SECURITY DEPOSIT</b>		
Institute	<input style="width: 100%;" type="text"/>	
Programme Title	<input style="width: 100%;" type="text"/>	
Name of Student	<input style="width: 100%;" type="text"/>	
Father's Name	<input style="width: 100%;" type="text"/>	
Enriment No.	<input style="width: 100%;" type="text"/>	
Amount of Academic Security Deposit Paid	<input style="width: 100%;" type="text"/>	
<b>Examination Details</b>		
Ser. No.	Course Code	Course Title
Examination Fee Due * <input style="width: 80%;" type="text"/>		
Amount of Fee to be adjusted * <input style="width: 80%;" type="text"/>		
<b>Declaration by Student:</b> I here by certify that the information rendered by me above is correct and I shall be liable for action as demand appropriate if the details above are incorrect.		
_____ Signature of Student Date: ___/___/___	_____ Signature of HoI/HoD Date: ___/___/___	_____ Signature of Accounts Officer Date: ___/___/___
		_____ Signature of CoE Date: ___/___/___
<b>Accounts Branch:</b>		
<b>Adjustment Entry Details</b>		
_____ Signature of Accountant Date: ___/___/___	_____ Signature of Accounts Officer Date: ___/___/___	

**Appendix ‘C’**  
**Refer to para 30.7**

 <b>AMITY UNIVERSITY</b> MADHYA PRADESH <small>(Established by Board of Education, Government of Madhya Pradesh)</small>		Affix photo duly attested		
Duplicate Examination Admit Card				
Institute	<input type="text"/>	Date:	<input type="text"/>	
Pogramme Title	<input type="text"/>	Semester	<input type="text"/>	
Name of Student	<input type="text"/>			
Father's Name	<input type="text"/>			
Enrolment No.	<input type="text"/>	Roll No.	<input type="text"/>	
<b>Subject(s) for taking Examination</b>				
Shift of Exam	Course Code	Course Title		
<input type="text"/>	<input type="text"/>	<input type="text"/>		
Note: 1. Student carrying this Examination Admit Card will be permitted to appear in the particular examination on the date/shift indicated. 2. This Card will be handed over to the invigilator along with exam copy at the end of exam, who will hand it over to COE for destruction.				
Signature of Student _____			_____ For COE	

 <b>AMITY UNIVERSITY</b> MADHYA PRADESH <small>(Established by Board of Education, Government of Madhya Pradesh)</small>		Affix photo duly attested		
Duplicate Examination Admit Card				
Institute	<input type="text"/>	Date:	<input type="text"/>	
Pogramme Title	<input type="text"/>	Semester	<input type="text"/>	
Name of Student	<input type="text"/>			
Father's Name	<input type="text"/>			
Enrolment No.	<input type="text"/>	Roll No.	<input type="text"/>	
<b>Subject(s) for taking Examination</b>				
Shift of Exam	Course Code	Course Title		
<input type="text"/>	<input type="text"/>	<input type="text"/>		
Note: 1. Student carrying this Examination Admit Card will be permitted to appear in the particular examination on the date/shift indicated. 2. This Card will be handed over to the invigilator along with exam copy at the end of exam, who will hand it over to COE for destruction.				
Signature of Student _____			_____ For COE	

## **CHECK LIST OF ACTIONS : EXAMINATION CENTRE**

### **1. BEFORE EXAMS**

(Day of the first examination will be E Day)

- |  |              |
|--|--------------|
| 1.1 Prepare exam schedule in consonance with Academic Calendar   | E minus – 75 |
| 1.2 Formation of Examination Committees (Put up to VC for approval) (Exam, Discipline, Moderation, Coding, Evaluation, Result Compilation) | E minus – 60 |
| 1.3 Detail panel of Evaluators (Internal & External)   | E minus – 45 |
| 1.4 Procure “A” & “B” answer copies and Practical answer copies  | E minus – 30 |
| 1.5 Procure all required forms and Stationery  | E minus – 25 |
| 1.6 Filled up forms to reach Exam Centre (Duly signed by student / HoD / HoI)  | E minus – 25 |
| 1.7 Debarred list from Faculty/ Accts / Discipline   | E minus – 15 |
| 1.8 Receipt of three sets of Question Papers   | E minus – 10 |
| 1.9 Marks of Internal assessment   | E minus – 05 |
| 1.10 Planning for practical & Viva voice   | E minus – 15 |
| 1.11 Issue Instructions for Invigilators / Students  | E minus – 10 |
| 1.12 Issue of duty list of Invigilators / Flying Squad   | E minus – 10 |
| 1.13 Issue of Debarred list / Roll numbers / Admit cards   | E minus – 10 |
| 1.14 Issue of Seating plan & Instructions for Students   | E minus – 05 |
| 1.15 Preparation of Examination Halls  | E minus – 03 |
| 1.16 Briefing of all Faculty / Invigilators / Flying Squad   | E minus – 02 |
| 1.17 Tie up details of peons / water facility / printing etc.  | E minus – 02 |
| 1.18 Check security arrangements   | E minus – 01 |
| 1.19 Check preparation of Rooms by flying Squad  | E minus – 01 |
| 1.20 Prepare folders for each examination hall comprising of forms for Invigilators  | E minus – 01 |
| 1.21 Prepare “A” & “B” Copies  | E minus - 01 |
| 1.22 Printing of Question paper  | E minus - 01 |

### **2. DURING EXAMS**

- 2.1 Day of first exam will be E – Day.
- 2.2 Arrive Two hours before exams.
- 2.3 Print question papers one and half hours before exams if not done so.
- 2.4 Issue Answer copies / Requisite forms to invigilators / faculty.
- 2.5 Issue Question papers as per requirement of Exam hall.
- 2.6 Flying Squad and nominated staff to Check students on arrival.
- 2.7 Issue of Duplicate Admit Cards if required by nominated staff.
- 2.8 Ensure conduct of exams as per Instructions.
- 2.9 Collect all answer sheets and documents from invigilators as per Instructions.
- 2.10 Check all answer sheets for entries and that they are tied up properly.
- 2.11 Coding committee to recheck answer copies before coding.

- 2.12 Compile answer copies for evaluation.
- 2.13 Report unfair means if any, initiate action accordingly.
- 2.14 Prepare for next exam if in two shifts / next day.
- 2.15 Ensure administrative backup for students e.g., water etc.

### **3. AFTER EXAMS**

- 3.1 Collection of answer sheets & checking for entries, ensure they are tied up properly.
- 3.2 Coding committee to recheck answer copies before coding.
- 3.3 Compile answer copies for evaluation.
- 3.4 Report unfair means if any.
- 3.5 Initiate requisite action by Discipline Committee if required.
- 3.6 Brief Invigilators / faculty for next examination.
- 3.7 Cleaning of examination halls.
- 3.8 Coordinate evaluation & complete within 5 working days of termination of the paper.
- 3.9 Compile results within seven days of completion of exams excluding holidays.
- 3.10 Rechecking of correctness of result sheet.
- 3.11 Put up results to VC for perusal.
- 3.12 Put up results to moderation committee if required.
- 3.13 Issue of results and mark sheets.
- 3.14 Filling up of re -evaluation of papers if required.
- 3.15 Filling up of forms for Supplementary exams if required
- 3.16 Generate report of compiled result.
- 3.17 Maintain records of marks.
- 3.18 Store answer copies in storeroom.
- 3.19 Update records.



## **GUIDELINE INSTRUCTIONS FOR INVIGILATORS, FLYING SQUAD & EXAM SUPDT**

### **General**

1. All faculty members at some point of time will be involved with invigilation duties, it is imperative that they should be fully conversant with the updated **Regulations of the AUMP** with regards to Conduct Of Examination Scheme and Evaluation, Discipline among Students during Examinations.
2. During the examinations the candidates shall be under the disciplinary control of the Examination Centre Superintendent who will issue necessary instructions. If a candidate disobeys instructions or misbehaves with any member of the supervisory staff or University Observer or representative or the invigilators at the centre, he may be expelled from the examination for that session.
3. The Examination Centre Superintendent shall immediately report facts to the Controller of Exams, who will refer the matter to the Examination Discipline Committee.

### **Responsibilities Before Exams**

4. All Faculty members/ Mentors have certain responsibilities and need to fulfill under mentioned tasks :-
  - (a) Brief all students during orientation programme regarding rules on attendance/ marking system/ conduct of examinations etc.
  - (b) Motivate students to ensure minimum 75% attendance.
  - (c) Maintain attendance records.
  - (d) Ensure the Syllabus is complete and marks for Internals are maintained up to date.
  - (e) Ensure all students fill up forms for End Semester Exams (ESE).
  - (f) Deposit the forms along with attendance details by due date with the Controller of Examinations (COE).
  - (g) Submit the marks of internal exams to COE for compilation along with the filled up forms.

### **Responsibilities During Exams**

5. **Practical Exams.**
  - (a) Collect answer books/ attendance sheets/result sheet etc. from Exam Centre.
  - (b) Ensure required labs are ready/ prepared for examination.
  - (c) Coordinate with the external examiner.
  - (d) Ensure smooth conduct of practical exam.
  - (e) Submit detail of marks to CoE along with answer books.
  - (f) Ensure External Examiner gets his remuneration before departure.

6. **Written Exams.** Assist CoE in Conduct of Exams.**(a) Invigilators Nominated to Check Students On Arrival.**

- (i) Entry to exam arena will be restricted and only one nominated entry will be used by all students.
- (ii) Nominated invigilators will check admit cards and Identity cards of all students before permitting entry to exam arena.
- (iii) Guide students to check their seating plan.
- (iv) Ensure students do not carry any unauthorized items / material, viz. mobiles phones, digital diary, study material etc. The mobile phones will be deposited with security.

**(b) Invigilators Nominated in Class Rooms.**

- (i) Invigilators must check and ensure all tables are clean and no copying material is hidden for subsequent utilization and also ensure that there is no written material on tables, chairs, blackboard, walls, window panes etc. of the examination hall. In case something is written it should be erased.
- (ii) Invigilators will check their class rooms to ensure all roll numbers are pasted on the tables and they are in the possession of seating plan.
- (iii) Collect Answer books & Supplementary sheets from Exam Control Centre and ensure that the facsimile seal of the University is affixed in the answer book/ sheet.
- (iv) Collect Question papers and requisite forms from the Exam Control Centre.
- (v) Invigilators will sign a declaration form obtained from Exam Control Centre stating that his/ her ward or kin is not appearing for examination.
- (vi) All students to reach examination hall 30 mins before exam schedule.
- (vii) Students will show their admit cards at the entrance and Invigilators must check each examinee thoroughly as well as ensure that no student undertakes the exam in which the University has debarred him/her.
- (viii) Ensure students are seated as per their seating plan.
- (ix) Students are seated in the examination hall 15 mins before exam.
- (x) Ensure no unauthorized material is carried inside exam hall.
- (xi) No Mobiles /Electronic gadgets/Books/Notes etc. are to be permitted inside exam hall.
- (xii) **NO INVIGILATOR WILL USE THEIR PERSONAL MOBILES INSIDE THE EXAMINATION HALL. They will render a certificate to that effect.**
- (xiii) **INVIGILATORS WILL READ OUT THE EXAM INSTRUCTIONS TO THE STUDENTS EVERY DAY BEFORE THE COMMENCEMENT OF EXAMS.**

- (xiv) No talking is permitted inside exam hall.
- (xv) Issue exam answer books 10 mins before commencement of exam.
- (xvi) Ensure students fill up details on their answer books as briefed.
- (xvii) Invigilators will check and ensure that the OMR sheet filled by students is correct.
- (xviii) Issue question paper 3-5 mins before exam.
- (xix) Invigilator will not make any changes to the question paper regarding misprinting etc. on their own. Centre Superintendent is only entitled to take decision and authorize any changes/ amendment.
- (xx) Ensure students do not read the paper till asked to do so.
- (xxi) Invigilator should not permit any student into the examination hall after the examinations have begun. In case of emergency the centre Superintendent may allow them. **In any case NO STUDENT WILL BE PERMITTED LATER THAN 30 mins from the time of start of exam.**
- (xxii) Students if having any query or problem will only address the invigilator.
- (xxiii) **Invigilators will get the attendance form filled up by the students and in NO case sign on the answer book prior to filling up of all entries correctly by the examinee.**
- (xxiv) No person will be allowed to enter into the examination hall other than the water man, COE, members of flying squad and members of staff connected with conduct of exams.
- (xxv) Maintain records of supplementary sheets provided.
- (xxvi) Maintain constant vigil and ensure proper discipline is maintained.
  
- (xxvii) Time warning be given to the students every one hour, 15 mins and 5 mins before end time of the exam.
- (xxviii) Invigilators are required to hand over the list of absent students, along with their unused answer books to Supervisor/ Exam Superintendent after 45 mins of start of examination.
- (xxix) Invigilator must not permit any student to leave the examination hall permanently until 40 mins have elapsed since commencement of the exam.
- (xxx) Collect answer books duly tied/stapled/ binded with supplementary sheets.
- (xxxi) Check the answer books for correctness in all respects and fill up the form for handing over the answer books to Exam Centre.
- (xxxii) Hand over the documents to Exam Centre.

7. **Instructions To Be Read Out To Examinees.** All invigilators will read out the instructions to the students before commencement of exams as given at **Annexure “T” of Appendix “G”**.
8. **Acts of Disorderly Conduct.** Following will be considered as act of disorderly conduct:-
- Misbehavior in the examination hall with any staff on duty.
  - Intentionally tearing of answer books.
  - Causing damage to equipment, furniture, property etc. Besides facing disciplinary action the student indulging in such activities will be required to pay ten times the cost of the damaged / broken equipment.
  - Disturbing or disrupting or instigating others.
  - Carrying weapons inside exam hall.
  - Deliberating disclosing your identity on answer sheet.
  - Any other act of omission or commission as declared by the Academic Council.**
9. **Acts of Unfair Means.** Following will be considered as act of unfair means :-
- Talking to other candidate or anyone other than the invigilator.
  - Leaving exam hall without handing over answer sheet.
  - Writing or sketching any abusive / obscene expression.
  - Making an appeal to the examiner soliciting favour in the answer book.
  - Possession of any material assisting in answering the questions.
  - Concealing, destroying, swallowing or running away with notes /answer copies.
  - Helping any other student in answering his/her paper.
  - Smuggling any unauthorized material inside exam hall.
  - Approaching or influencing directly/indirectly any paper setter.
  - Copying or attempt to copy/ taking assistance or help of any person/material.
  - Forging of documents or using forged documents.
  - Misbehavior in the exam hall will be taken as unfair means.
  - Any other act of omission or commission as declared by the Academic Council.**

### **Reporting of Cases of Unfair Means**

10. All such cases as given below will be reported to COE along with detailed report:-
- Case of candidate suspected of using unfair means.
  - Candidate detected using unfair means as numerated at Para 9 above.
  - All cases of disorderly conduct as numerated at Para 8 above.
  - Any untoward incident needed to be reported.
  - Report will be submitted at the end of exam in the authorized format.
  - The report form will be filled in clearly without any ambiguity in detail by the invigilators concerned and countersigned by the Exam Supdt.



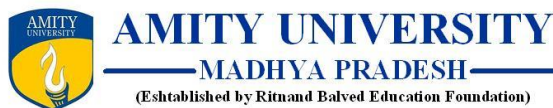
### **Flying Squad**

11. **Details of Flying Squad.** Programme for detailing of Flying Squad for each Group will be issued prior to commencement of Exams by CoE. To bring in surprise factor the Flying Squad will be rotated. **The Flying Squad will be nominated on daily basis by the Exam Supdt and generally the HoD's / Senior Faculty members not doing the duties of Invigilators will be nominated for the task.**
12. **Duties of Flying Squad.** The Flying Squad will be responsible for the following:-
  - (a) Check examination centre in detail before arrival of students for any means which can be used for cheating or unfair purposes.
  - (b) Flying Squad must check and ensure all tables are clean and no copying material is hidden for subsequent utilization as well as that there is no written material on tables, chairs, blackboard, walls etc. of the examination hall. In case if something is written it should be erased.
  - (c) Check Students on arrival as per details given at Para 6(a) above.
  - (d) Conduct surprise checks of students during exam if anyone is suspected.
  - (e) Check bathrooms, corridors for unauthorized material.
  - (f) Check surroundings of exam centre for any untoward activity.
  - (g) Report suspicious activities to Exam Superintendent / COE.
  - (h) Fill UFM forms deliberately giving all possible/minute details in respect of students caught using unfair means. The form once filled becomes a legal document.

### **Duties / Tasks for Examination Superintendent**

13. The VC shall in consultation with the HoI/HoD and CoE appoint Exam Superintendent (**Supdt**) and Assistant Exam Supdt (if any required), for the examinations centre of their respective Institutions for smooth conduct of examinations. The Exam Supdt / Assistant Exam Supdt will function under the guidance of CoE and shall be responsible for the following duties/tasks: -
  - (a) The Supdt shall be fully conversant with Examination Regulations of the University. He can take guidance of CoE as and required.
  - (b) The Supdt shall be personally responsible for the safe custody of question papers and answer books collected/ received from CoE. He shall render the complete account of used/unused question papers and answer books.
  - (c) The Supdt shall detail Invigilators and Supervise their work in conduct of examinations strictly as per Regulations.
  - (d) The Supdt shall send the daily report of conduct of examinations, number of students attended the exams, absentees, any information related to conduct of examinations and report all cases of UFM to CoE.

- (e) The Supdt shall wherever necessarily send a confidential report to CoE about the conduct of examinations mentioning therein the performance of the Invigilators and conduct of the examinees.
- (f) The Supdt shall have the power to expel an examinee from examination on any of the following grounds: -
  - (i) The examinee has created nuisance or serious disturbance at the examination centre.
  - (ii) The examinee shows seriously aggressive attitude toward an invigilator or a member of staff entrusted with the examinations work.
- (g) Unless otherwise directed only Institute preferable faculty members and staff from the respective Institute shall be appointed as Invigilators.
- (h) The Supdt shall ensure on every day of exam that all examinees are in possession of I – Card and Admit Card and signatures of all the students are taken on the relevant forms.



## **GUIDELINES: CONDUCT OF STUDENTS DURING EXAMINATIONS**

1. **Students shall maintain proper discipline and orderly conduct during the examinations. Guidelines for conduct are as given in succeeding paragraphs.**
2. **Conduct.**
  - (a) All students will reach examination hall 30 mins before commencement of exam.
  - (b) Entry to exam arena will be restricted and **only one nominated entry will be used by all students.**
  - (c) Students will show their admit card at the entrance. Nominated invigilators will check admit cards and Identity cards of all students before permitting entry to exam arena.
  - (d) Students will check their seating plan.
  - (e) Students will be seated in the nominated examination hall 15 mins before exam.
  - (f) No unauthorized material will be carried inside exam hall. No Mobiles /Electronic gadgets / Books / Notes etc. will be permitted inside exam hall.
  - (g) No talking is permitted inside exam hall.
  - (h) Exam Copies will be issued 10 mins before commencement of exam.
  - (i) Students will fill up details as guided by invigilators.
  - (j) Question paper will be issued 3-5 mins before exam.
  - (k) Students will not read the question paper till asked to do so.
3. **Instructions to be Followed by Students.**
  - (a) If having any query or problem address the invigilator only.
  - (b) Must ensure that there is no indiscriminating material littered around or present on your person.
  - (c) Answer Sheet & Question Papers will be issued once all are seated in their place.
  - (d) Borrowing/Lending of writing material, calculator, Pencil & Erase etc is strictly prohibited.
  - (e) Supplementary sheets/'B' answer books must be tagged immediately after filling in the required entries and also fill total No. of Supplementary sheets/ 'B' answer sheets used on answer sheet 'A'.
  - (f) Check that there is nothing written on your desk/ table, except your Roll No. If there is anything else, it should be immediately brought to the notice of the invigilator(s).
  - (g) Place your admit cards on the table.
  - (h) Make all required entries correctly on your answer book(s) at the appropriate places as briefed before answering the question paper.
  - (i) Write the Roll No. on the question paper at the appropriate place **in ink only.**
  - (j) Write on both sides of the answer book(s) and strike off any rough work done on the answer sheet.
  - (k) You must not scribble or write any information on the Admit Card or Question Paper.
  - (l) Mark the question No. in the answer sheet as per the number given in the question paper.
  - (m) Students must not write anything on the inner back of the cover page and on either side of the last leaf. Answer should be written on both sides in English (except for paper of other languages.)

- (n) Students are not supposed to change their seats on their own and are required to sit as per the seating plan.
- (o) No scientific instrument such as mobile phone, digital diary is permitted. Only calculator of specific type, if required, will be permitted. In case any student has brought his/her mobile, he/she should go and deposit the mobile with the security.
- (p) No. student will be permitted to leave examination hall before 40 mins have elapsed since commencement of exam.
- (q) Students may be allowed to leave the examination hall for going to toilet only with an authorized escort to keep vigil. This will be recorded in time keeping register available in the examination hall with the invigilator(s). Invigilator will not permit more than one student at a time to leave the examination hall.
- (r) In no case student debarred for any paper by the University should appear in the examination of the concerned paper.
- (s) Students should note that the Institution will not be responsible for any loss/damage of their belongings/valuable.
- (t) On deciding a case of unfair means the supreme court has suggested a “Zero tolerance” approach towards students caught adopting unfair means during the examines and have said they deserve no leniency. Students must note.

4. **Acts of Disorderly Conduct.** Following will be considered as act of disorderly conduct:-

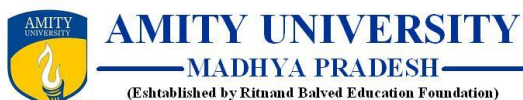
- (a) Misbehavior in the examination hall with any staff on duty.
- (b) Intentionally tearing of answer books.
- (c) Causing damage to equipment, furniture, property etc. Besides facing disciplinary action the student indulging in such activities will be required to pay ten times the cost of the damaged / broken equipment.
- (d) Disturbing or disrupting or instigating others.
- (e) Carrying weapons inside exam hall.
- (f) Deliberating disclosing your identity on answer sheet.
- (g) **Any other act of omission or commission as declared by the Academic Council.**

5. **Unfair Means.** Following will be considered as act of unfair means: -

- (a) Talking to another candidate or anyone other than the invigilator.
- (b) Leaving exam hall without handing over answer sheet.
- (c) Writing or sketching any abusive / obscene expression.
- (d) Deliberating disclosing your identity on answer sheet.
- (e) Making an appeal to the examiner for favour.
- (f) Possession of any material assisting in answering the questions.
- (g) Concealing, destroying, swallowing or running away with notes /answer sheets.
- (h) Helping any other student in answering his/her paper.
- (i) Smuggling any unauthorized material inside exam hall.
- (j) Approaching or influencing directly/indirectly any paper setter.
- (k) Copying or attempt to copying/ taking assistance or help of any person/material.
- (l) Forging of documents or using forged documents.
- (m) Misbehavior in the exam hall will be taken as unfair means.
- (h) **Any other act of omission or commission as declared by Academic Council.**

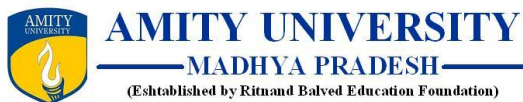

**FORMS RELATED TO CONDUCT OF EXAMINATIONS**

SER. NO.	INDEX	PAGE NO. FROM – TO
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### **INSTRUCTIONS TO BE READ OUT BY THE INVIGILATORS TO EXAMINEES**

1. You must ensure that there is no indiscriminating material is littered around or present on your person.
2. Answer Sheet & Question Papers will be issued to you after you all are seated in your place.
3. Borrowing/lending of writing material, calculator, Pencil & Eraser etc is strictly prohibited.
4. Supplementary sheets/‘B’ answer books must be tagged immediately after filling in the required entries and also fill total No. of Supplementary sheets/ ‘B’ answer sheets used on answer sheet ‘A’.
5. Check that there is nothing written on your desk/ table, except your Roll No. If there is anything it should be immediately brought to the notice of the invigilator(s).
6. Place your admit cards on the table.
7. Make all required entries correctly on your answer book(s) at the appropriate places as briefed before answering the question paper.
8. Write the Roll No. on the question paper at the appropriate place **in ink only**.
9. Write on both sides of the answer book(s) and strike off any rough work done on the answer sheet.
10. You must not scribble or write any information on the Admit Card or Question Paper.
11. Mark the Question No. in the answer sheet as per the number given in the question paper.
12. **Students must not write anything on the inner back of the cover page and on either side of the last leaf.** Answer should be written on both sides in English (except for paper of other languages.)
13. You are not supposed to change your seats of your own and you are required to sit as per the seating plan.
14. No scientific instrument such as mobile phone, digital diary is permitted. Only calculator of specific type, if required, will be permitted. In case any student has brought his/her mobile, he/she should go and deposit the mobile with the security.
15. No. student will be permitted to leave examination hall until 40 mins have elapsed since commencement of exam.
16. Students may be allowed to leave the examination hall for going to toilet only with an authorized escort to keep vigil. This will be recorded in time keeping register available in the examination hall with the invigilator(s). Invigilator should not permit more than one student at a time to leave the examination hall.
17. In no case student debarred for any paper by the University should appear in the examination of the concerned paper.
18. The students should note that the Institution will not be responsible for any loss/damage of their belongings/valuable.
19. On deciding a case of unfair means the Supreme Court has suggested a “Zero tolerance” approach towards students caught adopting unfair means during the examines and have said they deserve no leniency. Students must note.
20. All students are expected to adhere to above Instructions in true letter and spirit.



## POINTS TO BE KEPT IN MIND WHILE FILLING OMR SHEET ON ANSWER BOOK

### 1. Instructions for The Students/Candidates.

- (a) MUST READ AND FOLLOW GENERAL INSTRUCTIONS on the first and last page of OMR Sheet as well as on the question paper before filling up of the OMR Sheet.
- (b) Use only black pen for filling up OMR Sheet viz writing alphabets/numerals in  /
- (c) If the course code is of three alphabets & three numerical digits, then use the first three circles to fill alphabets and subsequent for numbers leaving extra circles as vacant.
- (d) Students are required to fill the Part-1 (complete) upper portion of Part-III as also Part-IV (complete). The details filled to be checked for correctness by Invigilator with the Admit/Identity Card and duly signed at appropriate places.
- (e) Mandatory that the student be in possession of Admit Card and Identity Card.
- (f) In case of any mistake no overwriting be done, however whitener may be used for corrections. Do not write anything on the back side of OMR Sheet cover page.
- (g) Student should not write their Name / Enrolment number anywhere else on the answer book or on any attachments viz graph sheets, drawing sheets etc, except on specified place on OMR Sheet as it will be treated as UFM Case.
- (h) Write on both sides of the answer book pages.
- (i) Use OMR sheet with care do not smudge or fold as it is required to upload the marks and student data on AMIZONE.
- (j) Do not write or mark on the BARCODES/TIMING TRACK.
- (k) Use of NON-PROGRAMMABLE Calculator only is permitted.
- (l) DO not use pencil / colour pens for answering except for drawings/ diagrams.
- (m) Those appearing in Back Papers / Marks Improvement should fill the status as reappear.
- (n) Students must come at least 30 mins before the commencement of exam and should be in possession of Admit Card and Identity card.
- (o) OMR Sheet is to be filled before commencement of exam or issue of question paper.
- (p) Do not write anything on the question paper except Enrolment Number.
- (q) Hole's for attachment of supplementary sheets be made in advance without tampering the OMR Sheet.
- (r) NO MOBILES OR ANY ELECTRONIC GADEGETS WHICH CAN BE OF ANY ASSISTANCE IN ANSWERING THE EXAMS ARE PERMITTEED INSIDE THE EXAMINATION HALL.
- (s) All other guidelines for conduct of exams as issued earlier shall be applicable.
- (t) Seal of Exam centre on Part IV will be of the respective Group "A" / "B" / "C"/" D" / "E".
- (u) Exam centre Code is as given: - Group "A" – 111/ Group "B" – 222 / Group "C" – 333 / Group "D" – 444 / Group "E" – 555.

### 2. Instructions for Faculty/Invigilators.

- (a) Read and understand the instructions issued for students/candidates as above and follow them in true letter and spirit.

- (b) Brief all students in detail before every exam and check the OMR Sheet is filled up student/candidate for correctness and fill the relevant portion as applicable.
- (c) Ensure that there is NO OVER WRITING/SMUDGES ON THE OMR SHEET or else the scanner will NOT read the data property.
- (d) The Faculty/Invigilator code is the identity number issued to all employees by AMITY.
- (e) Ensure that the Part 1, and Part IV are filled property and no column is left blank.
- (f) IDEALLY FILL UP THE FORM BEFORE ISSUE OF QUESTION PAPER.
- (g) Ensure supplementary sheets are tied up properly without damaging OMR sheet.

### **3. Instructions for Faculty/Evaluator.**

- (a) Evaluation of answer book is to be done within four working days.
- (b) Read and understand the instructions issued on OMR Sheet for faculty and evaluator.
- (c) The faculty/evaluator code is the Identity number issued to all employees by AMITY.
- (d) Ensure all questions in the answer book are checked & marked properly and clearly.
- (e) Marks awarded to a question or any part of a question must be written at two places. First, on the perforated topmost corner of the answer scripts where the answer of the question ends. Secondly on the front page against the serial number of the question.
- (f) There should be no mismatch between the marks written at both places, Le front page, and the perforated corner. Ensure that the marks are correctly counted before writing the sum (total) on the front page.
- (g) The evaluator fills Part II and Part III of OMR sheets deliberately accurately / properly & no column is left blank.
- (h) Fill in the boxes corresponding to the question numbers with marks obtained for each question in respective boxes. Enter total marks in the boxes provided for.
- (i) Use red coloured pen to check the answer books and use black/blue ball point pen to fill in the boxes on the OMR Sheet.
- (j) No grade sheets will be prepared, Part IV and then Part III will be scanned to create a CSV file for uploading of marks.
- (k) CIE / NTCC marks will be uploaded by faculty concerned and forward a hard copy of the same to Exam Dept for rechecking and authentication.
- (l) Member of Compilation committee will act as Checker & check all answers are corrected, marks allotted to each answer & given at both places; and fill the Part-III.

### **4. Instructions for Coding / Decoding / Re-Checker.**

- (a) Check the OMR Sheet is filled up by Student / Invigilator / Evaluator for correctness.
- (b) Check and Seal the Part after folding the stick-on sheet and tear Part IV for Scanning, creation of CSV file and uploading on AMIZONE for result preparation.
- (c) All the evaluated answer books to be rechecked for totalling by Coding / Decoding committee. Ensure adequate material written by students according to question to commensurate with marks allotted to prevent inflated/ deflated marking.
- (d) Ensure that NO question or part of question has gone unchecked or remain unmarked.
- (e) Ensure that the Part II and Part III are filled properly, and no column is left blank.



**SEATING PLAN EXAMPLE****Entrance****CLASS ROOM No** \_\_\_\_\_

<b>I Sem</b>	<b>V Sem</b>	<b>BCA</b>	<b>M Tech</b>
<b>VII Sem</b>	<b>III Sem</b>	<b>B Tech ECE</b>	<b>BSc IT</b>
<b>I Sem</b>	<b>V Sem</b>	<b>BCA</b>	<b>M Tech</b>
<b>VII Sem</b>	<b>III Sem</b>	<b>B Tech ECE</b>	<b>BSc IT</b>
<b>I Sem</b>	<b>V Sem</b>	<b>BCA</b>	<b>M Tech</b>
<b>VII Sem</b>	<b>III Sem</b>	<b>BTech ECE</b>	<b>BSc IT</b>
<b>I Sem</b>	<b>V Sem</b>	<b>BCA</b>	<b>M Tech</b>
<b>VII Sem</b>	<b>III Sem</b>	<b>B Tech ECE</b>	<b>BSc IT</b>
<b>I Sem</b>	<b>V Sem</b>	<b>BCA</b>	<b>M Tech</b>
<b>VII Sem</b>	<b>III Sem</b>	<b>B Tech ECE</b>	<b>BSc IT</b>
<b>Rear</b>			



Annexure – V  
Refer to Appendix “G”



1

**ATTENDANCE SHEET**

(Attendance sheet must be prepared Room-wise & Course/Paper-wise)

End Semester Exam : Month \_\_\_\_\_, Year \_\_\_\_\_, Student Status: Regular  / BP & MI

Name of Examination Centre: \_\_\_\_\_, Room No. \_\_\_\_\_

Programme (Course) Name: \_\_\_\_\_, Semester: \_\_\_\_\_, Batch: \_\_\_\_\_

Date of Exam: \_\_\_\_\_, Day of Exam: \_\_\_\_\_, Time: \_\_\_\_\_, Shift: FN  / AN

I Promise that I shall not use unfair means and I swear on Oath that I have nothing in my possession, which may render me liable for case of unfair means.

Ser. No.	Name	Enrollment No.	Answer Book No.	Signature Of Student
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				

**Details of Students**

Total No. of Students in the Room	No. of Students Appeared	No. of Students Absent

Name & Signature of Invigilator(s) (with Date)

1 \_\_\_\_\_

Signature of Head Examination Control (With Seal)

2 \_\_\_\_\_

Annexure – VI  
Refer to Appendix “G”



2

**RECORD OF SUPPLEMENTARY SHEETS / 'B' COPIES**

End Semester Exam : Month \_\_\_\_\_, Year \_\_\_\_\_, Date of Exam \_\_\_\_\_

Name of Examination Centre: \_\_\_\_\_, Room No. \_\_\_\_\_

Programme (Course) Name: \_\_\_\_\_, Semester: \_\_\_\_\_, Batch: \_\_\_\_\_

Ser. No.	Name	Enrollment No.	Answer Book No.	No. of 'B' Copies	Signature Of Student
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					

Signature of Head Examination Control

(With Seal)

Name & Signature of Invigilator(s) (With Date)

1. \_\_\_\_\_

2. \_\_\_\_\_

**DETAILS OF STUDENTS LEAVING THE EXAMINATION HALL**

End Semester Exam : Month \_\_\_\_\_, Year \_\_\_\_\_, Date of Exam \_\_\_\_\_

Name of Examination Centre: \_\_\_\_\_, Room No. \_\_\_\_\_

Programme (Course) Name: \_\_\_\_\_, Semester: \_\_\_\_\_, Batch: \_\_\_\_\_

I Promise that I shall not use unfair means and I swear on Oath that I have nothing in my possession, which may render me liable for case of unfair means.

Ser. No.	Name	Enrollment No.	Duration of Absence		Cause/ Reason	Signature of Accompanying Teacher	Remark
			Time Out	Time In			
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							

Signature of Head Examination Control

(With Seal)

Name &amp; Signature of Invigilator(s) (With Date)

1. \_\_\_\_\_

2. \_\_\_\_\_



## ROOM ABSENTEE REPORT

End Semester Exam : Month \_\_\_\_\_, Year \_\_\_\_\_, Date of Exam \_\_\_\_\_

Name of Examination Centre: \_\_\_\_\_, Room No. \_\_\_\_\_

Programme (Course) Name: \_\_\_\_\_, Semester: \_\_\_\_\_, Batch: \_\_\_\_\_

(Note: - This report must be forwarded to Head Examination Control Committee after – 45 minutes of start of exam along with unused 'A' answer books)

### Details of Absentees:-

Ser. No.	Name	Enrollment No.	Subject Name	Subject Code
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				

Total No. of Absent Student(s).....

Name & Signature of Invigilator(s) (with Date)

1 \_\_\_\_\_

2 \_\_\_\_\_

Signature of Head Examination Control  
(With Seal)



PROFORMA -A

**FORM FOR REPORTING CASES OR ACTS OF UNFAIR MEANS ADOPTED BY CANDIDATE/ OR  
DISORDERLY CONDUCT OF EXAMINATION**

(To be filled by the Centre Superintendent, separately for each candidate after recording the Statement of the Candidate and the Detector (Faculty/Person) to the Controller of Examination by name in sealed cover)

1. Name of Examination: \_\_\_\_\_ 2. Centre of Examination: \_\_\_\_\_  
 3. Room No.: \_\_\_\_\_ 4. Course Name: \_\_\_\_\_  
 5. Subject Code: \_\_\_\_\_ 6. Subject Name: \_\_\_\_\_  
 6. Date and exact time of Detection of the case under report:  
 Date \_\_\_\_\_ Day \_\_\_\_\_ Time \_\_\_\_\_  
 7. Name of the Candidate: \_\_\_\_\_  
 8. Enrollment No.: \_\_\_\_\_ 9. Roll No.: \_\_\_\_\_  
 10. Name of the Candidates Father: \_\_\_\_\_  
 11. Permanent address of the Candidate: \_\_\_\_\_

12. Details of unfair means/incriminating papers/material recovered (to be enclosed with the form).

13. The material was recovered from the candidate under reference as indicated below (Please strike out the columns which are not applicable)

- |   |                          |  |                          |
|---|--------------------------|--|--------------------------|
| 1. In Candidate's Hands;                          | <input type="checkbox"/> | 2. In Candidate's Pocket;                  | <input type="checkbox"/> |
| 3. In Candidate's Shoes or Shocks;                | <input type="checkbox"/> | 4. Under the clothes worn by the Candidate | <input type="checkbox"/> |
| 5. On Candidate's table/desk;                     | <input type="checkbox"/> | 6. In Candidate's answer book;             | <input type="checkbox"/> |
| 7. In Candidate's desk;                           | <input type="checkbox"/> | 8. Under Candidate's question paper        | <input type="checkbox"/> |
| 9. Under his feet;                                | <input type="checkbox"/> | 10. Under Candidate's answer book          | <input type="checkbox"/> |
| 11. Near his seat on the ground; at a distance of | <input type="checkbox"/> | 12. At any other place                     | <input type="checkbox"/> |

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10. Incident of misconduct, if any \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11. The candidate's Enrollment No \_\_\_\_\_ Found giving / receiving help to/ from candidate,  
Enrollment No. \_\_\_\_\_ was sitting just in front/behind/ left/right of the candidate, Enrollment  
No. \_\_\_\_\_.

12. Any other mode of use of unfair means \_\_\_\_\_

13. Any Other relevant evidence/information \_\_\_\_\_  
\_\_\_\_\_

14. Observation of the Head of Department / Institution if any \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of the Candidate  
(In case of his refusal to do so,  
Signature of the staff certifying,  
This fact be recorded by centre  
Superintendent)

\_\_\_\_\_  
Signature of the Detector  
Name in Capital Letters & Address

\_\_\_\_\_  
Signature of Centre Superintendent  
Head of Department / Centre

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**CONFIDENTIAL****AMITY UNIVERSITY****MADHYA PRADESH**

(Established by Bharati Education Foundation)

PROFORMA – B

**STATEMENT OF CENTRE SUPERINTENDENT AND STUDENT ABOUT INCIDENT OF UNFAIR MEANS  
/ MISBEHAVIOUR / MISCONDUCT ETC.**

I am enclosing the following evidence in support of the allegation of the use of unfair means by the following examinee in the University Examination held on \_\_\_\_\_.

1. The incriminating material recovered from the candidate as mentioned in column No. 9 on prepage.

2. Answer Book No.

(In case the candidate refused to have second answer-books, this fact be stated specifically)

3. A copy of the Seating Plan (This should be attached without fail)

4. Further observation, if any \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_

Centre Superintendent \_\_\_\_\_

Head of the Department /Centre \_\_\_\_\_

Exam Centre Code \_\_\_\_\_

Centre address \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**STATEMENT OF THE STUDENT TO BE RECORDED IN THE PRESENCE OF THE CENTRE  
SUPERINTENDENT**

**Note.** The Examination Committee at the Study Centre will give a hearing to the candidate. The Student will record his statement in their presence. The student may be allowed to question the detector and the question and answer will also be recorded. If the candidate refuses to make any statement, this fact will be recorded by the Examination Committee.

\_\_\_\_\_  
Name & Signature of the  
Invigilator on Duty

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
Name & Signature of the  
Candidate

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
Name & Signature of the  
Centre Superintendent

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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**FLYING SQUAD REPORT**

1. **Group :** A / B / C / D Date:
2. **Composition :** Names to be filled as per details given below:-
- (a) Chairman / Senior Member: \_\_\_\_\_
- (b) Member 1 \_\_\_\_\_
- (c) Member 2 \_\_\_\_\_
- (d) Member 3 \_\_\_\_\_
- (e) Member 4 \_\_\_\_\_
3. **Inspection / Visit Report:**

Ser No	Room Number	Invigilators Details	No of Students Course Wise	Time of Visit	Observations/ Comments / Remarks / Suggestions
--------	-------------	----------------------	----------------------------	---------------	--

**Signatures :**

- |                              |              |
|------------------------------|--------------|
| (a) Chairman/ Senior Member: | (b) Member 1 |
| (c) Member 2                 | (d) Member 3 |
| (e) Member 4                 | (f) Member 5 |

**Signature of Exam Supdt**

Date:

**Signature of Exam Supdt. Group Visited**

Date:



Annexure – XII  
Refer to Appendix “G”



**UNDERTAKING CERTIFICATE BY INVIGILATION FACULTY AND STAFF**

I \_\_\_\_\_ hereby confirm that I have read and understood the Guidelines Instructions for Invigilation Staff, as also the Guidelines: Conduct of Students during Examination. I shall abide by the guideline instructions for invigilation staff and confirm that I am not in possession of mobile phone / smart watch or any such electronic gadget which may assist or cause disturbance to the students during the conduct of exam.

**DATE OF EXAM**

**SIGNATURE**

Date \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

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Signature \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_



**AMITY UNIVERSITY**  
 ————— MADHYA PRADESH —————

**Statement of Grades**

Examination :

Name of the Institution :

Name of the Student :

Mother's Name :

Father's Name :

Enrolment No. :

SL. NO.	COURSE CODE	COURSE TITLE	MAXIMUM MARKS	CONTINUOUS ASSESSMENT WEIGHTAGE (%)	END SEMESTER EXAMINATION WEIGHTAGE (%)	ASSOCIATED CREDIT UNITS	GRADE OBTAINED	GRADE POINTS	CREDIT POINTS (COL.VII x IX)	EARNED CREDIT UNITS
I	II	III	IV	V	VI	VII	VIII	IX	X	XI
<b>TOTAL</b>										

Prepared by \_\_\_\_\_

Checked by \_\_\_\_\_

Controller of Examinations

Gwalior, Madhya Pradesh

Dated :

Note : For Scheme of Evaluation and Grading, please see details overleaf



Appendix 'I'  
Refer to Para 38.2

**APPLICATION FOR RECHECKING / REEVALUATION OF RESULT**

Name of Student \_\_\_\_\_

University Enrollment No. \_\_\_\_\_ Examination Roll No. \_\_\_\_\_

Programme \_\_\_\_\_ Semester Examination \_\_\_\_\_

Department /School /Institution \_\_\_\_\_

Papers for which Retotaling  Reevaluation  is requested: -

Ser. No.	Paper Code	Title	Date of Exam	Original Score Obtained		New Score Obtained	
				Marks	Grade	Marks	Grade

**DECLARATION**

I have carefully read rules regarding Rechecking / Reevaluation and I agree to be governed by the same. I am fully aware that as a result of seeking Rechecking / Reevaluation the original marks secured by me can also be reduced. I undertake to surrender my original result and to accept the final result when declared by the University as a result of Rechecking / Reevaluation applied for by me, as per rules laid down in this regard.

\_\_\_\_\_  
Signature of Student

Details of fee paid for Rechecking/Reevaluation of Result (Demand Draft shall be drawn in favor of AMITY UNIVERSITY, MADHYA PRADESH)

DD No. \_\_\_\_\_ Date \_\_\_\_\_ Amount \_\_\_\_\_

Bank Name \_\_\_\_\_

Countersigned \_\_\_\_\_

Hol / HoD of the Institution / School

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**TO BE FILLED IN BY UNIVERSITY OFFICE**

Result of Rechecking / Reevaluation

(a) No change in score awarded

(b) Revised Score in following Course Units

(i)

(ii)

(iii)

Intimation sent to Department /School/ Institution Vide \_\_\_\_\_

Dealing Assistant \_\_\_\_\_ Deputy CoE \_\_\_\_\_

Section Officer \_\_\_\_\_ CoE \_\_\_\_\_

**COURSES FOR DOCTORATE AND PHD****DOCTOR OF SCIENCE (D. Sc.), / DOCTOR OF LITERATURE (D. Litt.),  
DOCTOR OF LAWS (LL. D.) / DOCTOR OF PHILOSOPHY (Ph.D.)****General**

1. The degrees of D.Sc./ D.Litt./ LL.D. and PhD shall be conferred on the candidates who fulfill the requirements as specified in these Ordinances No 11 and 12 respectively. The degrees of D.Sc./ D.Litt./ LL.D. are the highest Post-Doctoral degrees of this University in respective disciplines which are awarded to a candidate who has earlier acquired a Ph.D. degree.

**Post-Doctoral Degrees**

2. **Award.** The Post-Doctoral degree is awarded as per Ordinance No 11, on the basis of original and independent research in a particular discipline that has made distinct contributions to the advancement of knowledge, as evidenced by publications in reviewed journals and are recognized by peers. The research work of the candidate must have been characterized either by the discovery of facts or by a fresh approach towards interpretation of facts or theories, or formulating a new theory/hypothesis and evince his capacity for original thinking, critical examination and sound judgment.
3. **Administration.** The Programme leading to Post-Doctoral degrees will be offered at the Departments / Schools/ Institutes /Constituent Units, on full time and also on part-time basis.
4. **Duration of the Programme.** The duration of the Programme is **three years** from the date of enrolment.
5. **Eligibility Conditions.** The applicant for enrolment must have:-
  - (a) A Doctoral degree from a recognized Indian or foreign University in the relevant discipline and
  - (b) At least three years teaching/research experience after the award of the Ph.D. degree and active engagement in research work.
6. **Preparation & Submission of Thesis.** Post-Doctoral candidates will not have guides and will do research on self- guidance basis.The candidate shall submit his thesis which must be on one main theme and should not be derived from a series of unconnected papers of the candidate.
7. **Seminar.** The candidate, before submitting his thesis and its long abstract, will present his work in a Seminar in which DRC, members of Academic Expert Committee and other faculty members, Ph.D. Scholars and Post-graduate students are expected to be present.
8. **Evaluation of Thesis.** The candidate shall submit four copies of his thesis which shall contain its long abstract.The COE shall obtain consent from three examiners from the approved panels, one of whom shall be a foreigner, for evaluation of the thesis. The thesis shall be sent to the Examiners by him for evaluation as per procedure as given in Ordinance.

**Doctor of Philosophy (Ph.D.)**

9. The Ordinance No 12 governs rules for Ph.D. Degree. The ordinance is governed by rules and regulations as per approval from Board of Management of the University framed in accordance of regulations /norms laid by UGC from time to time.



10. **Administration.** Programmes leading to the Degree of Doctor of Philosophy will be offered at the Departments/ Constituent Units. The Ph.D. Programme shall be organized on full time and part time basis.
11. **Minimum Qualifications for Admission:** The required minimum qualification for admission to a Ph.D. Programme shall normally be a Master's Degree in the relevant field with a minimum of 55% marks or equivalent grade and as specified in the ordinance.
12. **Course Credit Requirements and Registration for Courses:**
  - (a) Departments/Constituent Units shall draw a list of post graduate Course Units which can be offered to Ph.D. candidates.
  - (b) Each candidate will be required to take Course Units of minimum 12 credits, including compulsory paper on Research Methodology (including Quantitative Methods and Computer Applications) and specific Courses prescribed by the SRC and approved by DRC.
  - (c) A candidate will earn credits for a Course Unit only if he obtains a minimum of Grade B+. Further, if a candidate fails to get qualifying Grade B+ i.e., he will be given second opportunity to improve his minimum qualifying Grade B+, failing which his registration will be liable to be terminated.
  - (d) The candidates registered for Ph.D. Programmes in Departments/ Constituent Units can be allowed to complete the Course Unit requirements, if considered necessary, through outside department courses.
13. **Comprehensive Examination**
  - (a) Each candidate, normally after one semester, shall be required to take a comprehensive examination which will test his comprehension or knowledge in his broad field of research and his academic preparation and potential to carry out the research work. The comprehensive examination shall be a combination of both written and oral examination and shall be conducted by the Department/Constituent Unit. The candidate should secure at least Grade B+ i.e. 60% marks in comprehensive examination.
  - (b) Unsuccessful candidates shall be allowed a second opportunity to clear the comprehensive examination. If a candidate is unsuccessful again, his Ph.D. registration shall be cancelled.
14. **Seminar**

The student before submitting the long abstract of his/her Ph.D. thesis must have published minimum of two research papers of which at least one paper must be published in refereed journal and the second paper in refereed/renowned Journal for adjudication and produce evidence in the form of acceptance letter or print.
15. **Long Abstract (Synopsis)**
  - (a) On completion of research work, the candidate shall submit to DRC through Guide(s), eight copies of the long abstract of his thesis.
  - (b) The long abstract will be submitted by the candidate normally within two months after the presentation in Seminar.

- (c) DRC shall, in a meeting in which the candidate shall be required to be present, scrutinize the long abstract for approval and approve the title of the thesis after its revision, if necessary. The candidate shall then be excused and DRC shall prepare panel(s) of examiners as specified in the Guidelines for Research Degree Programmes.
- (d) The DRC will forward the long abstract with its recommendations to the University Research Council for appointment of the thesis examiners.
- (e) If a candidate fails to submit his thesis within four months of the approval of long abstract, he shall be required to submit a fresh abstract. However, in case a candidate fails to submit his thesis within the stipulated time and has proper justification for the delay, the Head of Department/ Constituent Unit may, on the recommendations made by the DRC and on individual merits of each case, grant him an extension of not more than two months.

16. **Panel of Examiners for Ph.D.**

- (a) A Ph.D. thesis shall be evaluated by three examiners, two of whom shall be external and the third shall be guide or guides (to be counted as one examiner). DRC shall decide for each discipline if
  - (i) Both the external examiners should be Indian or
  - (j) One of the external examiners is Indian and the other a foreigner. In the first case (i), DRC shall prepare a panel of at least five Indian examiners and in the second case (ii), DRC shall prepare two panels one of at least three Indian examiners and the other of at least three foreign examiners.
- (b) The HOD shall submit the panel(s) of examiners to Controller of Examinations for seeking approval by the Vice-Chancellor.

17. **Thesis Preparation and Submission:**

- (a) The thesis shall be written in English or in any other language as approved by DRC in the format and style in accordance with the guidelines for Research Degree Programmes.
- (b) No part of thesis shall have been submitted for the award of any other degree or diploma.
- (c) The thesis shall involve in depth study and critical review of the area of his topic and creation of new knowledge in the area. It should bear evidence of the candidate's capacity for analysis and judgment as well as his ability to carry out independent investigation, design or development. It should be characterized by discovery of facts or fresh approach towards interpretation of facts and theories or significant contribution to knowledge or development or a combination of these.
- (d) After clearing the viva-voce examination, two copies of the thesis in maroon colour hard cover binding must be submitted. These hard bound copies shall include supplements if required in viva-voce examination, with a covering certificate of guides in prescribed proforma. Additional copies of the supplement shall be provided by the candidate for the external examiners and guides.
- (e) The format of the thesis document shall be in the format prescribed in the guidelines for Research Degree Programmes.

18. **Thesis Evaluation.** Detailed procedure for evaluation of thesis shall be prescribed in the Guidelines for Research Degree Programmes as specified in the ordinance.

19. **Passing Grades.** For Ph.D. students, the minimum passing grade in each Course Units on ten point scale is B + i.e. Point 7.
20. **Disciplinary Regulations** If a Ph.D. candidate is found to be involved in an act of misconduct, misbehaviour and/or indiscipline, disciplinary action will be taken by the University as per Regulations relating to maintenance of Discipline by students.
21. **Award of Ph.D Degree**
  - (a) A Ph.D. candidate shall be eligible for award of Ph.D. degree at Convocation, after the Vice-Chancellor has, on the recommendations of the Standing Committee of URC, approved that the degree be awarded and the approval has been subsequently endorsed by the Academic Council.
  - (b) On successful completion of the evaluation process announcements of the award of the Ph.D., the Head of the Institution shall submit a soft copy of the Ph.D. thesis to the University within a period of 30 days for onwards transmission to UGC for hosting the same in INFLIBNET, accessible to all authorities/University. Hard copy of the same will be placed in Central Library.

#### **Ordinances for Various Courses**

22. The relevant Ordinances as applicable to various courses are as follows: -
  - (a) Ordinance No 13 - M Phil (All Courses)
  - (b) Ordinance No 14 - M Tech (All Courses)
  - (c) Ordinance No 14A - Five Year Dual Degree Programmes
  - (d) Ordinance No 15 - B Tech (All Courses)
  - (e) Ordinance No 16 - M Arch
  - (f) Ordinance No 17 - B Arch
  - (g) Ordinance No 18 - MSc (All Courses)
  - (h) Ordinance No 19 - BSc (Hons)
  - (i) Ordinance No 20 - BSc

**STRUCTURE OF CREDIT COURSES (SEMESTER SYSTEM)**

15.15 Table 3: Structure of Credit Course (Semester System)

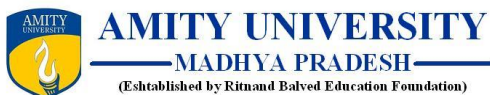
	Course (Credit)	Course Type	Credits Allocated			Distribution of Theory Marks		Distribution of Practical Marks		Tutorial Marks
			Theory	Practical	Tutorial	Internal (Through CCE)	External (End Semester Exam)	Internal	External (End Semester Practical Exam)	
1	Core (6)	Type-1	6	NA	NA	40	60	NA	NA	NA
2	Core (6)	Type-2	4	2	NA	40	60	40	60	NA
3	Core (6)	Type-3	2	4	NA	40	60	50	50	NA
4	Core (6)	Type-4	5	NA	1	40	60	NA	NA	100
5	GE/DSE/SEC (4)	Type-1	4	0	NA	40	60	NA	NA	NA
6	GE/DSE/SEC (4)	Type-2	3	1 (P,T,W, etc)	NA	40	60	NA	100	NA
7	DSE/SEC (4)	Type-3	1	3 (P,T,W, etc)	NA	40	60	50	50	NA
8	DSE/SEC (4)	Type-4	3	NA	1	40	60	NA	NA	100
9	AECC (4)	Type-1	4	NA	NA	40	60	NA	NA	NA
10	Field-Projects/Internship/Apprenticeship/Community engagement & Service (6/10)	NA	(i) Field-Projects / Internship / Apprenticeship / Community engagement & service 4/6 Credits (75 Marks) (ii) Evaluation of Report 2/4 Credit (25 Marks)							
11	Research Methodology (4)	Type-4	3	NA	1	40	60	NA	NA	100
12	Dissertation / Research Project (4/6/10)	NA	Evaluation of Thesis 2/4/6 Credits (50 Marks) + Pre submission viva-voce 1/1/2 Credit (25 Marks) + External viva-voce 1/1/2 Credit (25 Marks)							

**VALUE ADDED COURSES UNDER NEP : AMITY UNIVERSITY MADHYA PRADESH**

Ser. No.	Value Added Course	SEMESTER WISE CREDIT (ACU) DETAILS																Total New Credits (NEP)	Total Old Credits	Difference in Credits	Remarks
		I Sem		II Sem		III Sem		IV Sem		V Sem		VI Sem		VII Sem		VIII Sem					
		NEP	OLD	NEP	OLD	NEP	OLD	NEP	OLD	NEP	OLD	NEP	OLD	NEP	OLD	NEP	OLD				
1	Communication Skills	2	1	2	1	2	1	2 (Term Paper)	1 (Term Paper)	-	1	-	1	-	-	-	-	8	6	2	See Note 2
2	Behavioral Science	1	1	1	1	1	1	1	1	1	1	1	1	-	-	-	-	4	6	2	No Change in Credit/Course Codes
3	Environmental Studies	2	2	2	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4	French	2	2	2	2	2	2	3	2	-	2	-	2	-	-	-	-	9	12	3	See Note 2
5	Choice Based Credit System	2	2	2	2	2	2	2	2	2	2	2	2	-	-	-	-	12	18	6	See Note 3

**Notes: -**

- All VAC marks allocation will be in the format of 40 : 60 :: CIE : ESE. Question paper format will be of MCQ type with duration of One Hour.
- VAC for NEP courses will be added Alphabet "N" before the old Code (E.G. French Code FLU becomes NFLU from IV Sem. Comn Skills N will be added.
- All CBCS will be of 2 Credits wef 2023 Batch.
- There will be no change in UCC (Codes) for Core Subjects in all courses where NEP is applicable.



AUMP/ED/QUESTION PAPERS/2019A

19 Jan 2019

**STANDING OPERATING PROCEDURES: QUALIFICATIONS OF THE PAPER-SETTER / EXAMINERS / EVALUATORS AND SETTING OF QUESTION PAPERS**

**References: -**

- (a) **Revised Regulations - R2/2014 (Regulations On Conduct Of Examinations, Scheme Of Evaluation Of Students Performance And Discipline Among Students In Relation To University Examinations).**
- (b) **SOP: Qualifications of the Paper-Setter / Examiners / Evaluators and Setting of Question Papers issued vide letter No: AUMP/ED/QUESTION PAPERS/2015A dated 03 Jun 2015.**
- (c) **End Semester Exams: Setting of Question Papers issued vide letter No: AUMP/ED /QP/ 2015/XI dated 24 Nov 2015.**

**General**

2. The Ordinance No. 4 dated 23 Mar 2013 specifies Regulations for Conduct of Examinations, Scheme of Examinations and Discipline among Students during Examinations as well as lays down conditions for appearing in an examination of the **AMITY UNIVERSITY MADHYA PRADESH (AU MP)** for a degree or a diploma, either generally or for examinations, unless there is anything, repugnant in the subject or context. The ordinance shall be applicable to all courses of **AU MP**. The Regulations (**Revised Nov 2014**) are to be read in conjunction with **Ordinance No 4** and these Regulations lay down conditions for appearing in an examination of the University for a Degree or a Diploma, conduct of examinations, scheme of evaluation of student's performance and discipline among students in relation to university examinations.
3. Examinations are the ultimate test of an students performance and used as a tool to gauge the quantum of learning achieved. The examination process totally revolves around the quality of examination question papers set for the students. The question paper ideally should cover the entire syllabus, questions need to be formulated in the language which can be well understood by all concerned and also the difficulty level should cater for all sections of student learning. It is well known that teaching is an art similarly paper setting also is an art and all faculty must master the same.

**Appointment of Paper Setters, Examiners & Evaluators**

4. On the recommendations of the Examination Sub-Committee, the HoI / HoDs of Constituent Units shall forward to the CoE the panels of Internal and External paper setters, Examiners for practical examinations, viva-voce examinations, workshops, etc., Evaluators of answer books, Head examiners and External experts for moderation of question papers.
5. The **CoE shall prepare a consolidated panel** of paper setters, examiners, evaluators, moderators, head examiners based on names received from the Examination Sub-Committees. He may at his discretion add or delete the name(s) from the panel recommended by the Examination Sub-Committee.

6. The **Hon VC on the recommendations of the CoE shall approve the panel of paper setters, examiners, evaluators, Head Examiners, Moderators** ordinarily from amongst persons recommended by the CoE. He may, however, appoint a person whose name is not included in the panel recommended by the CoE, if he is satisfied that the person in question possesses the minimum qualifications and experiences as prescribed in these regulations.

### **Qualifications**

7. **The qualifications of the Paper-setter/Examiners/Evaluators are given at Appendix “A1”.**
8. The appointment of Paper Setter/ Examiners for practical’s/ Viva-voce and Evaluators of answer books and Head Examiners etc. shall be made **as per Guidelines on Conduct of Examinations and Evaluation of Student Performance.**

### **Viva-Voce Examination**

9. A viva-voce examination prescribed in a programme shall be **conducted by a board of two examiners of whom one shall be an external examiner and the other internal examiner.**
10. In case of practical and viva-voce examinations at the post graduate level, external examiner shall be a person not below the rank of an Assistant Professor and shall not ordinarily be a teacher of the Department/Constituent Unit. In case of practical and viva-voce examination at the under graduate programmes, the external examiner shall be a teacher of the subject with not less than three years’ experience of teaching the subject at the degree and/or post graduate level.
11. The internal examiners in case of practical examination both at the UG degree and the PG degree level shall be appointed from amongst the teachers of the University and its Constituent Units whose candidates are to be examined on the recommendation of the Examination Sub-Committee.
12. Ordinarily at least three paper-setters shall be appointed for every subject. They shall normally belong to different Departments/ Constituent Units.
13. No one who is a paper-setter at any post graduation examination shall be appointed as an external viva-voce examiner at the examination.
14. No external examiner shall ordinarily be made to examine more than two practical exams. The conditions may be relaxed for valid reasons by CoE.
15. In case of under graduate practical examinations, one external examiner shall not ordinarily examine more than 120 students. In case of written examinations an examiner shall not ordinarily evaluate / value more than 250 scripts.
16. Any person, who has acted as an examiner / paper-setter for three consecutive years, shall ordinarily not be eligible for re-appointment until a period of one year has elapsed between the year in which he last acted as an examiner and the year in which he is re-appointed. Such gap will not be necessary in case of internal examiners if the number of available eligible examiners in the subject concerned is less than the number of internal examiners required.
17. In the case of programmes where thesis is permissible in lieu of a paper or a project, there shall be a Board of two examiners for evaluation of the thesis/ project. The maximum number of marks for the thesis shall be equally divided between the two examiners each of whom shall mark the thesis independently. If the evaluation of these two examiners differs by 20%, the project report/ thesis shall be referred to the third examiner, (other than a teacher of the University). The average of two (of the three) awards nearest to each other and to the best advantage of the candidate shall be taken as the correct evaluation.

18. On the recommendation of the Examination Sub-Committee, a specialist or expert may be continued for two more years after the expiry of the three years period without a gap. An examiner may be discontinued any time even before the expiry of the three year period if in the opinion of the CoE his work is found to be unsatisfactory. An examiner's work shall be deemed to be unsatisfactory due to any of the following reasons: -
- (a) Mistakes of such a nature are found in his work during checking and scrutiny that affect the result.
  - (b) He is found to have delayed the work without good cause.
  - (c) He has an adverse report from the Head Examiner.
  - (d) In the opinion of the Examination Committee and/ or the COE or any Authority of the University, there are reasonable doubts about his integrity or suspicion that he is accessible to examinees or their relations.
  - (e) If there are serious complaints against his paper e.g. that the paper was much above or below the standard or contained questions outside the prescribed course or the breach of any such condition.

### **Paper Setters**

19. The paper-setter, while setting the question papers, shall draw a memorandum of instructions for the guidance of the examiner/ evaluators so that the evaluation of answer books may be in conformity/uniformity with the standard of the paper setter.
20. **No person shall act as a paper-setter or examiner or moderator either in theory, viva-voce or practical examination, if any of his relations is taking the examination.** However, this provision shall not debar a person from acting as an examiner for practical examination at a centre other than that at which his relation is appearing.
21. **No person shall act as tabulator for any examination, if any of his relations is appearing or has appeared at that examination.**

### **Setting of Question Papers**

22. The syllabus in each paper shall be demarcated into well-defined units/areas of content along with a topic-wise breakdown. The units shall be numbered. The question papers for the end term examinations shall be set in such a manner as to ensure that they cover the entire syllabus of the concerned course unit.
23. The test and examinations shall aim at evaluating not only the student's ability to recall information, which he had memorized, but also his understanding of the subject and ability to synthesize scattered bits of information into a meaningful complete analysis/answer. Some of the questions shall be analytical and invite original thinking or application of theory.
24. The examiners may repeat questions set in previous examinations up to 20% only. This is necessary to ensure that students do not leave out important portions of the syllabus. Suitable instructions should be given to paper setters in this regard.
25. The paper setters should give wider choice to the students for answering questions, by providing alternate questions in each of the syllabus. The total options in a question paper should not be more than 30% of the total marks assigned to a question paper.
26. An examination is conducted to evaluate the students with respect to the portion of syllabus taught and various components of the curriculum. Setting of question papers with confusing language, vague questions, factual errors, repetition of questions in successive examination lead to lowering of the morale of students and undermines the prestige and integrity of the examination system. The following rules are set on this background.



- (a) Paper setters at various semester examinations in all the subjects shall be bound by these instructions and treat them as well as any other instructions issued to them from time to time in this respect as confidential.
- (b) While framing a question paper, the following points should be considered:
  - (i) The questions set should be from the prescribed syllabus only.
  - (ii) The paper should cover the whole of the prescribed syllabus.
  - (iii) The question should be worded with no ambiguity.
  - (iv) There should be a reasonably wide choice of questions to be answered.
  - (v) The question paper should be such that a well-prepared student should be able to answer all the questions.
  - (vi) Only integral marks shall be assigned to each question and sub-question.
- (c) The paper setters should avoid repetition of questions, as far as possible. Repetition of entire question paper or a Section of a question paper or a set of questions shall be viewed seriously, and suitable disciplinary action shall be taken.
- (d) The Instructions to the candidates should be given at the beginning of the question paper. These instructions should include instructions regarding the number of questions to be attempted for full credit in the paper.
- (e) When a paper is composed of more than one section, specific instructions should be given to that effect. Section number should be written above the question with which the respective section begins.
- (f) The question numbers and sub-question numbers should be suitably written on the left-hand side, while the marks assigned to them should be written on the right-hand side in round brackets.
- (g) If there is an alternate question to an original question, the alternate question should be given the same question number and written below the original question and word "OR" should be written between them.
- (h) **Miscellaneous Points**
  - (i) The numerical data required to solve problems should be given in the paper itself. Physical quantities shall be given in Standard-units only and only the standard abbreviations shall be used.
  - (ii) Sketches, figures, tables, and other details which form part of the question paper should be submitted appropriately. The sketches and figures should be drawn neatly in black/blue ink only and should be easy for reproduction. Rough pencil sketches shall not be accepted.
  - (iii) The paper setter should inform to the CoE, in writing, the specific requirements such as graph papers, drawing papers, data tables, etc.
  - (iv) The numerical questions should be set by considering the fact that the students are allowed to use non-programmable scientific calculators.
  - (v) The paper setters must destroy the rough notes, manuscripts, if any, of the question paper set as soon as the final draft is submitted to the office.
  - (vi) The paper setter shall also submit - solution for the question paper prepared by him/her.

- (vii) The Vice-Chancellor has powers to cancel any appointment of a paper setter or take any disciplinary action for negligence of any kind on the part of the paper setters in carrying out the work entrusted to them and in accordance with the instructions issued to them.
- (viii) The paper setter(s) have great responsibility of maintaining integrity of the examination system. Failure to do so, with known intention, may attract heavy penalty.

### **Paper Format.**

27. **Prepare question papers as per specified format. Sample of question papers are given as at Appendix "A2".** Three sets of Question papers (A/B/C) will be prepared by the paper setters keeping the following in mind: -

- (a) Do not repeat questions in the papers.
- (b) Question paper should be in three parts, **Part– A**, 6 questions, **Part–B**, 3 questions and I **Part–C**, there should be one question only with at the most two parts.
- (c) Marks allocation {6x5=30 (short) + 10x2 =20(medium) + 1x20(long) = 70marks }
- (d) Make a Question Bank. Cover question spread from complete syllabus as taught.
- (e) Preferably avoid repetition in framing questions for each paper.
- (f) Framing of question must be appropriate - be understandable - convey the desired meaning and use of correct language is imperative.
- (g) Have a mix of questions {**Easy 40%, (Part –A) Moderate 30%, (Part –B) and difficult /Hard 30% (Part –C).**}
- (h) Moderation by committee will be up to 30% only.
- (i) **Select Questions (20% only) can be repeated in subsequent year.**

28. **Time Plan / Allocation of Question Paper.**

- (a) Duration - 3 Hrs (Questions Set =10 To be answered 5 + 2 + 1 = 8)
- (b) Time Distr: Total Time = 180 mins
- (c) Time Spent - Reading - 05 mins + Revision 05 mins = 10 mins  
Bal time -170 mins (170 / 70 = 2.40 min per marks)
- (d) Part A = 30 marks Time to be spent 30 x 2.4 = 72 mins (14 mins each)
- (e) Part B = 20 marks Time to be spent 20 x 2.4 = 48 mins (24 mins each)
- (f) Part C = 20 marks Time to be spent 20 x 2.4 = 48 mins (48-50 mins)
- (g) **ANSWERS IN POINT FORM TO BE MADE AND SUBMITTED TO HoI.**

### **Responsibilities : Papers Setting / Submission**

29. **Responsibilities of Preparation/ Checking / Authentication of Question Papers in respect of own / parent Institute as also that of Dependent Institutes are as specified below. In case of any embarrassing mistakes appropriate administrative action will be initiated against defaulters in the chain:-**

- (a) Question paper are to be prepared by nominated paper setter and is to be duly signed before putting up to HoD / HoI.

- (b) Correctness with respect to coverage of syllabus / content / mistakes to be checked by the concerned HoD / Nominated faculty (By HoI) other than the paper setter of the Institute / School teaching the subject and sign it before putting up to HoI.
  - (c) Authentication by HoI of the Institute / School teaching the subject on a certificate before forwarding to the HoI of the Institute / School for whom the question paper is set.
  - (d) The question paper will be checked by the HoI of the Institute / School for whom the question paper is set and sign it before submission to CoE.
  - (e) Review of all question papers by Moderation Committee as per procedures.
  - (f) Printing of question papers by CoE for conduct of exams.
30. **Submission by HoI / HoD.** The question papers prepared by the nominated faculty will be reviewed for correctness, coverage of syllabus, language used etc. The faculty concerned and the HoI / HoD will sign the hard copy of the paper before being submitted to CoE. **No question papers will be forwarded by Email to CoE. Soft copy of the question papers will be submitted to CoE on DVD /CD/ Pendrive. All certificates rendered by the paper setter along with answers will be held back by the respective Institute.**

#### **Moderation Committee for Moderation of Question Papers.**

31. **Composition.** Moderation Committee shall be constituted by the Hon VC as under for one or more courses: -
- |   |                    |
|---|--------------------|
| (a) Dean Academics / HoI / HoD  | - Chairperson      |
| (b) Senior most Professor/ Senior most faculty and faculty of the discipline concerned. | - Members          |
| (c) Two experts in the discipline/ specialization (One may be external)                 | - Members          |
| (d) CoE   | - Member Secretary |
32. **Functions.** The functions of the Moderation Committee shall be:-
- (a) To ensure question papers prepared are strictly in accordance with the course contents and the instructions, if any.
  - (b) To remove ambiguity if any in the language of questions.
  - (c) To moderate/ reframe the questions so as to give opportunities to students of varying abilities.
  - (d) To ensure proper coverage of course contents and indicate weightage / marks for each question or part/ parts thereof, time prescribed and to correct errors, if any.

#### **Faculty Points Experienced : End Semester Exams**

33. **Setting of Question Papers.** Points at **Appendix "A3"** have been noticed during conduct of Exams and from the question papers submitted by the faculty members for ESE and can be taken as poor reflection of the performance of approx 30 - 40 % of faculty.

#### **Conclusion**

34. Faculty need to be very clear of their duties and particularly as given in the Regulations. Teaching methods of all programmes include one or more methods of teaching form i.e. Classroom Teaching, Assignments, Viva Voce, Lab Work, etc. To provide better support to the students in conjunction with the traditional approaches, modern approaches based on information and communication technologies for teaching-learning shall be adopted. These include online teaching-learning, material availability, webcasting, podcasting, online chatting with teachers, online discussion forums, etc.
35. The examination process reflects the students learning benchmark and the student needs to be gauged appropriately.

**QUALIFICATIONS OF PAPER SETTERS**

Ser No.	Examination	Qualifications
(a)	All Post Graduate Examinations other than Law.	PhD/Experience of teaching the subject at the post graduate level for at least seven years; OR  Experience of teaching the subjects at the under graduate level for at least seven years together with research/teaching experience at the degree and /post graduate level or seven years of industry experience.
(b)	LLM	PhD/Master’s or higher degree in law and teaching experience at LLM level for at least five years; OR Experience as High Court Judge. OR Standing of at least ten years at the Bar.
(c)	Degree examinations in all faculties other than Engineering Technology, Law and Medicine.	PhD /Experience of teaching the subject at PG/UG level for at least 5 years OR Master’s Degree or equivalent qualifications in concerned subject
(d)	Degree examinations in all faculties of Engineering & Technology.	Master’s degree or equivalent qualification in the concerned subject OR Teaching experience at Under Graduate/ Post Graduate level and or Professional experience of at least seven years in relevant field.
(e)	Degree examination in the faculty of Medicine.	PG degree or equivalent in the concerned subject OR Teaching experience in the concerned subject at the degree and/or Post Graduate level for at least five years.
(f)	LLB and Integrated programmes	Teaching experience of LLB and/or LLM classes for at least five years. OR Judicial experience as District Judge for at least five years. OR Standing Council at Bar for at least five years.
(g)	Degree in Architecture/ Planning & Design	Master’s Degree with five years teaching experience in the relevant area.
(h)	Post Graduate Diploma in Business Administration and equivalent.	Master’s Degree with at least five years teaching experience at the degree level or Post Graduate classes in the subject.
(i)	Diploma exams in all faculties other than those in Medicine and Post Graduate Diploma exam in Business Administration.	Teaching experience of at least five years of Degree or Diploma or above classes.
(j)	Diploma exam in the faculty of Medicine / Pharmacy / Nursing.	A Doctor’s or Master’s Degree or a Post Graduate Diploma of a recognized University or equivalent qualification in the subject and at least five years teaching experience in the subject in any University or College recognized by the Medical Council of India / Pharmacy Council of India / Nursing Council of India.

**SAMPLE QUESTION PAPER**

EL 6103

Roll No. \_\_\_\_\_

**CBCS  
END SEMESTER EXAM  
NOV / DEC - 2019  
ENGLISH LITERATURE  
(THE BRITISH NOVELS)**

**Time: 3 Hrs.**

**Maximum Marks: 70**

**Instructions:**

- (a) Working Notes should form part of answer copy.
- (b) Use of pencil or pen other than blue or black is not permitted.
- (c) Do not write your name even if the question is worded in that manner.

**SECTION –A**

**(30 Marks)**

**Attempt any 5 questions.**

**All questions carry equal marks.**

- Q1. Create a timeline that outlines the events of the novel “A Tale of Two Cities” and the events of the French Revolution.
- Q2. What is a Psychological Novel? Discuss with 'Mrs Dalloway' as an example.
- Q3. Discuss Marriage as the central theme of “Pride and Prejudice”.
- Q4. How is the theme of love used in “A Tale of Two Cities”, by Charles Dickens?
- Q5. Discuss how World War I affected the major characters in the novel Mrs. Dalloway.
- Q6. What do you mean by a Comedy of Manners? What elements of a Comedy of Manners do you find in Jane Austen's, “Pride and Prejudice”?

**SECTION - B**

**(20 Marks)**

**Attempt any 2 Questions.**

**All Questions carry equal marks.**

- Q7. The figure of Doubles is seen as one of most important motifs in A Tale of Two Cities. Does Dickens's use this doubling technique to draw contrasts, comparisons, or both in the novel?
- Q8. Social Class is the driving force behind all conflicts in the novel 'Pride and Prejudice'. How does it impact the relationship between the protagonists Elizabeth and Darcy as well as Jane and Bingley in the novel?
- Q9. What was Clarissa's relationship with Sally Seton? What is the significance of Sally's re-entry into Clarissa's life after so much time? What role does Sally play in Clarissa's past and in her present?

**SECTION - C**

**(20 Marks)**

**(Compulsory)**

Q10. (a) Discuss the significance of the following Symbols in “A Tale of Two Cities” : -

- (i) The Broken Wine Cask
- (ii) Madame Defarge's Knitting

Q10. (b) “Pride and Prejudice”, opens with the famous lines "It is a truth universally acknowledged that a single man in possession of a good fortune must be in want of a wife." Discuss the irony in these lines. Do these lines have any significance in the modern society?

**ANSWER KEY / GUIDELINE SUGGESTED ANSWERS  
BRITISH NOVELS**

(May also give the Answer Page / Para Number / Answer options)

- Q1. - Storming of the bastille  
- Revolutionaries took control of France  
- The mass killing of the Aristocracy
- Q2. - Inner dialogue and stream of consciousness  
- psychological struggles  
- sensitive treatment of mental issues
- Q3. - Mrs. Bennet's anxiety over the marriage of her daughters  
- Elizabeth's perception of love as reason for marriage  
- Charlotte Lucas' perception of financial security as basis for marriage  
- Male perception vs female perceptions
- Q4. - Lucy's love for her father  
- Darney's love for Lucy  
- Sidney Carton's un-returned love for Lucy  
- Carton's sacrifice for love
- Q5. - Mrs Dalloway's 11 a.m. silence  
- The tragedy of Evans's death and Septimus's torment  
- Descriptions of day- to-day life couched in military language
- Q6. - Satire on the manners and customs of fashionable society  
- Commentary on the etiquette and customs of the time  
- Depiction of strict social expectations of standard conduct by men and women
- Q7. - London and France - compared and contrasted  
- Charles Darnay and Sydney carton - compared and contrasted  
- Their similar appearance but different attitudes  
- Madam Defarge and Miss Pross - compared and contrasted  
- Both served the Menettes  
- Miss Pross – represents London  
- Madame Defarge - represents France
- Q8. - Class difference governs the lives of characters  
- The relationship of Jane and Mr. Bingley terminated due to class disapproval  
- Darcy's indifference and reluctance  
- Elizabeth's self respect  
- Mr. Collins and his class consciousness
- Q9. - Clarissa's most exquisite memory of being kissed by Sally  
- As teenagers, Sally and Clarissa had grand plans to change the world, abolish private property  
- At her re-entry Sally has become a member of the society she once wildly criticized  
- Sally represents freedom and passion
- Q10. (a) (i) - The broken wine cask  
- Desperate quality of the people's hunger- Hunger - both for freedom and food  
(ii) - Madame Defarge's Knitting Registry of aristocrats to be killed - Symbolizes the violent plan  
- She knits the revolution
- (b) - Irony  
- It is not the man seeking a woman, but the other way around.  
- Women were obsessed to find a man who could allow them a comfortable lifestyle.

**SYLLABUS**  
**AUMP - CHOICE BASED CREDIT SYSTEM**  
**SEMESTER – III : THE BRITISH NOVELS**

**Course Code: EL 6103**

**Credit Units: 03**

**Course Objective:**

To help students experience a true language context, thus motivating them to use it themselves in speech, and to infuse acceptance of different cultures and promote the sharing of different perceptions and interpretation of a text

**Module I: Charles Dickens**

A Tale of Two Cities

**Module II: Jane Austen**

Pride and Prejudice

**Module III: Virginia Woolf**

Mrs. Dalloway

**Evaluation Scheme:**

<b>Components</b>	<b>A</b>	<b>HA</b>	<b>V</b>	<b>EE</b>
<b>Weightage (%)</b>	<b>05</b>	<b>15</b>	<b>10</b>	<b>70</b>

**Text & References:**

- Dickens. Charles, 1859, *A Tale of Two Cities* (US.: Harper Collins)
- Austen. Jane. 2012, *Pride and Prejudice* (US: Harper Collins)
- Morris Beja, 1985, *Critical Essays on Virginia Woolf* (US: G K Hall & Co)

**QUESTION PAPER : SYLLABUS BREAKDOWN**

**Subject :- CBCS III**

**Subject Code :- EL 6103**  
**Novels**

**Subject : British**

QUES NO.	MODULE 1	MODULE 2	MODULE 3	MODULE 4	REMARKS
1	v				
2			v		
3		v			
4	v				
5			v		
6		v			
7	v				
8		v			
9			v		
10	v	v			

**Signature of Paper Setter:**  
**Name of Paper Setter:**

**UNDERTAKING BY FACULTY / PAPER SETTER**

1. I \_\_\_\_\_ hereby undertake to maintain the utmost confidentiality / secrecy in task assigned of paper setting of subject(s) (with Code No(s)) \_\_\_\_\_ and all other assigned work including correspondence pertaining to AU MP Examinations.
2. I shall maintain utmost secrecy in the work entrusted to me for End Semester Examination (ESE) and discharge all my duties to the best of my ability by following all SOP's/ Rules / Guidelines as specified without getting involved in any type of malpractice which violate the code of conduct of examination.
3. It is also certified that NO relative\* of mine is appearing at the AU MP exams in the papers set by me or has any connection or direct bearing with the Exam work/ tasks assigned to me.
4. I have neither given tuition to any student or have been attached with any tuition classes and imparted any private or personal tuition or training or coaching for the AUMP Exams where I am appointed as Paper-setter and/or Examiner.
5. I have also not published any guides, digests of text-book concerning the examination where I am appointed.
6. I hereby certify that the question paper was typed by me and I have not retained any hard copy of the same in any form. I also certify that I have taken sufficient care to destroy the draft copy used and have ensured the safety of relevant files from/in my computer taking care to ensure it is not accessible to any unauthorized person by any means.
7. **It is also confirmed that NOT more than 20 % of questions asked in previous two years ESE have been included in the paper set for the ensuing ESE.**
8. I also assure that I have followed the "Guidelines for Paper Setter", and verified the content of the question paper from the specified syllabus before submitting it to the AU MP Exam Department.

Signatures:

Full Name:

Date:

Place:

Tele No.: (R) ..... (O) ..... (M) .....

\* The meaning of relatives is defined as under: wife, husband, son, daughter, grand-son, grand-daughter, brother, sister, son-in-law, sister-in-law, daughter-in-law, nephew, niece, sister's daughter and son and their son and their's son and daughter, uncle, aunty. Step relations are not included in the above definition.



**Appendix – ‘A3’  
(Refer to Para 32 of  
Appendix – ‘M’)**

1. **Setting of Question Papers.** Question Papers are set casually and generally are of poor standard. Faculty in number of cases are not clear about the question paper format and papers also not submitted in due time in few cases.
  - (a) Standard of Question Paper ideally should be as per the course being conducted. Standard for UG Courses is different from PG Courses, however at numerous times the level of question set is of school level.
  - (b) Faculty does not cover the complete syllabus. Questions are mostly from same module or from the syllabus covered in the end.
  - (c) Questions are repeated in the same section in the same paper in some cases it is verbatim and in few cases it is reworded. The aim of exam gets totally defeated.
  - (d) Instructions to be given in every question paper vary at times as per paper set and in large number of cases these instructions are not as per requirement of the paper set, eg. Requirement of calculator given where it is not required and vice versa.
  - (e) Questions particularly of Section “A” are very sketchy and poorly worded with telegraphic language and these questions do not convey the desired /required meaning. There are also too many spelling /grammatical mistakes. The commencement of question at times is in conversation form and it becomes totally vague. Punctuations /capital letters /question marks etc are not used as per procedures.
  - (f) Questions at times are set wherein to answer them there is a requirement of Reference tables /Logs/ Reference charts / Computers with specific software etc. The requirement is not projected at the commencement of Semester as asked for or even at the time of submitting the question paper, but it is highlighted when the students are answering the question paper, thereby causing confusion and embarrassment.
  - (g) Sketches / figures / diagrams given in question papers are copied photographs and not clear, these do not fit appropriately in the question paper.
  - (h) Question at times is of half page and the answer is of one line.
  - (i) Incorrect data in questions, easy questions and not as per format.
  - (j) Question Paper time plan not followed. Paper gets completed in half the given time.
  - (k) Some questions are same for UG and PG courses. (Same paper for UG / PG Course). The standard of question paper ideally should be as per the standard of the course eg. Questions cannot be same for BBA/MBA, BJMC/MJMC, LLB/LLM, BTECH / MTECH Courses. However in number of cases these are found to be the same.
  - (l) Question numbering same in each section viz 1,2,3... etc. How will a student differentiate while answering the paper as there are three Q1?
  - (m) **Question papers are leaked to students in the garb of important questions.**
2. **Invigilation Duties.**
  - (a) Faculty on invigilation duties must arrive in time for their duties and read their charter of duties deliberately. Faculties on invigilation duties do not follow the stipulated guidelines.
  - (b) Frisking of students, checking of Identity cards / admit cards are some of the mandatory requirements and not followed.
  - (c) Instructions to the students are not being read out regularly in some cases. Reading out of these instructions is mandatory, similarly as it is done by an Air Hostess when we board an aircraft.

- (d) Students given incorrect question paper and the student has also attempted the said paper.
- (e) Students are neither briefed nor are their answer books checked for entries thereby students have written their Roll No / Name at incorrect places. Details on answer books to be written by students are not checked by the invigilators - Roll No, Enrollment No.
- (f) Essential details not written on answer books. Difficult to trace out the student.
- (g) Students are out of class unescorted for going to wash room up to 8-10 mins.
- (h) Student being asked to go and meet the Senior Faculty /Staff during the exam.
- (i) Faculty standing in the corridor and talking to other faculty.
- (j) Faculty talking on mobile during invigilation duty for long hours.
- (k) **Acts of Disorderly conduct and Unfair Means not checked.**

### 3. Checking of Answer Books.

#### (a) Casual Checking.

- (i) Faculty are casual in checking the answer books, in an instance answer books of chemistry have been checked along with Management answer books.
- (ii) Marks have been given without seeing the answers.
- (iii) Marking of few answer books has been done in a great hurry as the faculty was to proceed on leave.
- (iv) Totaling of large number of answer books is incorrect.
- (v) Marks given inside the answer books have not been written outside in some cases and vice versa.
- (vi) Questions carrying only six marks have been given more than 6 marks in some cases.
- (vii) Marks have been mentioned in correctly on the front page of the answer books.

#### (c) Liberal Marking. Marking of answer books has been very liberal generally in most of the cases so that the student clears the exam even without having written the answers:

- (i) A student has written answers in less than two pages and has been given 25-30 marks just for writing the question number and few lines which do not make any sense.
- (ii) Students in a mathematical question have just given the answer and have been given 50% marks.
- (iii) In theoretical questions students have been given full marks even for incorrect answers/ definitions.
- (iv) Students have attained near full marks in few subjects.
- (v) Students have scored approx 50% marks overall, however they have attained 6 out of 6 in some questions raising doubts of over inflation.

#### (c) CIE. Students in CIE either given 30 marks or between 0 to 7 marks.

#### (d) Erratic Marking. Large number of failures OR Full marks in written exams. The marks are either inflated or very strict marking is done. In written papers other than Math students have been given up to 69 marks out of 70.

- (e) **Practical Marks.**
  - (i) Inflated marks for Practical Exams /Viva voce / Projects / Dissertations.
  - (ii) The student otherwise is failing in the ESE in the same paper.
  - (iii) All marks for practical's are between 75 – 95. The histogram in these cases cannot be prepared.
- (f) **Faculty does not correct the answer books within four working days after completion of exam.**
- (g) NO assistants are permitted for totaling and marks compilation while correcting the answer books.
- (h) Response of Guest faculty is very poor, firstly they are not introduced to Exam Department, their checking and compilation standard is also very liberal /poor.
- (i) Faculty checking the answer books should not get other faculty along for chit chatting, it is unethical and causes disturbance to everyone.
- (j) The faculty checking the answer books discuss their answer books / answers publically, which is unethical and causes disturbance to everyone.
- (k) Faculty is also requested to sign their grade sheets for CIE marks and ESE marks after one day of their completion of marking of answer books, once the answer books are decoded.

#### 4. **Members of Committees**

- (a) Response of various committee members is not as desired.
- (b) Response of Coding / Decoding committee was extremely GOOD this time.
- (c) **Faculty / committee members are requested to assist in compilation of results.**
- (d) Faculty also requested to assist in checking the grade sheets and marks of their subject uploaded on the computer.