

REF: AUMP/RO/SOP/EXAM/2019/55

Dated : 31 Jan 2019

**STANDARD OPERATING PROCEDURES: AUTOMATION OF EXAMINATION PROCEDURES  
AND RESPONSIBILITIES ON AU MP AMIZONE**

1. **General.** AU UP Noida is utilizing AMIZONE facilities for the Examination process viz. Enrollment, Course allocation, attendance, exam form filling, uploading of marks and result compilation of its students. The automation process involves active participation of all entities such as HoI's / HoD's / Faculty members / Exam Department etc. in a big way and tantamount's to paperless functioning, as also saving of manhours. The role / responsibilities as followed at AUUP in the process of automation on AMIZONE and as applicable to AU MP Gwalior are discussed in succeeding paragraphs. The process commences with admissions and terminates with issue of Degree certificates once the student completes the course.
2. **Admission Department.** The automation process commences from Admission Dept and salient aspects as relevant to Exam Dept are as given below: -
  - (a) Admission Department during the process of admission needs to be deliberate to check eligibility, correctness of personal details, admission entry and completing the file of the student before uploading it on AMIZONE.
  - (b) All students admitted are to be registered on AMIZONE and enrollment number of all students be generated before the commencement of **semester (Sem)**. In no case a provisionally admitted student, wherein the enrollment number is yet to be generated can appear in **End Semester Examinations (ESE)**.
  - (c) Admission Department provides the list of courses which are run at AUMP with full name to be uploaded on Examination portal and the same name is to be printed in the student's certificates viz. Marksheet, Transcript, Degree etc. It is also mandatory to give the same name in admission letter.
  - (d) Lateral entry admissions are not done after III Sem and will be considered as per policy of AUMP. Equivalence committee is required to map the course, subjects and credits of other University subjects with courses and credits as run at AUMP, courses /subjects which are not taught at other university may be exempted with the permission of Hon'ble Vice Chancellor or student is required to clear all course subjects which have been run at AUMP in previous semesters and same is mentioned in the admission letter of the student.
  - (e) Correction at later stages after admissions in students name or any other details for marks sheets / degree certificates are to be processed through Admission Department. The application for correction is raised by student in prescribed format and same after



verification by HoI's are forwarded to Admission Department for necessary action and after due processing it is forwarded to Exam Department for implementation. The aspects of fine to be paid are not discussed at this stage.

- 3. Responsibilities / Actions of Institutes/HoI's/ HoD's:** The role and responsibilities of Institutes / HoI's / HoD's and faculty members gains tremendous importance as they are in direct contact with the students and the entire performance of automation revolves around them. Salient aspects as relevant to examinations are as given below: -
- (a) HoI's/ HoD's are required to plan abinito complete details of courses to be run viz. No of periods to be held, credits assigned etc. to relevant scheme / course / credits as per designed structure.
  - (b) It is mandatory that all students should be registered on AMIZONE according to date of registration.
  - (c) HoI's/ HoD's are required to assign each student relevant scheme / course / credits / CBCS subjects according to the designed structure.
  - (d) HoI,s / HoD's should abinito also decide the bifurcation of internal marks into different components according to academic structure. For example, if a course has 70 marks for ESE and 30 for Continuous Internal Evaluation (CIE) marks, then HoI must decide bifurcation of 25 marks only as 5 marks for attendance would be calculated automatically according to the attendance percentage on AMIZONE. Components for 25 marks may be divided as mid sem exams / class test for 15 marks, assignment for 5 marks and quiz for 5 marks etc. Same criteria will be followed in case of practical's or NTCC courses for example if code BTC 105 is for C Programming which is a practical subject, then 30 marks for CIE and 70 marks for practical / viva voce. The bifurcation for internal marks for practical exams will also be decided as per details discussed above.
  - (e) HoI's/ HoD's are also required to be assign CBCS course as opted by student and upload on AMIZONE.
  - (f) Attendance of students be updated daily on AMIZONE portal and checked regularly as marks of attendance will be extracted automatically form AMIZONE only. It will then give out the details of debarred students as well.
  - (g) HoI's/ HoD's/ faculty members are required to advise the students to fill their exam forms on AMIZONE by specified date / before the end of classes. It may be noted that students can fill the exam form at any time after the registration in sem.
  - (h) Internal and practical marks in respect of all students are to be filled by concerned / nominated faculty from their respective Id on AMIZONE portal and also they are required to submit the hard copy duly signed to the HoI after uploading of marks on AMIZONE.
  - (i) It is mandatory that all marks filled against the students name on AMIZONE should be submitted within three days after the last date of classes in the form of two copies one



hand written copy of marks and another being the print out from AMIZONE, both copies duly signed by faculty and HoI are proofs of the marks imported by software for result preparation.

- (j) HoI is the authority to approve the exam form of eligible students on AMIZONE and it is to be done on the last date of classes. Before approval of the exam form HoI must freeze the attendance of students, **ensure the academic fees / fines have been deposited (As cleared by Accounts Branch)**/ feedback form has been filled, No discipline case is pending and all effected dues in respect of current semester are complied with. No attendances will be added thereafter once the attendance is frozen by HoI.
- (k) The Exam Department will take cognise only of all those students in respect of whom the form has been forwarded, check the details and issue the admit cards to the respective HoI's.  
HoI's can download the admit cards of all students for distribution after the approval by CoE. All admit cards will distributed to the students at HoI's end. Sample of the Admit card is as given at **Annexure 1**. In case a student loses the admit card the same can only be reissued after payment of fine by the Exam Dept to HoI for subsequent issue to the student.
- (l) Recommendation with B+ cap for those students whose attendance is between 70 to 74.99 may be processed by HoI manually at initial level on note sheet and same is to be recommended by CoE before approval by Hon'ble Vice Chancellor.
- (m) Students with back papers should be registered for GSSC on AMIZONE and minimum four sessions are to be conducted for students. Students are required to attend min three sessions to be eligible to appear in back paper after the satisfactory report is sent to Exam Dept by the respective HoI. The details of back papers will figure against the students name only if the student is registered for GSSC.
- (n) HoI / HoD's / Faculty members /Mentors also must keep a tab on the attendance of the student for value added subjects / CBCS. The student must be warned in time to make up the attendance or else will be debarred.
- (o) It may be noted that if the student does not score good marks in the CIE, the student thereafter do not have any opportunity to improve marks in the same as ther is no provision to reappear in CIE.
- (p) The question papers are also uploaded on AMIZONE for forwarding to Exam Dept by the faculty concerned. The question paper once forwarded is the not visible to the faculty and cannot be amended or changed. Thus it must be ensured that the question paper so formulated is as per the laid down format, with proper spacing, appropriate language , complete instructions and without any mistakes.
- (q) It may be noted that all tasks on AMIZONE are time related and once implemented can not be retracted back from the individual Id. Amendments select ones can be made by HoI's Id, few from CoE Id and most of them from Hon'ble Vice Chancellor Id or else the change can only be effected through C60 which would not be desirable.



- (r) Ideally the Institutes should make a charter of duties or standing operating procedures for actions to be taken based on timelines for all viz. HoI / HoD's / Faculty members / Staff involved.

4. **Actions in Respect of Examination Dept:** The guidelines to be followed at Exam Dept are discussed as follows:-

- (a) Answer books format for ESE will be **OMR based** and the sample of OMR answer book is placed at **Annexure 2**.
- (b) **OMR based answer book** contains four parts wherein Part I contains basic exam details. Part II and Part III contains details of marks obtained in numerical form OMR based and in manuscript and both parts remain attached with the answer book.
- (c) **Part IV** contains student details in OMR form which is scanned by scanner for processing of student details and this part is detached from the answer book before sending it for evaluation. A CSV file is generated after scanning of Part IV. The same is uploaded on exam software for result processing.
- (d) **Part III** contains details of marks obtained in OMR form and are scanned by a special scanner for processing of ESE marks and this part is then detached from the answer book. A CSV file is generated after scanning of Part III and same will be uploaded on exam software for result processing.
- (e) Internal and practical marks are filled by faculty on AMIZONE portal and the same are imported by exam software for result preparation.
- (f) **The result gets prepared on AMIZONE from the student's data received from Part IV of OMR sheet, ESE marks received from Part III of OMR sheet and internal and practical marks get ported from AMIZONE as uploaded by faculty concerned.**

5. **Conduct of ESE:** Points to be adhered to by invigilators / faculty members / Committee members and Exam Dept are as given below:-

- (a) ESE will be conducted through OMR based answer books, during the examination OMR sheet on the answer book are to be filled properly or else the marks will be uploaded incorrectly.
- (b) After the examination answer books are coded and part IV of answer book are detached before it is sent for evaluation.
- (c) Evaluation of answer book is to be done within four working days and the evaluator fills Part II and Part III of OMR sheets deliberately.
- (d) All the evaluated answer books are again rechecked for totaling by members of Coding / Decoding committee. During rechecking some important aspects to be kept in mind as discussed in succeeding paragraphs.
- (e) Adequate material written by students according to question to commensurate with marks allotted so as to prevent inflated / deflated marking.
- (f) Ensure that NO question or part of a question has gone unchecked or remain unmarked.



- (g) Marks awarded to a question or any part of a question must be written at two places. First, on the perforated top most corner of the answer scripts where the answer of the question ends. Secondly on the front page against the serial number of the question.
- (h) There should be no mismatch between the marks written at both places, i.e front page and the perforated corner. Ensure that the marks are correctly counted before writing the sum (total) on the front page.
- (i) If there is any mismatch in totaling, then the answer book is returned to CoE for necessary action.
- (j) After rechecking answer books are sent for scanning for result processing.

**6. Result Processing Sequence.**

- (a) Course wise CSV file of Part IV of OMR gets created on heavy duty scanner and the same is uploaded on exam software for processing of students details and it is verified from AMIZONE automatically for validity of data. AMIZONE based exam software will process the result of only those students who are registered on AMIZONE.
- (b) Course wise CSV file of Part III of OMR after scanning is uploaded on exam software for processing of ESE details. The details of Part III will be verified on AMIZONE against the details of student already uploaded (using V Lookup on excel).
- (c) After the uploading of CSV file of Part IV & Part III the details are checked in respect of Part IV & Part III and marking of the absent / UFM cases is implemented against the effected students if any.
- (d) Internal and practical marks are filled by faculty from their Id on AMIZONE portal and the same are ported by exam software for result preparation.
- (e) In each program Subject wise grade sheet will then be generated through software as soon as tasks of OMR sheet Part I, II, III, & IV are completed.
- (f) All grade sheets are checked and verified at Exam Dept level. The histogram of each grade sheet is also analyzed for correctness and validity.
- (g) Result of program will then get generated through exam software as soon as we generate grade sheets of all subjects. The analysis of the result formulated it can also be seen the students list who are eligible for moderation.
- (h) The result of such students is printed and put up for moderation before CoE and same is also approved by the Hon'ble Vice Chancellor. Approved moderation list is amended on exam software. (Moderation policy of AUUP is same as AUMP).
- (i) After the moderation of result, the final marks and results are put up in hard copy for the perusal of CoE and approval of Hon'ble Vice Chancellor, wherein all details are mentioned in respect of all students viz SGPA, CGPA etc.
- (j) After the approval of result, the CoE will publish the result for perusal of HoI's through exam software.
- (k) The finalized result will then be published for all students on a single click. Students can view the result at their AMIZONE id and they can also print provisional marksheet.



(l) Grades card/Mark sheet of students will also be printed through exam software.

7. **Duties / Responsibilities of Exam Dept Staff.** Role and responsibility of each member of Exam Dept needs to be more specific for smooth result preparation.

(a) **Office Assistant / Data Entry Operators.** Role and Responsibilities of Office assistant/Data entry operator are discussed in succeeding paragraphs:

- (i) Office assistant will be solely responsible for the documentation of courses as allotted.
- (ii) Collection and verification of internal and practical marks for assigned course.
- (iii) Take care of coding, checking and rechecking of answer books for assigned course.
- (iv) Scan the Part IV & III of OMR answer book and upload CSV file on exam software.
- (v) Check the validity of data in respect of Part IV & III of OMR answer book.
- (vi) Marks absent or UFM from absent and UFM list as applicable in course.
- (vii) Generate grade sheet of all course program as allocated.
- (viii) Check the grades of all students calculated properly.
- (ix) Be responsible for printing and checking of all certificates, marksheet, transcripts, provisional etc.
- (x) Any other task assigned by CoE.

(b) **Asst CoE / Office Supdt.** Responsibilities are as given below: -

- (i) Port internal\Practical\NTCC marks of assigned program through exam software.
- (ii) Preparation of program wise result after the grade sheet of all subject generated by concerned office assistant. Checking of result and download the program wise list of eligible students for moderation. List of such students put up for moderation before CoE and same is also approved by the Hon'ble Vice Chancellor. Approved moderation list is amended on exam software.
- (iii) After the moderation result is marked as final and print out of result put up for perusal/signature before CoE and same is also approved by Hon'ble Vice Chancellor.

(c) **CoE.** Responsibilities are as given below: -

- (i) Put up the list of eligible students for moderation before Hon'ble Vice Chancellor.
- (ii) Take the approval of all results from Hon'ble Vice Chancellor.
- (iii) After the approval of results publish all result to HoIs through exam software, it will then also be published for all students.
- (iv) Be fully empowered to reset any published result after the reset result will not visible to HoIs and students.
- (v) CoE can add any students details in exam software or edit any details in exam software.

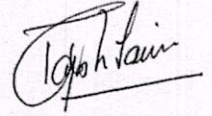
8. **Miscellaneous Aspects.** These aspects flow out of the policies followed by AU UP Noida and have great relevance to AU MP as well. Details are as discussed below: -



- (a) Admission under the lateral entry / transfer cases are allocated new enrolment number to the students. In case of branch or program change in university there is no need to new enrollment to the student.
- (b) Reevaluation/Re totaling: Students can apply for re-evaluation/re totaling within 15 Calendar days through AMIZONE.
- (c) ESE answer books are not shown to students.
- (d) **BARCH students will be allowed to reappear in internal/CIE and is applicable only for those students who have failed in CIE.**
- (e) **Number of classes in each course are to be decided at the beginning of each Sem according to credits allotted and the details of total classes conducted get verified on AMIZONE. It is necessary to conduct minimum classes according to credits of the subject.**
- (f) **Uniform Course Coding.** AU UP makes full use of AMIZONE automation, as all tasks are done on AMIZONE, AUUP also follows a **uniform course coding** in their campus as effective since 2015 onwards. In uniform course coding if any subject is taught in different programs then they have the same course code and same course name in all programs. For example, if Behavior Science has the course code **BS 143** and the course name is **"Individual Society and Nation"**, it may be taught in B Tech all branches, BA (J & MC), B Sc (Bio Tech), BBA and B Com etc. even then the course code and course name in all programs will remain same. Result of all students who opted BS 143 will be prepared subject wise for all students of University and uploaded on AMIZONE wherein due to enrollment number it will be projected in front of the concerned students name.
- (g) **Invigilation / Evaluation Room.**
- (i) Mobiles are NOT ALLOWED to be carried by Invigilators nor by evaluators while checking of answer books as it can be used for decoding of **BAR CODES**.
- (ii) Mobiles can also be used for photography as also acts as a mode of distraction.
- (iii) Responsibility of collection and handing over of answer books remains of the faculty concerned.
- (h) **NO STUDENTS is permitted to enter Exam Dept however the HoI / HoD / Mentor / faculty may interact on their behalf.**
- (i) **AU UP initiates very strict administrative / disciplinary action against the defaulters as very clear-cut lines are drawn for marking of attendance / following of specified time lines / question paper setting / correction of answer books / uploading of marks etc.**
9. **Passed Out Student.** The clearance to the student, refund of security etc will also be processed on AMIZONE and will involve the concerned Institute, Library, Accounts Branch, Exam Dept, Admin Office, etc. and finally the Registrar office. The Institute shall brief the students in detail and all entities involved will have to process the documents in time.



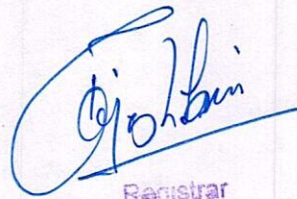
**10. Conclusion.** It is expected that examinations and other assessments be set up, conducted and marked in a transparently fair manner. They will appropriately reflect course objectives and content. Feedback opportunities will allow any errors in marking or miscalculation of marks to be corrected. It is crucial that all stakeholders are aware of their roles and responsibilities, as also take advantage of such opportunities to maintain adequate security and integrity of the system.



**(Rajesh Jain)**  
Registrar

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