


Examination Process

1. Formation of Teams, Roles and Responsibilities

A meeting of examination committee members is to be called by Head Examination Cell, the following teams are formed, and responsibilities assigned.

S. No.	Team	Duties and Responsibilities
1	Seating Plan (one Department Exam Coordinator and 2 faculty)	Preparation of Shift wise Consolidated and Room wise seating plan
		Displaying seating plan at proper places for students.
2	Question Paper (one Department Exam Coordinator and 2 faculty)	Preparation of room wise / date wise / shift wise subject codes and number of question papers required.
		Receiving the two sets of Question papers from all departments.
		Segregating question paper and department wise envelop, distributing those before the reporting time of invigilators.
		Making a file of Question papers day wise/ shift wise.
3	Invigilation Duty one Department Exam Coordinator and 2 faculty)	Preparing the Schedule of Sessional tests and PUT in consultation with Director/HoDs.
		Preparation of Day wise/ Shift wise / Room wise invigilation duty chart based on the seating plan and circulating the same to faculty members and Office of Director/HoDs.
		Deputing Flying Squad teams for overall observation.
4	Miscellaneous activities (one Department Exam Coordinator and 2 faculty)	Maintaining Absentee and detainee record Branch wise Semester wise/ Day wise/ Shift wise as per sessional exam date.
		Collection of reports from control rooms and preparation of Day wise/shift wise Consolidated report.
		Checking the boards and furniture cleaning and proper working of lights, fans and air conditioners of the all rooms used as examination hall.
5	Control Room Team (Exam Cell Members)	Setting up of a control room to deal with examination halls.
		Preparing Room wise Answer Scripts in required numbers and Examinations Envelopes containing formats for invigilator report/ attendance summary/ answer sheet summary report/ student's attendance format/ instructions to students/ instructions to invigilators/ UFM Records of candidates (Annexure I-VIII)


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	Issuing room wise all Exam Materials to Invigilators before each shift
	Receiving Branch wise/ Semester wise Detainee list from Head Examination and entering data in student's attendance format
	Receiving Question paper envelops from question paper team
	Receiving answer scripts and other formats at the end of each shift of examination.

2. Question Paper Setting and Submission

- i. HoDs are requested to send all the question papers of their department in required number of copies as per the format issued by the central exam cell at least before 3 days of the commencement of the examination.
- ii. HoDs are also requested to set up a moderation committee as per the policy for moderation of the question papers submitted by faculty.
- iii. Question papers to be submitted to exam cell only after moderation.
- iv. The question papers received by the exam cell to be kept in strong room.

3. Conduction of Examination.

3.1 Academic Calendar

Office of Director publishes academic Calendar mentioning the dates of internal exams

3.2 Preparation of Schedule for internal examinations


- i. Preparation of Examination Schedule by the Office of the Head Examination based on dates of internal exams after discussion with department exam coordinator.
- ii. Circulation of Examination Schedule to the Office of Director/Deans/ HoDs /Registrar office/ Admin Officer.
- iii. Displaying of exam schedule in all department notice boards and examination cell notice boards and conveyed to students.

3.3 Request for Faculty details

Procurement of list of faculty members from the departmental exam coordinator for the availability of invigilator.

3.4 Detailed data from departments

- i. Request for Faculty wise subject details.
- ii. Room details for conducting examination.
- iii. List of Student Details with Name & Subject Codes department wise.


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3.5 Rooms identification and intimation to All HoDs & Admin Officer

- i. Identify the examination halls and intimate the same to concerned HoDs.
- ii. Intimation to Admin Officer for necessary arrangements.

3.6 Obtaining Detainee list from Director/HoDs

Branch wise/Semester wise list of students to be detained due to short attendance obtained from Director/HoDs at least one day before the commencement of the examination.

3.7 Consolidated Examination Halls & Room wise seating plan for student display

- i. Preparation of consolidated and Room wise seating plan.
- ii. Displaying it in the different notice boards, entry points near Examination halls.
- iii. Sharing the Consolidated and Room wise seating plan along with instructions regarding examination to all concerned.

3.8 Question Papers Segregation

Day wise/ Shift wise/ Room wise question papers are segregated by the committee members in the strong room and handed over to the invigilators at the reporting time.

3.9 Preparation of Invigilation Duty Chart


- i. Invigilation duty chart to be prepared Day wise/ Shift wise/ Room wise and circulated to faculty members and Director Office/ HoDs.
- ii. Instructions to the invigilators are also circulated with duty chart.

3.10 Reporting of Invigilators

- i. Invigilators report to control room 30 minutes before commencement of examination and take the examination materials before moving examination hall where they have been assigned duty.
- ii. After completion of the examination invigilators submit the answer scripts along with other formats to the examination cell.

3.11 Collection of answer scripts from invigilators and distribution to subject teacher

- i. Branch wise/Year wise/Section wise Answer Scripts collection from invigilators.
- ii. Answer Script summary report to be submitted by invigilators along with answer sheets.


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- iii. Handing over the answer scripts to subject teacher after filling the Answer Script issue format.
- iv. Also keeping a record of answer script receiving from subject teacher.

3.12 Show cause notice for those invigilators who are violated the rules

After completion of every internal examination, release of show cause notice to those who violated the examination rules.

3.13 Formation of flying Squad team and Discipline team

- i. Forming a team of flying squad constituted of Deans/HoDs/Professors for observation.
- ii. Forming Discipline constituted of Dean Student Welfare and Proctor for looking after students' discipline during examination.
- iii. Assigning duty to them in different examination blocks.

3.14 Day wise consolidated report of all departments

Preparation of day wise/ shift wise overall examination report by Head Examination and forwarding it to the Office of Director/Deans/HoDs.

3.15 Absentees Statements for all departments

After every examination segregation of branch wise/ semester wise/ section wise absentee records and forwarding a copy of these to Director/Deans/HoDs.

3.16 Bell timings

- i. Short Bell 15 minutes before starting of examination.
- ii. Long Bell at start of examination.
- iii. Final Bell at the completion of examination.

4. Evaluation of Answer scripts

- i. Evaluation of the answer scripts to be done by subject in charges.
- ii. However, HoDs , may interchange the evaluators among various sections for the same subject. For example: Faculty A is teaching section A and Faculty B is teaching Section B, but evaluation can be given to faculty A for section B and vice versa.


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5. Minimum Duration for Answer Script Submission

It has been observed that many students intentionally come to the examination hall just for marking their attendance in that particular examination. Also many of them come unprepared / less prepared for the examination. These students finish their work before the duration of the examination and create unwanted disturbance in the examination hall. These activities sometimes cause heated arguments/indiscipline by students, leading to multiple types of misbehaviour misconducts in the examination hall. Therefore, the candidates may be allowed to submit their answer scripts before the duration of the examination as per the timings mentioned below

Duration of examination	Minimum Duration for Answer Script Submission
3 Hrs	2 Hrs 30 Minutes*
2 Hrs	1 Hr 30 Minutes*

*After permission from the Head Examination /HoD.

Mechanism for exam related grievances:

The student of the college can submit any grievances related to internal/external examination as per the below guidelines-

1. For internal grievances:

- As per the laid procedures, there is a provision of showing evaluated answer sheets to the concern student.
- In case of any grievances related to non-evaluation of any question, total error or any concern connected to award of the marks, the student can directly address to the subject faculty while showing the evaluated sheet. This process readdress such grievances.
- However, if the grievances are not resolved then, the student can approach to the examination cell in writing.
- The grievances is put in front of the committee headed by director in presence of concern head of department and the issue is resolve as per the laid procedure taking into consideration the university guidelines.

2. For external grievances:

- There is set mechanism for addressing student grievances related to examinations which includes results correction, re-evaluation, challenge evaluation, correction in mark sheet, etc. For which a student grievance portal is active at university website.

<https://erp.aktu.ac.in/Webpages/StudentServices/fmStudentGrievance.aspx>

<https://erp.aktu.ac.in/WebPages/StudentServices/fmStudentGrievanceStatus.aspx>

- In case the problem is not resolved, the institute put their efforts by writing and sending official to the university so that the student problems are solve in time.


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Annexure :-I


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Date..... Shift: Morning Evening Room No.....

Sr. No.	Sem.	College/ Branch/ Section	Subject Name & Code	No. of Copies Issued	No. of Copies Used	No. of Copies Returned

Signature of Invigilator 1.....

Signature of Invigilator 2.....



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ATTENDANCE SHEET SUMMARY

DATE :

SL NO	BRANCH	YR.	SEM	TOTAL NO. OF STUDENTS	UFM	(DETAIND+WEAK) STUDENTS	TOTAL STUDENTS ALLOW TO APPEAR	Present	Pr. %-age
1	CSE	2	III						#DIV/0!
2		3	V						#DIV/0!
3		4	VII						#DIV/0!
4	IT	2	III						#DIV/0!
5		3	V						#DIV/0!
6		4	VII						#DIV/0!
7	EC	2	III						#DIV/0!
8		3	V						#DIV/0!
9		4	VII						#DIV/0!
10	EN	2	III						#DIV/0!
11		3	V						#DIV/0!
12		4	VII						#DIV/0!
13	CE	2	III						#DIV/0!
14		3	V						#DIV/0!
15		4	VII						#DIV/0!
16	ME	2	III						#DIV/0!
17		3	V	1					#DIV/0!
18		4	VII						#DIV/0!
19	MCA	1	I						#DIV/0!
20		2	III						#DIV/0!
21		3	V						#DIV/0!
TOTAL PRESENT				1	0	0	0	0	#DIV/0!


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	Total allowed Stud.	Present Stud.	Present %
OVER ALL 2 3 & 4 YEAR PERCENTAGE	0	0	#DIV/0!



ANNEXURE : III

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ANSWER SHEETS RECEIVING FORMAT


COURSE	BRANCH	Subject Code	SEC	NO. OF COPIES RECD.	Signature of Exam Co-Ordinator	Name of Subject Teacher	Sign. of Receiving with date	Sign. of Submitting with date	
B.TECH. III SEM	CSE		A						
			B						
			C						
			D						
			E						
			F						
			G						
	IT		A						
			B						
			C						
	EC		A						
			B						
			C						
	EN		A						
	CE			A					
				B					
				A					
				B					
	ME			A					
				B					
				C					
				D					
	MBA 1 YR	MBA		1					
	MBA 2 YR			2					
MCA I YR	MCA		A						
MCA II YR									

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Following instructions have been given to the students to be followed strictly during the AKTU Examination

- All the invigilators must ensure that the students are sitting strictly according to the sitting plan.
- Entry of students to the exam room is not allowed after the commencement of the exam (i.e. 09:30 AM & 02:00PM) without the permission of the Centre Superintendent.
- Carrying of mobile phones by invigilators is not allowed in the exam room.
- The Roll No. and Answer Book no. found elsewhere or any other symbol like mobile no. in the answer book will be treated as Unfair means.
- Blacken the circle completely and correctly. Make no stray marks on the sheet.
- Any case of indiscipline/UFM by the students must be reported immediately to the exam cell or Flying Squad.
- Please ensure that the board in the exam room is clean before the exam starts.
- Invigilators must ask the students to check the place around them and their seats for anything which may results in UFM case. Hands of the students must be checked before the exam so that nothing is written on them.
- Exchange of calculator, stationary etc. between the students is prohibited.
- No student should be allowed to leave exam hall for any purpose within first hour of the commencement of exam and in the last 15 minutes of the exam.


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कक्ष निरीक्षकों के लिये निर्देश

- 1 यह सुनिश्चित करें कि सभी परीक्षार्थी अपनी सीट पर सीट प्लान के अनुसार ही बैठें हैं।
- 2 सभी परीक्षार्थियों से कहें कि अगर उनके पास कुछ अनुचित साधन प्रयोग की सामग्री है, तो परीक्षा शुरू होने से पूर्व ही उसको कक्ष निरीक्षक को दे दें। केवल संबंधित प्रश्नपत्र में ही बिना मेमोरी वाला साइटफिक कल्कुलेटर का प्रयोग कर सकते हैं।
- 3 परीक्षार्थियों को सीरियल नम्बर से उत्तर पुस्तिकाएं वितरित करें। अनुपस्थित परीक्षार्थियोंकी उत्तर पुस्तिकाएं दोबारा उपयोग में नहीं लायी जायेंगी।
- 4 परीक्षार्थियों को सही प्रश्नपत्र वितरित करें।
- 5 परीक्षार्थियों से कहें कि वे अपनी उत्तर पुस्तिका के पृष्ठों की संख्या (1-32) को देख लें कि पृष्ठ कम तो नहीं है या फटे हुए तो नहीं हैं। अगर पृष्ठ कम हैं या फटे हैं तो उत्तर पुस्तिका को बदल लें। यदि प्रश्नपत्र में कोई ब्रुटि है तो उसे भी तुरन्त कक्ष निरीक्षक, केन्द्राध्यक्ष एवं परिवेक्षक को सूचित करें।
- 6 उत्तर पुस्तिका में परीक्षार्थी द्वारा भरी गयी सूचना का परीक्षण कर लें। यदि सभी सूचनाएं सही हैं तो उत्तर पुस्तिका में हस्ताक्षर के स्थान पर ही हस्ताक्षर करें।
- 7 परीक्षा की समाप्ति के पश्चात् देख लें कि परीक्षार्थियों द्वारा अनुक्रमिक, उत्तर पुस्तिका की संख्या, विषय कोड को काटा या दोबारा लिखा तो नहीं गया है।
- 8 अगर विश्वविद्यालय द्वारा यह पाया गया कि परीक्षार्थी द्वारा भरी सूचना गलत है तो उसके लिए कक्ष निरीक्षक पूर्ण रूप से जिम्मेदार होंगे।
- 9 अगर कोई परीक्षार्थी अनुचित साधन प्रयोग करता हुआ पाया जाता है तो उसकी सूचना तत्काल केन्द्राध्यक्ष एवं परिवेक्षक को दें।


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G.L BAJAJ INSTITUTE OF TECHNOLOGY & MANAGEMENT, GR.NOIDA

Department of Electronics & Communication

4th Year, Section - B (ODD SEM - 2021- 22)

ATTENDANCE SHEET

DATE :

SL NO	ROLL NO.	STUDENT NAME	12-Nov-21	13-Nov-21	14-Nov-21	15-Nov-21
			Sub-1	Sub-2	Sub-3	Sub-4
TOTAL PRESENT			0	0	0	

(Signature)
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TOTAL STUDENT	Student Present	Present %
0	0.00	



Annexure-VII

**G.L.BAJAJ INSTITUTE OF TECHNOLOGY & MANAGEMENT
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**Form for reporting UFM Cases and Disorderly conduct at or connection with
Sessional / PUT Examinations**

FOR THE USE OF CENTRE OF EXAMINATION


1. Name of Examination : _____
2. Name of Student : _____
3. Roll No. : _____
4. Branch : _____
5. Subject Name : _____ Code : _____
6. Date of Examination : _____ Time : _____
7. Supervisory Staff report Room Invigilator/Internal Flying Squad/Exam Coordinator/Head Examiner) The material was recovered from the candidate (Please tick)

a.	While Copying		b.	From Pocket/Purse	
c.	From around the table		d.	From the Answer Book	
e.	While transmitting to other candidate		f.	UFM cases related to recovery of calculators/Mobile devices	
	Any Other :-				

Date : _____

Time: _____

Signature and Full name of
Room Invigilator
(In Block Letters)


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8. Candidate's Statement:

I have read the report of the Room Invigilators/Staff made against me as given in Sl.No.7 and submit the following statement:

Undertake that this statement has been given by me under no pressure or fear.

1. Do you agree with the report of the Room Invigilator/ Supervisory Staff made against you? Yes _____ No: _____

2. If you are agree with the report, then:


(a) Why did you bring the material referred to in the above report?

3. If you do not agree with the report, then give your explanation, if any, in your defense against the report of the Room Invigilators/Supervisory staff

(Candidate Signature)

Date : _____

Time: _____


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Annexure :-VIII

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Details of Out Going Students for any Purpose :

S.No	Roll Number	Time Out	Time In	Remarks, If Any

Signature of Room Invigilators:-

- 1.
- 2.
- 3.


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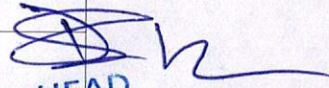


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ANNEXURE-X

QUESTION PAPER RECEIVING FORMAT

COURSE	BRANCH		Name of Exam Coordinator	Receiving Time	Signature	Remarks
B.TECH I YR						
BTECH II YR	CSE					
BTECH III YR						
BTECH IV YR						
BTECH II YR	IT					
BTECH III YR						
BTECH IV YR						
BTECH II YR	EC					
BTECH III YR						
BTECH IV YR						
BTECH II YR	EN					
BTECH III YR						
BTECH IV YR						
BTECH II YR	CE					
BTECH III YR						
BTECH IV YR						
BTECH II YR	ME					
BTECH III YR						
BTECH IV YR						
MBA I YR						
MBA II YR						
MCA I YR						
MCA II YR						
MCA III YR						


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