

Integral University, Lucknow

(Office of the Controller of Examinations)



EXAMINATION MANUAL

(Revised in August 2024)



EXAMINATION MANUAL

1. **Objective and Scope:**

The conduct of examinations and declaration of results is one of the important activities of the **Integral University, Lucknow**. It is of paramount importance that the examinations are conducted with utmost precision, fairness and objectivity to gain public credibility and esteem. In order to achieve this, all rules and procedures relating to the examinations should be so well outlined as to leave nothing to chance and assumption.

This Manual is an effort in that direction. It defines the roles, responsibilities of the people involved, protocols, procedures to be followed and various steps that have to be taken at all the levels associated with the conduct of the **examinations of the Integral University, Lucknow**.

2. **Definitions and Abbreviations (in alphabetical order):**

2.1.1 **Abbreviations**

BoS	Board of Studies
ICC	Instructions and Code of Conduct
COE	Controller of Examinations of Integral University, Lucknow.
CS	Center Superintendent
ACS	Assistant Center Superintendent
CEC	Central Evaluation Centre
DA	Daily Allowance
ESC	Examination Sub Committee for enquiring mal practices etc.
PoE	Panel of Examiners
CA	Continuous Assessment Marks
CT	Class test/sessional marks
TA	Teacher Assessment Marks
UG	Under-Graduate
PG	Post-Graduate
UGC	University Grants Commission

- 2.2 'Academic Year' refers to a year commencing on a particular date in July and ending on a particular date in June of the following year as may be decided by the Academic Council.
- 2.3 'Admission to an Examination' refers to the issuance of admit card by the COE/head of the department; to a candidate as a token of his fulfillment of all the conditions laid down in the relevant academic regulations, provided that, a candidate who does not fulfill all such conditions may, at the discretion of the V C / COE, be admitted provisionally, however, in case all conditions are not fulfilled by the student, subsequently, his/her admission shall be liable to be cancelled.
- 2.4 'Answer-booklet' refers to a stitched booklet of fixed pages issued by the University to the students in the examination hall to write answers to the questions listed in the question paper of a subject of examination.
- 2.5 'Answer script' refers to the Answer-booklet in which the examinee has attempted/ written answers in response to the questions asked in the question paper on the examination day. It shall only bear a dummy number (CODE) in case of theory paper at the time of evaluation and the identity of the examinee shall NOT be revealed.
- 2.6 'Attempt' refers to either partial or complete appearance by a candidate in an examination. Mere remittance of examination fees shall not amount to an attempt an examination. Absence in exam/paper will not be considered as an attempt.
- 2.7 'Board of Studies' refers to the Board constituted in every Department of Teaching/ Study and chaired by the Head or equivalent of the Department with the responsibilities of formulating the Academic regulations and curriculum for various Programs offered by the department. It shall also be responsible for nominating the examiners from various institutions/universities into the Panel of Examiners for each of the courses/ subjects.



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- 2.8 **‘Candidate’** refers to a person, who has been admitted to an examination by the Integral University, Lucknow.
- 2.9 **‘Candidates List’** refers to the list of all eligible candidates registered for an examination which includes the name, father’s name, year, semester roll number, enrollment number and the subjects/ courses for which the candidate has registered to take the examination.
- 2.10 **‘Central Evaluation Centre/Hall’** refers to a well secured premises with restricted entry where the evaluation of the theory answer booklets/copies of the Examination is normally conducted.
- 2.11 **‘Center Superintendent’** refers to any person appointed by the Controller of Examinations (COE) to be in overall control and supervision of the Examination Centre for a specified period/ session(s) of the Integral University, Lucknow examinations.
- 2.12 **‘Assistant Center Superintendent’** refers to any person appointed by the Controller of Examinations (COE) for assistance in overall control and supervision of a particular Examination Centre for a specified period/ session(s) of the Integral University, Lucknow examinations.
- 2.13 **‘Code of Conduct’** refers to the norms to be followed while conducting oneself in the context of the functions/ duties assigned to an individual.
- 2.14 **‘Control Room’** refers to the room which serves as the office at the Examination centre for the staff of Center Superintendent(s) and Assistant Center Superintendent(s) during the examination session.
- 2.15 **‘Course’** refers to a paper of any subject of study either theory or practical during an academic period such as semester. A set of several courses constitute a Program.
- 2.16 **‘Dummy Number/code’** refers to a number allotted to each Answer-booklet after the examination in order to hide the identity of the examinee to prevent bias and malpractice in the examination.
- 2.17 **‘Errant Examinee’** refers to an examinee that has been caught in an act of misconduct/ unfair-means/ malpractice and booked.
- 2.18 **‘Examination Centre’** refers to any premises consisting of examination halls, control room, service room and other necessary facilities such as drinking water and toilets etc.
- 2.19 **‘Examination Hall’** includes any room, laboratory, workshop or any other premises used for conducting examinations of the Integral University, Lucknow.
- 2.20 **‘Examination Sub Committee’** refers to the committee constituted by the Vice-Chancellor for the purpose of conducting necessary enquiry on matters of the examinations related misconduct/ malpractice and also for the issuance of PhD degree.
- 2.21 **‘Examinee’** means a person who actually presents himself/herself for an examination or a part thereof to which he/ she has been admitted.
- 2.22 **‘Examiners’** means teachers appointed by the COE from among the Panel of Examiners approved by the Vice-Chancellor/COE/Dean/BoS for valuation of theory/practical papers/UG or PG dissertation etc.
- 2.23 **‘Fine’** refers to the sum of monetary penalty imposed on the candidate for valid reasons such as misconduct/ malpractice or any other undue acts of omission by the candidate/ student.
- 2.24 **‘Supporting Staff’** refers to the non-teaching staff member of appropriate rank to help in issuing the Answer Booklets and render other assistance to invigilators during the conduct of examination in the assigned hall.
- 2.25 **‘Invigilator’** means any teaching faculty/ lab assistants/lab instructor of the Departments appointed by the Controller of Examinations (COE) for invigilation work.
- 2.26 **‘Internal/Continuous Assessment’** means the assessment based on continuous internal assessment (CA) tests (two mid semester test/improvement or make up exam= CT and Two quizzes, two assignments and attendance=TA) given to the students during an academic period.
- 2.27 **‘Late Fee’** refers to a sum of money by cash or other valid medium through bank that may need to be paid to the University as a result of failure to meet the deadlines.



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- 2.28 'Unfair means' refer to any of the acts prescribed as malpractice in examinations as elaborated in Section 13.
- 2.29 'Misconduct' refers to the behavior or act such as disobeying the instructions, insolent/ violent behavior, and causing hindrance to the duties of the staff on examination duty etc. as elaborated in Section 13 of this manual.
- 2.30 'Near-Relative' includes wife, son, daughter, son-in-law, daughter-in-law, grandson, granddaughter, grandson-in-law, grand daughter-in-law, sister-in-law, brother-in-law, cousin, nephew, niece, brother, sister, uncle, aunt and such ones as may be indicated by the Integral University, Lucknow.
- 2.31 'Panel of Examiners' constitutes pool of all available examiners from the University and other external Institutions who are enrolled by the Board of Studies after the due process.
- 2.32 'Paper of Examination' refers to any particular paper belonging to a subject for which examination is being held on a particular day.
- 2.33 'Paper setter' means any person appointed by the Vice Chancellor/BoS/Controller of Examinations from the Panel of Examiners.
- 2.34 'Photocopy of answer paper' refers to a reprographic reproduction of the original Answer Booklet used for answering the questions by the student in the examination.
- 2.35 'Program' refers to either Undergraduate or Postgraduate Degree Program of study pursued by the students. A Program consists of several courses that need to be studied by the candidate over the duration of the Program.
- 2.36 'Reviewers' consist of the examiners who have been appointed by the COE to Review the papers valued by the Examiners.
- 2.37 'Paper moderation' refers to validating the question papers set by paper setters for conformity with the pattern and academic regulations in force. Any erratum/ aberrations/ formats/ choice/ pattern deviation etc. are subjected to necessary corrections before printing.
- 2.38 'Paper Moderator' refers to any person appointed by the COE to scrutinize the question papers received from the paper setters to detect any aberrations, provide remedy and validate it before it is accepted and taken up for the printing process.
- 2.39 'Semester' means the duration of an academic period normally consisting of not less than 90 working days and applies to all programs of study which are conducted in the semester system. There shall be two semesters in an academic year.
- 2.40 'Examination Report' means the report prepared by the Center Superintendent(s)/Assistant Center Superintendent(s) of the Examination centre for that session regarding the number of candidates present/ absent, UFM/ Misconduct if any, Attendance record of invigilators and other examination supporting staff on duty and such related matters with necessary enclosures.
- 2.41 'Student' refers to a person who is enrolled as such by the University/ Department, to pursue education, receive instructions, write examination(s) and qualify for any degree awarded by the Integral University, Lucknow.
3. **Works to be attended to by the Office of the Controller of Examinations:**
- The following works shall be attended to by the Office of the Controller of Examinations.
- 3.1 Issuance of schedule of examination, notification of examination fees and inviting applications from the candidates for admission into university examination, Convocation and such other related work.
- 3.2 Preparation of detailed schedule of examination and their publication/display on time.
- 3.3 Setting up centers of examinations for theory and practical examinations.
- 3.4 Scrutiny of examination application forms of candidates before the commencement of Practical/ Theory examinations.



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- 3.5 Allotment of Roll Numbers to the applicants and to check the amount of fees paid, date of payment, whether paid in full to cover the subject/subjects offered including the carry-over subjects.
- 3.6 Preparation of the subject-wise, paper-wise and date-wise statement to print question papers with code. Question Papers to be printed shall be 20% in excess of the actual requirement in a particular paper.
- 3.7 The question paper packets shall indicate program, c o u r s e / course code, year, semester, date of examinations, name and room no. of examination centre, time shift of examinations, number of question papers in each packet etc.
- 3.8 Maintenance of all records, statistics, stock registers and database of candidates pertinent to examinations.
- 3.9 Processing and passing of bills of remuneration of TA, DA, other Conveyance/Allowance, and Maintenance of correspondence thereon
- 3.10 Registration, distribution and dispatching of day to day communications/ letters.
- 3.11 Appointment of Center Superintendent(s), Assistant Center Superintendent(s), Flying Squad, Invigilators for each session of the examination for each of the examination centers and issuance of instructions regarding the conduct of examinations.
- 3.12 Appointment of officials and other staff required for conduct of examination.
- 3.13 Arrangements for the work for dispatching of all examination material to examination centers, evaluation centers etc.
- 3.14 Announcement of selection and issuance of office orders to the CS, ACS, members and internal and external examiners, paper setters etc.
- 3.15 Arrangement for conducting examination, collection of answer papers, valuation, processing and declaration of results.
- 3.16 Preservation of evaluated answer scripts at least for six months after the announcement of results and their disposal afterwards.
- 3.17 Arrangement for preparation and distribution of mark sheets and degrees and other certificates to the candidates.
- 3.18 Collection and maintenance of statistical data regarding the number of examinations, number of candidates registered for each examination, the number of boys, girls, regular candidates and repeaters, pass percentage, and receipts on each category of examination etc.
- 3.19 Preparation of merit lists and their communication to appropriate authorities/bodies.
- 3.20 Collection of work done statements from the paper setters and examiners and forwarding them to the Account Section for payment of remuneration and TA.
- 3.21 Preparation of the lists of lapses and irregularities committed by the evaluators and others and forwarding the list to the competent authorities for consideration and necessary action.
- 3.22 Arrangement for scrutiny of valued answer-booklets requested by the candidates on prescribed application form with due fees.
- 3.23 Scrutiny and passing of the bills of printing and purchase of examination related materials.
- 3.24 Convening Examination Sub Committee and Assisting the Vice Chancellor to deal with all types of cases of misconduct/ malpractices, detected before, during and after examinations.
- 3.25 Dealing with matters of examination fees and refunds, if any.
- 3.26 Passing of conveyance bills, postal reimbursement bills and such other remuneration matters.
- 3.27 Announcement of results of examinations, dealing the cases of withheld results for future announcement and follow up work in cases of any discrepancies.



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- 3.28 **Issuance** of duplicate marks sheets/ duplicate degree certificate, consolidated marks card, provisional degree certificate, rank certificate, etc.
- 3.29 Work related to Convocation as under:
- 3.29.1 Preparation of Eligibility lists for convocation, faculty wise and year wise.
- 3.29.2 Receipt and scrutiny of applications for conferring degree in person in the Convocation.
- 3.29.3 Preparation of Presentation lists, faculty wise, year wise, in person separately.
- 3.29.4 Preparation of lists of Prize winners, and medal winners.
- 3.29.5 Print the lists of students attending the convocation and preserving the bound volume of such list.
- 3.29.6 Writing/printing of degree certificates/Rank certificate/prize or medal certificate, Ph.D. certificate.
- 3.29.7 Intimating the candidates about the date and venue of convocation.
- 3.29.8 Distribution of admission cards and parent passes to candidates for the convocation.
- 3.29.9 Distribution of Degree Certificates.
- 3.29.10 Seating arrangements in the convocation hall.
- 3.29.11 To attend legal matters relating to examination, if any.

4. **Functions of the Controller of Examinations (COE):**

- 4.1 The Controller of Examinations shall be the principal officer-in-charge of the conduct of examinations of the university and declaration of the results. He shall be a full-time salaried officer of the university and shall work directly under the directions and control of the Vice-Chancellor.
- 4.2 The Controller shall be responsible for all the work that has to be attended by the office of the Controller of Examinations as listed in Section-3 above.
- 4.3 The Controller of Examinations shall be responsible for maintenance of records, maintenance of marks lists/degrees and evaluated answer scripts. The evaluated answer scripts shall be preserved for six months after the announcement of results. He shall also be responsible for safe disposal/ destruction of the answer-scripts thereafter through tenders except the scripts regarding which court cases are pending.
- 4.4 He/ She shall draw up and notify a Calendar of events for various examinations. It is incumbent on the part of the Controller of Examinations to ensure adherence to the Calendar of events
- 4.5 He/ She shall arrange for the tabulation and announcement of results expeditiously and arrange for the distribution of Marks statements and Certificates to the department.
- 4.6 He/ She shall arrange to prepare the eligibility list of candidates and presentation lists for convocation and arrange to write/print the distribution of the degree certificates to be conferred at the convocation.
- 4.7 He/ She shall arrange to prepare the merit, rank list and list of prize winners and medal winners.
- 4.8 He/ She shall be responsible for the proper custody and maintenance of marks registers and other valuable and permanent records of the section.
- 4.9 He/ She shall pass the DA and TA bills and other remuneration bills of the staff drafted for the examination work subject to rules.
- 4.10 He/ She shall arrange for the scrutiny of evaluated answer scripts, re- totaling in case of any reported totaling mistakes to redress the grievances of students.
- 4.11 He/ She shall arrange to make enquiries into all types of malpractices committed during examination, evaluation and processing of results etc. through appropriate committees.
- 4.12 The Controller of Examinations shall imitate disciplinary action wherever necessary against the candidates, paper setters, examiners, scrutinizers, or any other persons connected with examinations and found guilty of malpractices in relation to the examinations and refer them to the Examination Sub Committee for appropriate action.
- 4.13 The Controller of Examinations shall keep a record of those persons who have committed lapses in discharging the examination related responsibilities entrusted to them.
- 4.14 He/ She shall arrange for printing of question papers and supply them to the centre of examinations in accordance with the scheme.



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- 4.15 He/ She shall issue marks statement, duplicate marks statement, consolidated marks statement, transcripts, rank certificates, duplicate Degree Certificates.
- 4.16 He/ She may make any structural changes in the examination administration as and when required in consultation with Vice Chancellor.
- 4.17 He/ She shall exercise all these powers subject to the general control and supervision of the Vice-Chancellor.

5. Duties and responsibilities of the Head Examiners/HOD:

- 5.1 Head of Examiners shall be appointed by the COE/HOD for each Examination (Program) from among the internal examiners listed in the Panel of Internal Examiners provided such persons satisfy the following conditions:
- He/she shall preserve strict confidentiality regarding the work allotted to them and shall not violate the integrity of the examination system.
- 5.2 Head Examiner/HOD has to prepare the list of question papers, with title and code, to be set Program-wise, semester-wise, subject-wise (Scheme/Regulations -wise).
- 5.3 After the preparation of the list of question papers to be set, the same has to be forwarded to the COE with the syllabus of the paper, Question paper pattern/ Model Question paper, and if possible previous question paper.
- 5.4 Head Examiner/HOD shall arrange with the approval of the COE, for the conduct of practical/ clinical/ projects examinations preferably earlier to the commencement of theory examinations or later as the case may be.
- 5.5 He/she shall verify and confirm the required number of examiners and ensure that the evaluation work is completed within the stipulated time..

6. Panel of Examiners:

- 6.1 A panel of examiners shall be enrolled for each subject of study with the approval of Board of Studies of each Department. All faculty members of Integral University will automatically become the examiners in the respective department board.
- 6.2 The Chairman of the Board of Studies shall arrange for a list of all eligible examiners from various Colleges/ Institutions/ University departments in addition to the faculty members of Integral University.
- 6.3 The list of such eligible examiners shall be placed in the respective Board of Studies for enrollment of the eligible examiners into the Panel of Examiners as per the University norms after due approval.
- 6.4 The list of Examiners and question paper setter shall be constituted from among the panel of Examiners prepared and submitted by the Board of Studies of the respective Departments for each Program offered in the Department of Study.
- 6.5 Examiners shall be appointed by the Vice-Chancellor/Controller of Examinations from the panel of examiners listed by the BoS.
- 6.6 It shall be the duty of the Heads of the Departments to prepare seniority-wise detailed panels of examiners and place the same before the respective Boards of Studies for approval.
- 6.7 It shall be the duty of the member of the panel of examiners to scrutinize/moderate and approve sets of question papers, with necessary translation wherever necessary, and submit the same to the confidential section of the Office of the COE.

7. Question Papers:

- 7.1 All arrangements shall be made to get the required sets of question papers for each paper of examination sufficiently in advance to the commencement of the examination period.
- 7.2 The question paper(s) shall meet the specifications/ pattern as per the academic regulations of each Program of study in the University. Question papers for each subject shall be available in multiple sets to meet any eventuality.



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- 7.3 The question paper-setters shall be communicated regarding their appointment together with the necessary instructions, syllabus, model question papers, question paper pattern, forms of acceptance, inner cover and outer cloth cover, remuneration forms and other related stationery etc.
- 7.4 Whenever, a paper setter declines the offer, alternative arrangements shall be made expeditiously to get the paper set by a suitable alternative paper-setter.

8. Appointment of Question Paper Setters/ Scrutinizers:

- 8.1 No one can claim appointment as paper setter/ scrutinizer or any other examination work as a matter of right. The COE shall finalize the question paper setters/ scrutinizers from the BoE.
- 8.2 No person shall be appointed as a paper-setter for an examination if any of his/her near relatives are appearing for that examination.
- 8.3 The paper setters/ scrutinizers are required to submit their intention of acceptance/ decline of the offer.
- 8.4 The Internal paper setters/ scrutinizers shall normally not decline the assignment of examination work except in extraordinary situations since examination duty is treated as an essential service by the University. The external paper setters/ scrutinizers shall intimate their acceptance or otherwise as soon as they receive the communication from the University or in the prescribed time limit. The acceptance of the offer may also be informed by email/postal mail to the COE. If no communication is received within the prescribed time limit, it will be presumed that the assignment is not accepted by the paper setter/ scrutinizer.
- 8.5 If by chance, a wrong subject has been assigned to the paper-setter, he/she shall indicate the same and decline the offer. They shall NOT accept an offer that is NOT related to his subject/ expertise/ knowledge domain.
- 8.6 The paper setters/ scrutinizers/ examiners shall follow all the regulations of the University from time to time with respect to setting of question papers, scheme of evaluation etc.

9. Functions and Responsibilities of Paper Setters:

- 9.1 The Paper setter shall set the papers only on the texts and courses of study prescribed, and ensure that no question on topics not included in the prescribed syllabus is set.
- 9.2 The Paper Setter shall take all the necessary precaution for the maintenance of confidentiality of his/ her appointment and the question paper(s) submitted set by him/ her.
- 9.3 The Paper setter shall set the number of sets of question papers as requested, as per the prescribed pattern containing questions covering a wide range of contents of the courses for which they are set and send them all in sealed packets to the COE.
- 9.4 The Paper setter shall ensure that the question papers set carry the correct name of the subject, Title and code of the paper, applicable Regulation(s). He/ she shall also indicate the duration of the paper, the maximum marks allotted to each question of the paper, choice, and maximum marks of the full paper. If the question paper is common to one or more schemes/courses, it shall be clearly indicated.
- 9.5 The Paper setter shall provide necessary instructions for the guidance of candidates at the top of the question paper. Any Mathematical, Physical tables, charts, data and handbooks permitted to be used should also be clearly indicated.
- 9.6 The question paper should be fairly distributed over the whole syllabus of study and not concentrated on any one or a few units/ portions only.
- 9.7 The question paper setter shall indicate the permissible use of mathematical, physical tables, charts, data or hand books and gazettes etc. which are permitted to be used by the examinee in the INSTRUCTIONS.
- 9.8 If there are any sections which need to be answered in different answer-booklets, the paper setter shall provide clear instructions for the same. The number of questions to be answered in each section shall also be indicated clearly. All questions and subdivisions shall be marked clearly as per the pattern provided.
- 9.9 The Paper setter shall write the questions legibly in Ink or type personally, avoiding additions, alterations and erasures. Abbreviations are to be avoided. Special care shall be taken in the delineation of mathematical signs of index figures. He/she should workout the numerical problems before including them in the question papers.



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- 9.10 The paper setters shall write/type the questions in the blank sheets specifically supplied for the purpose by the University or on / A4 papers. The questions should be written/typed clearly and legibly. Sufficient space should be provided between two questions.
- 9.11 The Paper setters shall observe strict secrecy regarding the work allotted to them. The Paper setter is not permitted to keep carbon copies of hand written question paper. Drafts or copies of the paper set should be destroyed as soon as the papers set have been sent to the COE.
- 9.12 The paper setter shall not delegate the task of setting the question paper partially or entirely to anyone else.
- 9.13 The question papers and scheme of valuation, if any, shall be enclosed in the labeled inner cover, sealed and included along with other information/ forms and claim bills in an outer cover.
- 9.14 The check list shall be marked to ensure that all required documents/ components have been included in the envelop.
- 9.15 The Paper setter must carefully paste the inner cover provided by the University and affix his/ her signature on the joints of the cover and fix a cellophane tape on the signatures. The Paper setter shall fill in all the details required on the inner cover. This inner cover shall then be enclosed in a cloth-lined outer envelope marked "CONFIDENTIAL" and sent through Speed Post/ Registered post to the Controller of Examinations, or delivered to the COE in person.
- 9.16 The paper setter shall also submit the remuneration and postal expenses claim bills in the outer cover/ or separately with all the details to the COE.
- 9.17 The paper setter shall send the declaration/undertaking and check list along with the Question papers set.

10. Handling Question Papers Received from Paper Setters:

- 10.1 The question paper(s) received from the respective paper setters are processed and stored securely maintaining full confidentiality warranted of an examination system. An account keeping must be done in order to send reminders to the paper setters if question papers are not received within the stipulated time.
- 10.2 All the question papers received from the paper setters are subjected to scrutiny in order to validate their conformity with the pattern and academic regulations in force. Any erratum or aberrations are subjected to necessary corrections.
- 10.3 The printing of the question papers shall be done in a classified zone with restricted entry. The printing process shall NOT leave any trail which may eventually result in the leakage of full or part of the question paper.
- 10.4 All the printed question papers shall be packed in cover and sealed securely for storage under the custody of the COE.
- 10.5 The sealed envelopes containing question papers should be arranged examination-wise and Paper-Code Number-wise and kept under strict secrecy and vigil. The almirah, in which these question papers are kept, should be sealed every time it is opened.
- 10.6 Relevant sealed envelopes containing the question papers should be taken out of the confidential almirah strictly in accordance with the Examination Program. Envelopes should be counted and an entry should be made in the Register before the envelopes are carried to the Control Room of each of the Examination Centers.

11. Duties of Question Paper moderators:

- 11.1 Question paper moderators are appointed from the current Board of Examiners as a validation process for the purpose of carefully examining the question papers for any aberrations, errors, spelling mistakes, pattern, scope, distribution of marks etc. or any other lapse and providing necessary corrections.
- 11.2 The Question paper moderators shall be present at the moderator's room at the office of the COE of the University on the assigned date and time to fulfill the given responsibility. He/ she shall express his/ her consent or otherwise to the COE as soon as such an appointment of duty is received as suggested in the communication.



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12. Pre-Examination Work/ Activities:

12.1 Preparation of Candidates list:

- 12.1.1 A list of all eligible candidates for each examination shall be prepared after thorough scrutiny and accounting for attendance, due fee/fine/late fee, if any from the data base system at examination computer center (SDC).
- 12.1.2 The list shall contain the candidate's name, father name, enroll no, roll no, and the name & code numbers of the courses/ subjects in which he/ she has registered for appearing in the Examination.

12.2 Admit Card:

- 12.2.1 The admit card is issued to all the eligible candidates admitted to the University examination. Any Candidate found ineligible due to valid reasons such as attendance deficiency etc. shall not be issued admit card.
- 12.2.2 Admit Card shall contain information regarding the name of the candidate, candidate father's name, Date of Birth, photograph, Year of Admission, Program of Study, enrollment number, Roll number, year/semester, center code, name and code of the subject(s) in which he/ she is registered for the current examination and also general instructions.
- 12.2.3 The office of the COE in consultation with Software Development Cell (SDC) shall allow the concerned Departments to print the admit cards from Student Management Information System portal (SMIS) at least 3 days before the commencement of the examinations. The Department office shall distribute it after due verification to the concerned student with due acknowledgement by signature. If any discrepancy or error is found in the Admit Card, it should be communicated to the concerned examination section with the recommendation of the Head of the Department.

12.3 Scheduling and Time Table of Examinations:

- 12.3.1 While scheduling examinations, all care should be taken to ensure that NO overlap in the subjects/ papers of examination occurs for any regular or carryover candidates.
- 12.3.2 The Examination schedule shall be cross validated for any overlap and necessary amendments shall be made in consultation with respective departments.
- 12.3.3 The scheduling of all Practical Examination shall be as per the academic time line/academic calendar issued in the beginning of semester.
- 12.3.4 The Time tables shall be posted on the University website before the commencement of the examinations.

12.4 Initial Preparations for the Theory Examination Period:

- 12.4.1 The number of Candidates, day-wise, shift-wise, shall be ascertained on the basis of the examination schedules, list of candidates registered and admitted for the University examination.
- 12.4.2 On the basis of the number of candidates and the seating capacity of halls available, the number of examination halls required should be fixed and necessary steps should be taken to make arrangements for the conduct of examinations.
- 12.4.3 The order of appointment of invigilators be issued and communicated to the invigilators.
- 12.4.4 A Control Room and Services Room that is considered accessible and at the same time secure (safe) are identified at the Examination centre for the entire period of examination.
- 12.4.5 Attendance verification sheet of candidates seated in each of the examination hall is prepared based on the Program of study and Semester/ Year of study.
- 12.4.6 Preparation of Answer-booklets Stock register at the examination centre which needs to be updated after each session of examination.
- 12.4.7 Specific number of Answer-booklets shall be prepared room-wise. The University seal shall be affixed.
- 12.4.8 Seating plan should be prepared for each room and displayed in the respective rooms.
- 12.4.9 It should be verified that sufficient quantum of Question Papers of each paper have been received in sealed envelopes. The sealed envelopes are arranged date-wise, room-wise and paper-wise and kept inside a



sealed almirah/safe/ locker. A copy of the time table is kept in the almirah/ safe with the envelopes of Question Papers. This should be available for ready reference every day. It should be seen every day before taking out the envelopes before the scheduled time of the examination.

12.5 Appointment of Supporting Staff for Examination Centre:

The COE shall appoint a team of members from various cadres of staff from various departments of the university in the Office of the COE to facilitate the conduct of day-to-day affairs in the conduct of examinations at the Centre. Such staff shall be responsible for all the activities outlined in Section-12.

13. Duties and Responsibilities of Centre Superintendents:

- 13.1 The COE shall appoint the Centre Superintendent(s) and communicate his/her appointment order in sufficient advance of the commencement of examinations. Each Centre of examination shall have one or more Centre Superintendent(s) who shall not be less than the rank of Professor, based on the number of examinees and examination halls.
- 13.2 The Centre Superintendent (CS) who finds it impossible to attend to the work assigned shall submit the reasons to the COE expressing the reasons and the details of alternative arrangement (Professor consenting to serve as Centre Superintendent) sufficiently in advance to the assigned time of duty.
- 13.3 The Centre Superintendent(s) shall be responsible for the proper and smooth conduct of examinations at his/her/their centre. He/She shall take all necessary action before, during and after the examination for the smooth conduct of examination and dispatch of answer-booklets promptly to the control room/office the COE.
- 13.4 The CS shall ensure that staff involved in control room prepares a Report of candidates present during the examination session at his/her centre for each Program of study and each subject of examination and forwards the same to the COE. A record of the usage of Answer-booklet in an examination session shall also be prepared.
- 13.5 The CS shall ensure satisfactory seating of candidates taking the examination and resolve any contingency issues that may arise in seating arrangement. He/ She shall ensure that all candidates are treated equally without any discrimination.
- 13.6 The CS shall depute the required number of invigilators in each examination room. One invigilator shall be allotted for every 20 students or part thereof as far as possible.
- 13.7 The CS shall make sure that as far as possible, invigilators are allotted room at random and that no Hall invigilator shall have prior information of the room to which he/ she shall be posted.
- 13.8 The Centre Superintendent shall briefly address all the supervisory staff prior to the commencement of examination and remind them of their duties and responsibilities. He/ She shall particularly impress upon them the need to prevent malpractices by scrupulous observation of rules. He/ She shall also explain to the supervisory staff the procedure of reporting when a case of malpractice is detected.
- 13.9 The CS shall inform the Hall Superintendent and candidates personally that no additional Answer Booklet will be provided and the candidates have to write their answer only in the Answer Booklet supplied to them in the Examination by the University.
- 13.10 The CS shall not leave the Centre of Examinations during the period of examination without the prior permission of the COE. In case of emergency, he/ she shall make arrangements for the proper conduct of examinations by entrusting the responsibility to an eligible member of faculty, and report the arrangements made to the COE and obtain approval, before leaving the centers of examination.
- 13.11 The CS shall ensure that the question paper packets for each hall is sealed and not tampered with before handing it to the invigilator prior to the Examination session not earlier than half an hour fixed for the commencement of the examination in that hall.
- 13.12 The CS shall arrange staff to collect back the undistributed question papers from the examination halls at the end of the examination session along with the Answer scripts.
- 13.13 The CS shall attempt to resolve any serious misprint, wrong code, mistranslation, omissions or ambiguity etc, noticed or reported to him in the question papers by referring to the original scripts of the respective question paper and shall not, on his own accord or at the instance of any other person, give



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any clarification, unless it is a clear case of apparent misprint. Serious disparity in the question paper shall be immediately reported to the COE by phone and the issue resolved according to his instructions.

- 13.14** The CS shall ensure that only candidates with valid admit cards issued by the University are allowed to take the examination. If a candidate has lost the Admit Card, the Centre Superintendent shall arrange to issue duplicate conditional permission after verification of his/ her Identity and credentials in candidates list and getting an undertaking from the candidate.
- 13.15** When the subject/paper is wrongly indicated in the admit card issued, the Centre Superintendent shall give the correct subject/paper provisionally after an undertaking by the candidate. Such provisional permission is subject to the approval of the University. The student shall be made aware that incase the contention of the candidate is found to be not valid; his/her answer script may not be valued. All such cases of admissions are provisional till they are approved by the University.
- 13.16** The CS shall ensure that no candidate is admitted to the examination hall 30 minutes after the commencement of the examinations and no candidate is allowed to leave the examination hall within 30 minutes of the commencement of the examination. The Centre Superintendent shall arrange for the ringing of bells to mark the examination timings as per Section-11 below.
- 13.17** The Centre Superintendent shall take action against an examinee indulging in malpractice or attempting to use unfair means as defined in Section below, in the examination room or within the premises of the examination centre. All malpractices shall be reported and shall be handled as per the guidelines given in the Examination Malpractice Handling guidelines provided in Section below.
- 13.18** All the Answer-booklets confiscated in malpractice UFM cases during the examination session should be packed separately in one bundle and marked “Malpractice UFM Case” on the label. Such answer-booklets shall NOT be mixed with the regular answer-booklets.
- 13.19** The CS/ACS shall sign all relevant records such as invigilators attendance sheet, answer booklet usage in the session, Program/ subject-wise attendance summary for a session and remuneration acknowledgement sheet etc. relevant to the examination session.
- 13.20** In case of any major law and order problem or in the event of any external factor causing a disturbance in the Examination centre, the COE/Dy. Registrar Examinations Office should be notified immediately by the CS. It is essential that any incident or condition which could potentially cause disturbance or discomfort to students is reported.
- 14. Duties and Responsibilities of the Invigilators:**
- 14.1** The Invigilators are appointed by the Controller of Examinations to perform invigilation work during the specified sessions of theory examinations conducted by the university.
- 14.2** The Invigilators shall report to the Centre Superintendent (CS) at least 45 minutes before the commencement of the examination on the first day and 30 minutes before on successive days/ sessions of examinations at the control room. The invigilators should affix their signature in the duty attendance sheet of the session and wait for the allocation of the examination room and issuance of the question paper packet for the room.
- 14.3** On allocation of the examination room at the Control room, the invigilators shall go to the examination room allotted at least 10 minutes before the commencement of the examination with relevant examination materials and ensure that no incriminating or any other materials are found in the room.
- 14.4** All the invigilators must remain in the examination room for the entire period of examination. Invigilators are advised to keep constant vigil on the examinees in the room.
- 14.5** The candidates shall be admitted into the examination room 15 minutes before the commencement of the examination. The invigilators shall announce to the candidates to leave the books, papers and other reference materials etc., outside the examination room/building.
- 14.6** The invigilators should read out the warning note: “You should follow the instructions printed on the Admit Card and on the facing of the answer-booklet. You should search your pockets, desks and tables and handover to the Invigilators any paper/ book/ notes/ manuscripts/ photocopies/ electronic gadgets which you may find there and close surroundings, before receiving the question paper in hand”



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- 14.7 Invigilators shall ensure that any undesired materials brought by the candidates are left outside the room/building at their own risk.
- 14.8 The invigilators shall warn the candidates about the possession of mobile phones, digital equipments and other electronic gadgets except a simple wrist watch. The candidates should be advised to submit the same to the invigilators if they have inadvertently brought to the examination room.
- 14.9 If any student has not brought his/ her Admit Card, the matter should be brought to the notice of the CS/ACS for issuing provisional admit card after submitting the required fee and verification of the identity of the candidate and in the Candidate List.
- 14.10 The invigilators shall ensure that candidates are seated before the commencement of the examination. No candidate is allowed to enter the examination room after the first 30 minutes for whatever reason.
- 14.11 The invigilators shall distribute the Answer Booklets ten minutes before the commencement of examination, only to those candidates, who are seated in the examination room and are not to be placed on the vacant seat.
- 14.12 The invigilators shall distribute the question papers to the candidates seated in the examination room only when the commencement bell of the examination is given.
- 14.13 When candidates seek clarification on question paper that cannot be dealt with by the room Invigilators in the examination room, the invigilators shall immediately notify the Centre Superintendent who will endeavor to obtain and convey the necessary information to the student(s). If the matter cannot be resolved by the CS, the Examinations Office must be informed immediately to resolve the issue through subject teacher/moderator.
- 14.14 The invigilators shall affix his signature at the appropriate place on the first page of the Answer Booklet only after checking the identity of the candidate with photo on admit card and also ensuring that the candidate has written the correct roll number, course, date of exam, signature etc in relevant fields of the first page of the Answer Booklet. He shall also secure the signature of the candidates in the attendance sheet(s) provided for the room.
- 14.15 The invigilators shall mark the absentees only after the first 30 minutes of commencement of the examination. A consolidated statement of the number of candidates presents, absent and the absentees' numbers shall be prepared.
- 14.16 The invigilators should not allow any candidate who arrives later than 30 minutes into the examination room. No extra time shall be given at the end of the examination to account for the late arrival of those candidates permitted within the first 30 minutes.
- 14.17 The invigilators should not allow any candidate to leave examination room for any purpose within the first half an hour of the commencement of the examination.
- 14.18 The invigilators shall not accept the Answer Booklet of any examinee without ensuring that, it bears his/ her University roll number, other information asked on the title page of the Answer Booklets and that the blank pages in the Answer Booklet are crossed out by the examinee with pen.
- 14.19 The invigilators shall remain alert in the examination room and shall attend to the requests of the candidates for supply of the graph sheets & other relevant material.
- 14.20 All Room Invigilators are expected to remain in the room for the entire duration of the examination. In the eventuality that the invigilators must leave the room in order to clarify a question or other emergency, it shall be made sure that there is at least one invigilator present in the room. Such absences must be kept to a minimum.
- 14.21 The candidate visiting the toilet should be properly escorted; however frequent visits to the toilet by the candidate should be discouraged. No student will be allowed to go to the toilet in the first half an hour and the last 30 minutes.
- 14.22 The invigilators shall alert the examinees about the time remaining for the examination session.
- 14.23 The invigilators shall ensure that, there is no communication among the candidates in the examination room. The Room Invigilators shall not allow the candidate to use unfair means in the examination room. Smoking, chewing tobacco/pan etc. is strictly prohibited in the examination room while the examination is in progress.



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- 14.24 The invigilator should report to the Centre Superintendent/ACS the cases of insolent, indecent, undisciplined and undignified behavior of candidates.
- 14.25 While making rounds of the examination room, if the invigilators notices that any candidate is indulging in copying or possessing a manuscript or Answer Booklet other than that of the candidate, any written material on calculator/ geometry box / scale, he/she shall immediately take in his/ her possession the candidate's Answer Booklet, question paper, and the materials which he/she has used or intended to use for copying and immediately should be recorded in the appropriate form along with a statement from the candidate. He/she should not allow the candidate to leave the examination room and a 'B' answer booklet be given to the candidate for writing the paper.
- 14.26 The invigilators should not tamper with the Answer Booklets issued to the candidates for any reason whatsoever. Malpractices are recorded in the appropriate form along with a statement from the candidate. He should ensure that if a candidate is asked to give a statement in connection with suspected or proven malpractice or use of unfair means but is unwilling to do so, she/he shall not be forced to give the statement. The fact of his/her having refused to make a statement shall be recorded by the invigilator(s) on duty, at the time of occurrence or detection of the incident or immediately thereafter.
- 14.27 The Room Invigilators shall arrange the written Answer Booklets returned by the candidates at the end of the examination in proper order for each subject and Program and tally the same with the attendance of the candidates. He/ she shall be responsible for the safe possession of all Answer Booklets until it is handed over to the Answer-booklets receiving staff in the Control Room. The receiving staff shall receive the Answer-booklets after due verification and tally with the attendance.
- 14.28 The invigilators shall not leave the Examination Centre premises until he/she personally hands over the Answer Booklets at the Control Room to the designated staff and return the examination relevant materials of the examination session in their possession.
- 14.29 In the event of an emergency alert, all candidates should be instructed to stop writing, leave all papers, answer books and bags and silently leave the room. It should be made clear to students that examination conditions will continue until they are told otherwise.
- 14.30 When any candidate feels extremely sick/ distressed, the invigilators may request the CS/ACS to make arrangements to escort the sick candidate to the University Hospital with necessary transport arrangement with the help of the supporting staff in the control room.
- 14.31 Answer Booklets Confiscated due to unfair and malpractice of the candidates shall be handed over separately without mixing them with the regular answer booklets.
- 14.32 Any dereliction of duty on the part of the invigilators is recorded and the CS shall initiate necessary action as per the provisions of the examination regulations and report the same to the COE immediately.

Duties and Responsibilities of the Flying Squad

1. Composition and Authority

The Flying Squad shall comprise senior faculty members appointed by the Controller of Examinations. Each squad may be multidisciplinary, ideally including members from different university departments. The squad shall operate under the direct supervision of the Centre Superintendent or Assistant Centre Superintendent.

2. Roles and Responsibilities

The Flying Squad must maintain strict confidentiality regarding their assigned duties and the timing of visits. They are required to conduct at least two surprise inspections of examination halls in the assigned groups to ensure fair conduct and compliance with university rules. They shall monitor entry and exit points and verify the identities of examinees, staff, and invigilators. Examination centers must be inspected for any unauthorized materials or malpractice. The squad must ensure that no unfair means, unauthorized electronic devices, notes, or communication tools are used. In case of malpractice, irregularities, or breaches of discipline, appropriate action should be taken as per the examination manual, and the matter must be reported to the Controller of Examinations for further action.



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3. Conduct During Inspections

Members of the squad are expected to remain impartial and maintain decorum during inspections and interactions. They should avoid causing panic or disturbance and must advise corrections in a discreet manner.

4. Confidentiality and Ethics

All findings and observations must be kept confidential. Squad members must not discuss their activities or findings outside official channels. They are required to act ethically, fairly, and without bias.

5. Coordination with the Examination Cell

The squad shall liaise closely with the Examination Cell for logistical support and reporting. They are also expected to participate in any debriefing or review meetings as required.

6. Special Procedures

During special circumstances, such as anti-ragging measures, COVID-19 restrictions, or emergencies, the squad must follow additional protocols laid down by the university.

Specific Duties During University Theory / Subjective Examinations

1. The Flying Squad shall conduct unannounced visits to examination halls at least two times in the assigned groups throughout the exam period to ensure vigilance and prevent malpractice.
2. The squad shall monitor for the use of unauthorized materials, devices, or any form of cheating. When necessary, they may physically check candidates using gender-sensitive protocols and seize incriminating evidence such as admit cards or answer scripts.
3. The squad shall assess the adequacy of security arrangements and ensure proper maintenance of confidential materials, including question papers and answer booklets.
4. The squad shall interact with invigilators and staff to guide them on proper examination protocols and clarify doubts regarding rules, without disturbing the examination environment.
5. The squad shall document and immediately report any instances of malpractice, procedural lapses, or irregularities to the Centre Superintendent and the Controller of Examinations.
6. The squad must ensure strict confidentiality of all findings and act with courtesy and tact, maintaining decorum in every interaction.

15. Examination Session Timings and Bell Alerts:

- 15.1** Unless otherwise notified, the forenoon session of theory examination shall be between 9:30 AM to 12:30 PM for all on-campus examinations.
- 15.2** Unless otherwise notified, the afternoon session of theory examination shall be between 1:30 PM to 4:30 PM for all on-campus examinations.
- 15.3** The schedules for practical examinations to be conducted in the specified laboratories of the departments shall be notified in the examination notice boards of the respective departments at least a week in advance.
- 15.4** In an examination session there will be a total of 6 Bell alerts. The scheme of ringing of the bell during the examination session and the operations linked with it are given below:
- 15.4.1 First Long Bell** 10 minutes before the commencement of the Examination
- Candidates enter the examination hall and take their respective seats.
 - Answer-booklets are distributed.
- 15.4.2 Second Long Bell** at the Scheduled start-time of the examination of the session.
- Start of the examination.
 - Question papers are distributed.
 - No Candidate should be allowed to leave the examination hall until the next bell.
 - Invigilators shall check the identity and admit cards, verify the first page entries of Answer-booklets and affix the signature on the Answer-booklet Front page at the appropriate place and complete the verifications round with examination invigilator.
 - Invigilator shall take the attendance of examination on the attendance sheet.
 - All the absentees should be marked "ABSENT" on the attendance sheet.



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- No Candidate should be allowed to enter the examination hall.

15.4.3 Third Bell – One Strokes at the end of 60 minutes of examination.

15.4.4 Fourth Bell – Two Strokes at the end of 120 minutes of examination.

15.4.5 Fifth Bell – One Short Stroke bell at the end of 170 minutes of examination.

- Warning 10 minutes before the end of the examination.
- Candidates are alerted about the remaining time.
- Candidates are reminded to enter the total pages written and strike off the unwritten blank pages in the answer booklet.

15.4.6 Sixth Bell – One Long Bell at the end of 180 minutes of examination.

- End of Examination.
- Answer booklets are collected.

15.5 The ringing of bell will be according to the time indicated by the watch/clock in the Control/ Services Room. Different watches may show different times but, for the purpose of the examination, the watch/clock of the Control/ Services Room will be treated as authentic.

16. Control Room at the Examination Centre:

The control room shall function as office at the Examination centre. The rooms shall be easily accessible from all the examination rooms and at the same time secure and safe.

16.1 Examinations Control Room/Service/support Staff:

During the period of university examinations, staff of various ranks from the Office of Controller of Examinations shall be deputed to each Examination centre in sufficient numbers to attend to the duties related to the conduct of examinations for the entire duration of Examinations. The support staff may be drawn from the non-teaching staff of appropriate rank of various departments of the University.

16.2 Summary of functions of the staff of Room for each day of examination:

16.2.1 Seating Chart be exhibited on the Notice Board.

16.2.2 Instructions to candidates/examinees are exhibited on the Notice Board.

16.2.3 Candidates are assigned to Examination rooms.

16.2.4 Signature of invigilator who report on duty, be taken in the relevant form.

16.2.5 Outer Packet containing the question paper packets for the session is opened, 15 minutes before the commencement of the examination.

16.2.6 The question papers be taken out of the envelopes. The subject printed on the question paper should agree with the subject mentioned in the Time Table.

16.2.7 Materials are issued to the invigilators from the Control Room. Signatures are taken as an acknowledgement of their having received the materials.

16.2.8 The Control Room will collect the following items from the invigilators after half an hour of the commencement of the Examination:

- Attendance sheets/verification of candidates. These should be signed by candidates as well as the invigilators.
- Remaining Main Answer Booklets and supplementary answer book (B).
- Remaining question papers.

16.2.9 A record of the usage of Answer-booklets shall be maintained for each session. Session-wise consumption records shall be updated in the Answer-booklets Stock Register at the end of each session with signature of the person concerned.

16.2.10 Account of Question Papers is prepared. Entries are made in the concerned Stock Register. Envelopes are retained in safe custody.

16.2.11 Seating arrangement of the next day is prepared. Four copies of the seating map are prepared.

16.2.12 Packets of Main Answer Books, Supplementary Answer Books, and different proforma are kept ready, for the next day.

16.2.13 Superintendent should take rounds to ascertain the performance of duties by the invigilators.



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- 16.2.14 Water should be served to candidates in the Examination Room.
- 16.2.15 After three hours, the Control Room should collect the Answer Books from invigilator, check them, count them and send them to the University examination section in sealed covers.
- 16.2.16 Session report in two copies be prepared and signed for each session of Examination.
- 16.2.17 Various examination related Forms filled and signed by invigilators, be placed immediately in the corresponding file covers.
- 16.2.18 Packet of Answer-booklets caught in Misconduct/ Malpractice/ Unfair-means is sent separately with the incriminating evidence along with the candidate's statement, invigilators/flying squad report and CS/ACS report.
- 16.2.19 Perform any other relevant work/ activity that may be necessary.

16.3 Answer-booklets

- 16.3.1 Answer-booklets shall in no case be stamped in larger quantity than required for each session/ day's use so that any misuses/ malpractices are prevented.
- 16.3.2 Only University seal shall be used on all the answer book list.
- 16.3.3 The Answer booklet stock register should be made available for Inspection by the Observer or Centre Superintendent or any other authority concerned with the Examinations.

16.4 Room Arrangements & Seating Arrangement during the Examination

- 16.4.1 The Examination Hall(s) should have adequate light and ventilation. It should be clean and tidy. Sufficient furniture, viz desk, chairs, tables, benches should be provided to the candidates. It should be ensured that the atmosphere around the Examination room remains calm and quiet.
- 16.4.2 The examination section shall prepare well in advance, the statement regarding seating arrangements for the candidates.
- 16.4.3 Each Candidate shall be allotted a definite seat for each paper of the examination. It is preferable to allot the same seat for a candidate for his entire examination. The seat allocation for carryover paper candidate may vary for each of the back/ carryover paper due to logistics and administrative constraints.
- 16.4.4 Sufficient space should be given between two examinees so that the neighboring candidates may not peep into each others' Answer booklets. As far as possible, two adjacent candidates shall not be writing the same subject/ paper. If necessary, a candidate of a different subject or paper shall be seated between two candidates of the same paper.
- 16.4.5 Seating charts/plan should be displayed prominently showing the position of candidates (according to their roll number) in each room for each day at accessible place for the examinees (inside/ outside the room) and copy of the same shall be retained for the sake of documentation and record keeping.
- 16.4.6 On the first day of Examination, the Examination room(s) should be opened half an hour before the commencement time in order to enable candidates locate their allotted seat. On the remaining days of the Examination, the rooms should be opened 15 minutes before the commencement of examination.
- 16.4.7 Special care may be taken in providing a seat to a candidate who suffers from any infectious disease so as to avoid any adverse effect on the other candidates. Candidates who cannot climb staircase due to their physical condition shall be provided sitting arrangement in a room at the Ground floor.

16.5 Packing of Answer-booklets after the examination:

- 16.5.1 Immediately after every session the answer books of each paper collected from candidates will be arranged in the serial order of roll Number and after counting them and checking the number of answer books with the number of candidates appeared, the same shall be packed in covers of suitable size. The answer scripts must be packed as below:
- 16.5.2 Answer books of only one subject and one examination must be packed in sealed packet(s).
- 16.5.3 Several such packets of answer books shall be bundled and wrapped in appropriate material (cloth/ paper).



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- 16.5.4** The answer books related to Malpractice/ Misconduct shall NOT be mixed or packed with the regular answer scripts. In each case of malpractice, the answer books shall be packed along with the confiscated incriminating material (duly signed by the examinee), report of the invigilators/flying squad and statement of the errant examinee.
- 16.5.5** The consolidated report of the CS/ACS on all cases of reported malpractices/ misconduct shall be placed in the outer cover which shall contain all individual covers of reported malpractice cases.
- 16.6 Documentation of Reports of the Examination Session:**
- The following records are consolidated, packed and sent to the Office of the COE after each session/ day of the examination at the examination centre.
- 16.6.1** Attendance Statements of Candidates sorted Program-wise/ subject-wise, Attendance statement of Superintendents and all staff on examination duty.
- 16.6.2** Attendance summary Statement Program-wise/ subject-wise be prepared and sent to the Office of COE.
- 16.6.3** Answer booklets packing list for each bundle/ bag/ box.
- 16.6.4** Record of the instances of Malpractice/ Misconduct and the related materials such as answer-booklets, incriminating materials and reports of invigilators & CS/ACS.
- 16.7 Transportation of Answer-books from Examination Centre to the Office of the COE:**
- 16.7.1** All the Answer-books and Reports/ Records of the examination held on the session/ day shall be packed safely and dispatched to the Office of the COE in the University vehicle securely.
- 16.7.2** The person in-charge of the receipt and safe-keeping of answer books after the examination shall receive those bundles from invigilators/examination centre(s), check for the integrity of the packing. He/ She shall then arrange to keep them safely and securely till taken up for further processing.
- 17. Post-Examination Work/ Activities**
- 17.1** Pre-Evaluation Processing of Theory Answer scripts
- 17.2** Dummy Number printing of Answer-scripts is undertaken after due random shuffling of the Answer-scripts. The part revealing the identity of the candidate is then masked.
- 17.3** On the day of commencement of Central Valuation, the Identity masked Answer-script packets shall be transferred to Valuation Centre and Custody Transfer to Head Examiners of the respective department.
- 18. Central Evaluation of Theory Answer scripts:**
- 18.1** All theory answer scripts shall be sent to the central valuation center (CVC) securely after the due process of assigning Dummy numbers and removal of the flap containing the examinee's roll number.
- 18.2** Only examiners duly appointed by COE/ HOD/Head Examiners, approved by the University should be assigned valuation work and none else.
- 18.3** The head examiners shall ensure that the Registers/Forms pertaining to issuing of Answer-scripts to the Examiners, receiving of assessed answer-scripts from the Examiner are maintained properly.
- 18.4** The Head Examiner shall remind the examiners to ensure that the papers are valued strictly in accordance with the scheme of valuation, if any, and that the papers are not valued in a hurry.
- 18.5** Daily account to be maintained regarding the number of answer packets valued.
- 19. Appointment, Duties and Responsibility of Examiners:**
- 19.1** No one can claim appointment as examiner or any other examination work as a matter of right.
- 19.2** The COE in consultation with HOD shall appoint examiners for each examination from among the list of eligible examiners.
- 19.3** The Internal examiners shall normally not decline the assignment of examination work except in extraordinary situations since examination duty is treated as an essential service by the University.
- 19.4** The external examiners shall intimate their acceptance or otherwise as soon as they receive the communication from the University or in the prescribed time limit. The acceptance of the offer may also



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be informed by email to the COE. If no communication is received within the prescribed time limit, it will be presumed that the assignment is not accepted by the examiner.

- 19.5 If by chance, a subject has been assigned wrongly to the examiner, he shall indicate the same and decline the offer. He shall NOT accept an offer that is NOT related to his subject/ expertise/ knowledge domain.
- 19.6 The Examiners shall maintain strict secrecy regarding their appointment and other work allotted in connection with the examinations.
- 19.7 The Examiners shall NOT evaluate the answer scripts NOT related to his/ her subjects.
- 19.8 The Examiners have to count the number of answer scripts in the packet and ensure that it tallies with the claim on the Packet. The Examiners must ensure that Dummy Number is printed on the answer scripts and shall not value the packets in case of any discrepancy. Discrepancies, if any, should be brought to the notice of the Head Examiner/Dy. Registrar, Exams/COE.
- 19.9 The examiners shall value the scripts strictly in accordance with the scheme of valuation given by the paper setters, if any.
- 19.10 The examiner shall value all the answers and take into account the marks of only the maximum required or permitted questions by considering the marks awarded to the questions advantageous to the candidate and round off those not considered.
- 19.11 The examiners shall write 'ZERO' wherever answers do not deserve any marks. The examiner shall total up the marks.
- 19.12 The examiner shall ensure that no answer or part of any answer is left out in valuation. The examiners should read the answer script in detail and evaluate the scripts.
- 19.13 The marks awarded for each question shall be entered in the appropriate row & column on the mark-table on the Front Page of the Answer-booklet. The total marks shall be entered both in figures and words with his/ her signature.
- 19.14 The examiner shall not take the answer scripts out of the valuation center under any circumstances.
- 19.15 If the examiner during valuation of the scripts suspects any case of malpractice, he/she shall immediately report it to the COE. He/she shall submit the suspected script after valuing it fully along with his/her report to the Head Examiner/COE, who in turn shall forward the same to the COE. He/she shall enter such references in the marks list against the register number / code number.
- 19.16 The examiner shall report to the COE, cases of any candidates of other person on his/ her behalf approaching him/ her for any favor or writing letters to him/her indicating the name of the person, the register number/ code number of the candidate, subject/paper etc.
- 19.17 The examiner shall prepare marks lists in the prescribed proforma provided for the purpose and shall upload the marks at the exam portal.
- 20. Practical/ Clinical/ Viva-voce Examinations**
- 20.1 The University shall notify the examination schedule of conduct of Practical/ viva-voce examinations at least two weeks prior to the Practical examinations. Detailed time table of the Practical examinations, subject wise, batch wise etc shall be announced by the Head of the Departments.
- 20.2 The University shall appoint Examiners (preferably Internal) for Practical examinations for different courses/ subjects from the panel of examiners submitted by the respective Boards of studies. Whenever Internal Examiners are appointed, all efforts should be made to appoint the faculty who handled the practical classes during the respective academic period. When several teachers are involved in handling the classes, they shall be appointed by rotation. The HOD of the concerned department shall be responsible for the conduct of the practical/ viva-voce examination(s) in the respective departments.
- 20.3 The required number of answer booklets and other material shall be demanded and obtained from the University by the HOD well in time for practical examinations.
- 20.4 Candidates shall be in possession of Admit Cards on all the days of Practical examinations. In the event of non possession or loss of Admit Cards the HOD is empowered to permit the



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Candidate to appear in the examination in exceptional circumstances and after verifying the identity of the candidate.

20.5 Practical answer scripts after the practical examination shall be packed in separate covers and sent to the Examination Section after completion of all the Practical examinations.

20.6 Marks allotted by the examiners for the practical and viva-voce examination shall be entered in words and figures on prescribed format and enclosed in covers prescribed for the same.

21. Remuneration/ Honorarium/ Allowances

Examiners shall submit their remuneration claims in appropriate form along with the attendance statement of candidates to the COE.

22. Post-Evaluation Data Processing/ Tabulation:

22.1 There shall be restricted/ classified zones within the office of COE with adequate security measures to ensure that no unauthorized person has access to sensitive materials or information that would affect the outcome of examination process. Only authorized persons shall have access to these areas.

22.2 All the data processing relevant to the marks shall be done in these restricted/ classified zones.

22.3 Marks Tabulation and Validation:

22.3.1 The results of each of the examinations shall be tabulated in the Examination Database maintained on well secured Computer server with restricted access. The persons responsible for such activity may be referred to as Marks-Tabulators.

22.3.2 Marks-Tabulator(s) shall be appointed by COE with the approval of Vice-Chancellor. Marks-Tabulator(s) shall be staff members of the University working in the office of COE. They shall possess sufficient computer programming and database (SQL & RDBMS) skill and experience.

22.3.3 The marks tabulated by the Marks-Tabulator shall be scrutinized and validated by a Validator who shall be appointed by the COE.

22.3.4 The Validator shall:

- Check the posting made by the Marks-tabulators from the original statement submitted by the examiner.
- Check totals/aggregates posted by Marks-tabulators.
- Check the result prepared by the Marks-Tabulator for failures, honors such as Distinction, Pass, Fail, and Absentees etc.
- Validate the Grades, SGPA and CGPA etc. computed on the basis of the marks obtained by the candidates in examination.
- Any other discrepancy/ errata/ manipulation/ inconsistency etc. that might have crept into the marks database.

23. Procedure for Assigning of Credits and Grading of Performance

The procedure for assigning credits to courses and grading student performance shall be carried out strictly in accordance with the provisions laid down in the respective program ordinances of the various programs of study. Credit allocation shall be based on the prescribed structure of lectures, tutorials, practicals, projects, or other academic components, as defined for each program. Similarly, the evaluation, grading, and award of marks or letter grades shall follow the rules and guidelines specified in the ordinances, ensuring uniformity, fairness, and adherence to the academic standards of the University.

24. Award of Grace Mark/ Moderation of Marks:

24.1.1 Moderation of marks may be carried out in special/ unique circumstances such as, out-of-syllabus question, wrong question etc., so as to benefit all the candidates in a paper/ subject of the examination irrespective of the marks secured by candidates individually.

24.1.2 The Grace marks will be awarded only, if candidate appears in all the papers prescribed for the examination in case of regular candidates or all the failed papers in case of candidates writing supplementary examinations. Absence of a candidate in any paper(s) that he or she has registered for the examination will make him ineligible for grace marks.



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- 24.1.3** While awarding grace marks for more than one paper/ subject, the papers/ subjects of passing shall be selected for award of grace marks in the order of decreasing (maximum => minimum) grace marks required for obtaining the required marks for passing so as to give maximum benefit for the candidate.
- 24.1.4** A candidate may be awarded grace marks up to a maximum of total 10 or 12 marks as per the the program ordinances and shall be distributed in maximum four or six subjects including theory papers, practical, project, seminar, industrial training and/or aggregate marks in each academic year provided he/she can be declared to have passed the academic year by the award of these marks.
- 24.1.5** The grace marks shall also be added to the aggregate marks. No grace marks shall be awarded in carry over / re-back/special back examinations.
- 25. Result Finalization and Publication**
The results of the concerned examinations shall ordinarily be declared within 15 days of the last examination. The results shall be published on the University website.
- 25.1 Results Withheld/UFM and their Declaration:**
- 25.1.1** If there is discrepancy in the subjects mentioned in the examination form and actual examination given by the candidate, the results of such examinee will be withheld and will be declared after due confirmation of the term that he/she had kept with approval of the Controller of Examination.
- 25.1.2** The results of those candidates held in reserve for malpractice and/or lapse in the examination will be declared as per the resolution passed by the Examination Committee/Examination Sub-committee.
- 25.1.3** The result of the candidate writing wrong subject in the examination form and actually appearing for the different subject shall be withheld. The result of such candidate will be declared after confirming from the COE regarding the subject and payment of a prescribed fine.
- 25.1.4** The results reserved for dues payable to university and/or College shall be declared on confirmation of payment of the said dues.
- 26. Grievances in Examinations**
- 26.1** The examination system of the University shall also provide for mechanisms to redress/ resolve any reasonable and valid issue(s) of grievances and provide relief to the concerned Candidates. All such matters shall be resolved subject to the University rules and regulations.
- 26.2 Scrutiny of Answer Books**
- 26.2.1** Scrutiny is applicable only for theory papers and shall not be entertained for other components such as practical/ Thesis/ Dissertation etc.
- 26.2.2** Every application for scrutiny should be submitted by the candidate in the prescribed form along with the prescribed fee.
- 26.2.2.1** Scrutiny of answer-scripts can be sought only with at least one affirmation by a teacher relevant to the subject as mentioned below and that any of the criteria below are satisfied:
- Finds that any answer(s) to question(s) that has/ have not been evaluated.
- 26.2.3** The application for scrutiny shall be submitted to the Controller of Examinations.
- 26.2.4** In all cases of scrutiny, fees once paid will not be refunded. Applications which are late and not in the prescribed form and which are found defective in any respect will not be entertained and will be summarily rejected without notice. In the case of applications which are found in order, the University shall take steps to get the answer-scripts scrutinized.
- 26.2.5** The result of the scrutiny shall ordinarily be made known to the student within 1 months of the last date of receipt of applications by the Office of the Controller of Examinations. No interim enquiries of any kind will be entertained in this regard.
- 26.2.6** Issue of Duplicate Admit Card/ Mark Statement/ Transcripts/ Consolidated Marks Statements/ Degree Certificate may be done after due application process with the necessary fees/ fine.



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26.3 Error Correction in Name

- 26.3.1** To correct the spelling or the proper sequence of the name which are not due to data entry errors, the student shall present a copy of his/ her birth certificate/ Secondary School Certificate/ other Government record such as Passport.
- 26.3.2** Any errors in the Name of candidates printed in the Marks statement/ Certificate/ Admit Card may be brought to the notice of COE for necessary correction with appropriate evidence and submission of required fee.

27. Miscellaneous:

27.1 Internal Assessment Marks:

- 27.1.1** The Internal Assessment marks shall be awarded as per the academic regulations of the individual Program.
- 27.1.2** The Internal Assessment marks shall be submitted to the Controller of Examinations at the end of each academic session before the commencement of the University Examinations in the prescribed form provided by the COE.

27.2 Post-evaluation Custody and Disposal of Answer-scripts

- 27.2.1** The evaluated Answer-scripts shall be preserved safely for a period of at least six months from the date of publication of results in their original packets bundled together. The bundles are to be stacked in racks with proper ventilation and free from termites/ pests. The answer-book storage area to be fumigated and aired periodically so that answer-books are preserved without any damage.
- 27.2.2** Appropriate staff shall be assigned the responsibility of safe-keeping of the answer-scripts till they are approved by the VC for safe disposal.
- 27.2.3** Records of all such bundles shall be maintained in appropriate computer database/ Register for easy retrieval at a later stage if necessary. Any retrieval and return of the answer-script(s) shall also be documented with date and time in the Register/ database.
- 27.2.4** Answer-scripts shall be made available from the storage area for purposes such as Photocopying/ Re-totaling etc. Such transactions shall be recorded.
- 27.2.5** The details of all Answer-scripts so shredded/ destroyed/ disposed shall be documented and certified by the COE.

27.3 Scribes for Disabled Candidates

- 27.3.1** The facility of Scribe/Reader/Lab Assistant may be allowed to the person who has disability and if so desired by the person. Scribe should be of lower and different program and of lower age too.

27.4 Examination Audit:

- 27.4.1** Efforts shall be made to audit critical processes in the entire examination system by appropriate/ designated team of academicians drawn from the senior faculty of university.
- 27.4.2** Efforts shall be made to audit the evaluation of theory answer scripts by examiners on a regular basis. Answer-scripts awarded with high, average and low marks shall be randomly sampled for such process.

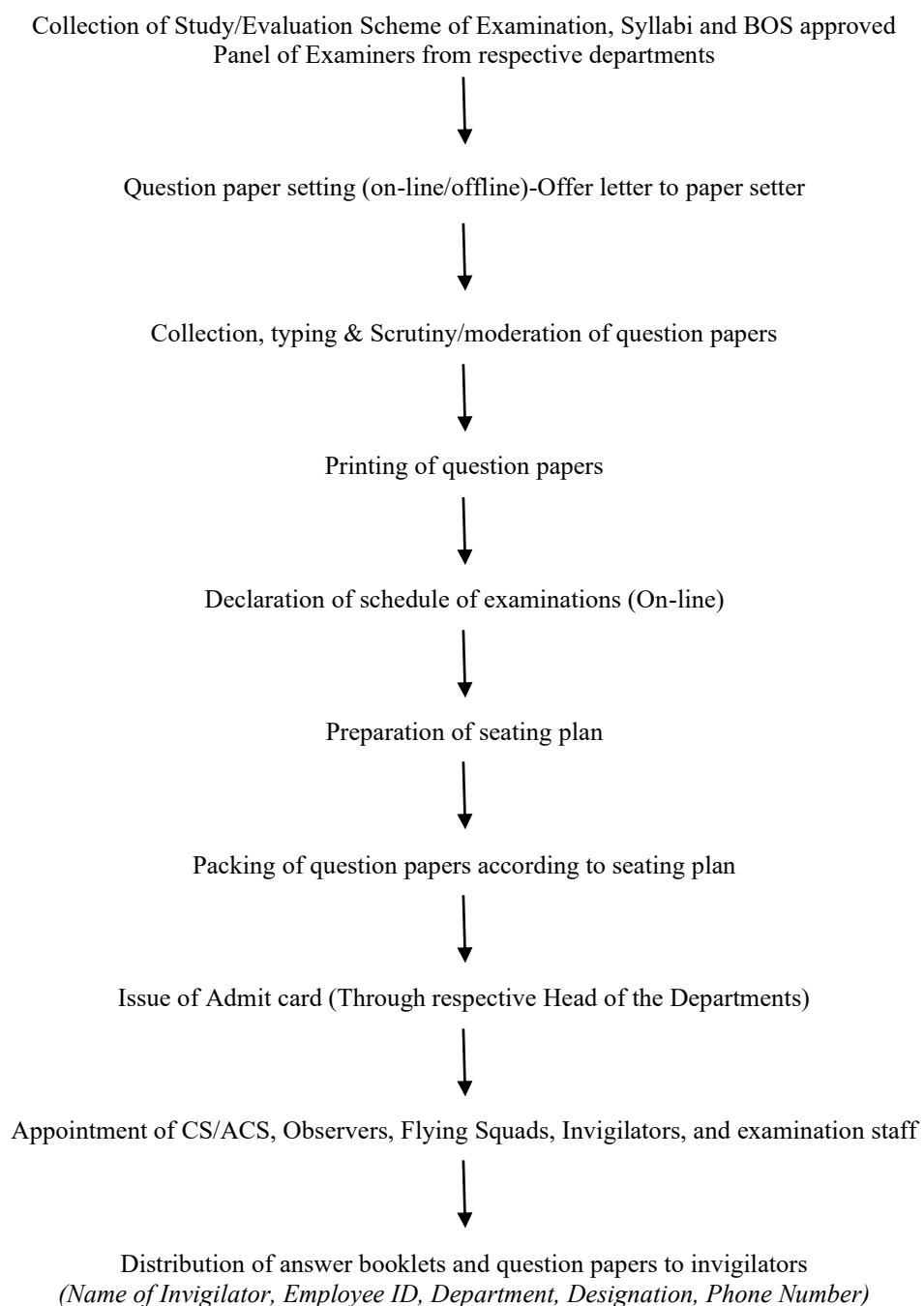
**_*_



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FLOW CHART FOR CONDUCTING EXAMINATIONS





FLOW CHART FOR EVALUATION OF ANSWER COPIES





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ANNEXURES



INTEGRAL UNIVERSITY

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INTEGRAL UNIVERSITY, LUCKNOW

Established under U.P. Act No. 09 of 2004 by State Legislation, Approved by University Grants Commission under Section 2(f) and 12B of the UGC Act 1956, MCI, PCI, INC, CoA, NCTE & UPSMF
Ph.: +91 (0522) 6451043, 2890730, 3296117 Fax: 0522-2890809
Kursi Road, Lucknow-226026, Uttar Pradesh (INDIA)

SAMPLE LETTER TO PAPER SETTERS

Ref. No.: IU/Exam/.....

Date:

To,

Dr.....

Designation.....

Name of Institution.....

Address.....

Contact No.:

Dear Sir / Madam,

The competent authority is pleased to appoint you as the Paper Setter for the Semester Examination 20..... The detail of the paper is given below. Kindly go through the instructions before paper setting.

Exam: XXXXXX

Year / Sem :

M.M.: ...

Duration: hrs.

Subject:

Sub. Code:

1. You are required to prepare **One Set** of question paper.
2. A copy of the previous Question Paper / Model Paper is enclosed as a **Sample Paper** for your ready reference only. Kindly ensure that no question should be **repeated** from the sample paper.
3. In setting the question paper following points may kindly be noted:
 - (a) The questions should be strictly as per the syllabus unit wise.
 - (b) No question should be asked beyond the syllabus.
4. A copy of the syllabus and the instructions for paper setting are enclosed herewith for your kind reference and guidance.
5. The remuneration for examination work shall be paid according to the rules of Integral University. Kindly fill-up remuneration bill attached herewith, so that the remuneration amount may be transferred **through RTGS**.
6. Kindly send the question paper duly sealed by Speed-Post to the undersigned within **7 days** from the receipt of this letter.
7. For any query, you may kindly contact at the mobile number 9889420532 (Dy. Registrar – Examination).

With regards,

Enclosures:

- (a) Instructions for Paper Setter
- (b) Syllabus
- (c) Previous Question Paper / Model Paper
- (d) Blank Sheets for setting question paper
- (e) Bill Proforma
- (f) Envelope with an inner cover

Yours sincerely,

(Prof. Abdul Rahman Khan)
Controller of Examinations
e-mail: coe@iul.ac.in



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Annexure-1



INTEGRAL UNIVERSITY
LUCKNOW - INDIA



INSTRUCTIONS TO PAPER SETTERS

1. PATTERN OF QUESTION PAPER / DISTRIBUTION OF MARKS:

- For First / Second / Third Year (**Max. Marks 40**) (All Branches, except Architecture, Education, Pharmacy)

It will comprise of **Section-A, Section-B & Section-C**. **Section-A** comprises ten **Compulsory** questions related with five units of the syllabus. **Section-B** comprises Four questions, in which the examinee will be asked to attempt any **TWO** questions. **Section-C** comprises **Five** questions with internal choices, the examination will be asked to attempt one question from each part.

- For B.Pharm.

The Question paper should be fairly distributed over the whole syllabus prescribed for that paper. It will comprise of **Three** questions.

For 75 Marks

- | | | |
|------|---|-------------|
| Q. 1 | Multiple Choice Questions (Answer all questions) | 1 x 20 = 20 |
| Q. 2 | Long Answer Questions (Answer any Two) | 2 x 10 = 20 |
| Q. 3 | Short answer questions (Answer any seven questions) | 7 x 5 = 35 |

For 50 Marks

- | | | |
|------|---|-------------|
| Q. 1 | Long Answer Questions (Answer any TWO) | 2 x 10 = 20 |
| Q. 2 | Short answer questions (Answer any SIX questions) | 5 x 6 = 30 |

- For Architecture

It will comprise of **FIVE / FOUR** compulsory questions related with five units of the syllabus. Suggested examination pattern is also given in the end of Syllabus.

- No question should be asked outside and beyond the syllabus.
- The figures and symbols in Mathematics and the technical terms in other subjects should be written very clearly.
- The question paper should be such that a candidate can answer the required number of questions within the allotted time.
- The paper setters are requested to fill the form to facilitate prompt payment of remuneration.
- While setting the question paper following points may kindly be noted:
 - The question paper should be legible and no abbreviations should be used.
 - Question paper should be set in:
 - English (for all courses, unless specified).
 - English and Hindi (for B. Ed./M.Ed./BFA and Diploma Courses only).
 - Urdu (for the subject of Urdu in B.Ed. / M.Ed. / D.El.Ed. Course only).
 - The marks assigned to each question as per the attached or previous year paper are to be shown in the right side. The total marks shall not exceed the maximum marks allotted to the paper.
- You are requested:
 - To destroy all notes, rough draft and in case the question paper has been typed, the soft copy of the question paper and not to retain a copy in any form.
 - To treat the matters strictly confidential. The Integral University takes great care not to disclose the names of the Paper Setters / Examiners.
 - Do not write your name and signature on question paper.



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SAMPLE PROFORMA OF QUESTION PAPER FOR OFFLINE EXAMINATION

(w.e.f. 2020-21)

PROGRAM NAME: _____

SEMESTER EXAMINATION, 20____-20____

Course Name: _____
Time: 3.00 Hours

Course Code: _____
Max Marks: 40

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

SECTION – A

(1×10=10)

Q.1 Attempt All part of the following question:

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

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

SECTION – B

(5×2=10)

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

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

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

SECTION – C

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

(4×1=4)

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

- (a)
- (b)

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

(4×1=4)

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

- (a)
- (b)

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

(4×1=4)

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

- (a)
- (b)

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

(4×1=4)

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

- (a)
- (b)

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

(4×1=4)

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

- (a)
- (b)

Note:

- Exam/ Test/ Assignment question should be mapped to Bloom's Taxonomy (BT) levels and CO-PO of the course of a program.
BT level 1 Remember BT level 2 Understand
BT level 3 Apply BT level 4 Analyse
BT level 5 Evaluate BT level 6 Create
- Each question assessment activity should have mapping description displayed like mark of question. Example:
Q.1 (a).....Question Text..... [BT-2, CO-1, PO-1][1]
- Question of assessment activities should broadly match to following structure (mix of BT levels) in:
Individual activity or in complete activity set.
BT Level 1 and 2 question - 25%
BT Level 3 and 4 question - 25%
BT Level 4,5 and 6 question- 50%
- Question of assessment activities should appropriately cover each CO and PO as per CO-PO mapping.

(Controller of Examination)



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Course Code.....

Name Of the Program.....

..... SEMESTER EXAMINATION, 2025-26

Course Name.....

Time : 3.00 hrs.

Max. Marks : 40

- Note :** (i) The question paper contains **Three** Sections.
(ii) Section-A is compulsory, Section-B and C contains internal choice.

SECTION-A

1. Attempt **ALL** parts of the following questions: 1 x 10 = 10

- | | |
|-----|------------------------|
| (a) | [BT-1/2, CO-...,PO...] |
| (b) | [BT-1/2, CO-...,PO...] |
| (c) | [BT-1/2, CO-...,PO...] |
| (d) | [BT-1/2, CO-...,PO...] |
| (e) | [BT-1/2, CO-...,PO...] |
| (f) | [BT-1/2, CO-...,PO...] |
| (g) | [BT-1/2, CO-...,PO...] |
| (h) | [BT-1/2, CO-...,PO...] |
| (i) | [BT-1/2, CO-...,PO...] |
| (j) | [BT-1/2, CO-...,PO...] |

SECTION-B

2. Attempt any **TWO** of the following questions: 5 x 2 = 10

- | | |
|-----|-----------------------|
| (a) | [BT-3/4, CO...,PO...] |
| (b) | [BT-3/4, CO...,PO...] |
| (c) | [BT-3/4, CO...,PO...] |
| (d) | [BT-3/4, CO...,PO...] |

SECTION-C

3. Attempt any **ONE** of the following questions: 4 x 1 = 4

- | | |
|-----|--------------------------|
| (a) | [BT-4/5/6, CO..., PO...] |
| (b) | [BT-4/5/6, CO..., PO...] |

4. Attempt any **ONE** of the following questions: 4 x 1 = 4

- | | |
|-----|--------------------------|
| (a) | [BT-4/5/6, CO..., PO...] |
| (b) | [BT-4/5/6, CO..., PO...] |

5. Attempt any **ONE** of the following questions: 4 x 1 = 4

- | | |
|-----|--------------------------|
| (a) | [BT-4/5/6, CO..., PO...] |
| (b) | [BT-4/5/6, CO..., PO...] |

6. Attempt any **ONE** of the following questions: 4 x 1 = 4

- | | |
|-----|--------------------------|
| (a) | [BT-4/5/6, CO..., PO...] |
| (b) | [BT-4/5/6, CO..., PO...] |

7. Attempt any **ONE** of the following questions: 4 x 1 = 4

- | | |
|-----|--------------------------|
| (a) | [BT-4/5/6, CO..., PO...] |
| (b) | [BT-4/5/6, CO..., PO...] |



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QUESTION PAPER MODERATION FORM

Semester-End (Even) Examinations, Session 2024-2025

Program: _____ Semester/Year: _____
 Course Name: _____ Course Code: _____
 Maximum Marks: _____ Duration: _____

Section 1: Review of Question Paper

Please verify the following aspects of the question paper and check (✓) if correct. If any issue is found, provide details in Section 2.

Criteria	Check (✓)	Comments (if any)
Format & Structure		
The question paper follows the prescribed format as per NEP/Non-NEP format	(Write NEP or Non-NEP)	
The total marks distribution is accurate.		
The duration of the exam is appropriate.		
The question numbering is sequential and correct.		
Content & Coverage		
The paper covers all units of the syllabus proportionally.		
No question is beyond the prescribed syllabus.		
Numerical/computational questions are included where applicable.		
The level of difficulty is balanced (easy, moderate, and difficult).		
Clarity & Language		
No typographical or grammatical errors are present.		
Questions are clear, unambiguous, and precise.		
Required data, formulas, or assumptions are provided where necessary.		
OBE: Bloom's Taxonomy (BT), Course Outcomes (CO), and Program Outcomes (PO)		
Questions are mapped correctly to BT levels.		
Questions align with Course Outcomes (COs).		
Questions align with Program Outcomes (POs).		

Section 2: Modifications Required (if any)

Q. No.	Issue Identified	Suggested Modification	If question modified or changed write in detail the specific reason

Section 3: Additional Requirements for Examination

(Indicate any special stationery or arrangements needed)

☐ Graph Paper ☐ Logarithm Table ☐ Steam Table ☐ Drawing Sheet ☐ Codebook ☐ Other: _____

Section 4: Moderator's Details

Name: _____ Designation: _____ Department: _____
 Mobile No.: _____ Date: ____ / ____ / 2025 Signature of Moderator: _____



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INTEGRAL UNIVERSITY
LUCKNOW - INDIA



REMUNERATION BILL FOR SETTING THE QUESTION PAPER FOR SEMESTER-END (ODD) EXAMINATION, SESSION 2024-2025

Program: _____ Year / Sem. : _____

Name of the Course: _____

Code of the Course: _____ No. of sets of Question Paper: _____

Amount payable: @ Rs. 2,000/- per set: _____

This is to certify that I have sent / handed over _____ set(s) of question paper to the authorized person and haven't retained any thing pertaining to the examination.

Total Remuneration Amount (in figures) : Rs. _____
(in words): Rs. _____

(Please fill up this information carefully)

Full Name : _____

(As per Bank A/c)

Address : _____

Signature _____

Date _____

Contact No : _____

Bank Name : _____

City: _____

A/c No. : _____





IFSC Code : _____



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SAMPLE COPY OF STUDENT'S VERIFICATION FORM USED DURING EXAMINATION

<div style="text-align: center;">INTEGRAL UNIVERSITY LUCKNOW - INDIA</div> <div style="text-align: center;"></div> <div style="text-align: center;">INTEGRAL UNIVERSITY, LUCKNOW VERIFICATION FORM Even Semester/Annual Examination, Session 2024-25</div>							
Enrollment No. : 2400100244		Roll No. : 2401012028		Year of Admission : 2024			
1. Name of Program/Branch		: Bachelor of Technology - Computer Science & Engineering					
2. Year		: 1					
3. Semester		: 2					
4. Name of Candidate (As per High School Certificate)		: ADIL SIRAJ					
5. Father's Name		: SIRAJUL HASAN					
6. Date of Birth (As per High School Certificate)		: 17/06/2006					
							
S No.	Date	Shift	Course Code	Name of Course	Signature of Candidate	Room No	Signature of Invigilator
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							
13.							
14.							
 (CONTROLLER OF EXAMINATION)							



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INTEGRAL UNIVERSITY
LUCKNOW - INDIA

OFFICE OF THE CONTROLLER OF EXAMINATIONS

APPLICATION TO ISSUE DEGREE / GRADE REPORT / MARKSHEET

Application No.:

Date: _____

Controller of Examination,

Sir,

Affix
Photograph

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

Candidate's Name (in block letters) _____ Roll No. _____ Enrol. No. _____

Father's Name (in block letters) _____

Mother's Name (in block letters) _____

Present Postal Address _____

Phone No. _____ Email ID. _____

Program of study _____ Branch _____

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

Authorization (in case student is not available):

I authorize _____ to collect my above-mentioned Degree / Grade Report/ Marksheet. The specimen signature of authorized person is given below. His/her photo/address ID (Aadhar card) is enclosed.

(Specimen Signature of the authorized person)

(Signature of the candidate)

INSTRUCTIONS FOR APPLICANT

- For grade report/mark sheets, attach photocopies of all year results (Regular/Carryover) declared online.
- The candidate / authorized person must submit his/her identify proof (ID card/Aadhar Card) at the time of receiving the Degree/ Grade Report/Mark sheet.
- Fee receipt of Rs 1500/- (Rs. 1000/- Alumni registration fee and Rs. 500/- degree issuing fee) duly verified by Alumni Cell and Account Section is required for receiving the degree.

Issue of Duplicate Degree/ Grade Report/ Marksheet:

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

- An Affidavit signed and certified by the First-Class Magistrate.
- Copy of FIR.
- Fee is Rs. 1000/- per Grade Report/ Marksheet and Rs. 1500/- for degree.

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

(Signature of the candidate)

FOR OFFICE USE ONLY

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

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

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

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

Yours faithfully,

(Signature of the candidate)

(After receiving the Degree / Grade Report/Marksheet)

Cut it from here and give it to the applicant

ACKNOWLEDGMENT SLIP

Name of the candidate: _____ Enrol No. _____ Application No. _____

Purpose _____ Date _____

Name and signature of authorized person at the counter _____



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**INTEGRAL
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LUCKNOW - INDIA



Form for Recording Discrepancy during Answer Book Evaluation

Program:..... Branch:..... Year/Semester:.....

Subject Name:..... Subject Code:..... Bundle No.

Types of Discrepancy (✓)

- Question/s not evaluated/ Marks not awarded
- Marks not included/written in the cage of cover page
- Wrong marks written in the cage of cover page
- Total marks written on the cover page/award list is/are incorrect
- Marks written in different cage

i. Question/s not evaluated/ Marks not awarded:

S.No.	Copy code	Question no.	Max. mark of question	Marks allotted after scrutiny	Old total marks awarded on cover page	New total marks in the cover page	Difference in total marks

ii. Marks not included/written in the cage of cover page:

S.No.	Copy code	Question no.	Max. mark of question	Cage no.	Awarded marks in the cage	New total marks on the cover page	Difference in total marks

iii. Wrong marks written in the cage of cover page:

S.No.	Copy code	Question no.	Max. mark of question	Awarded marks	Old marks written in the cage	New marks written in the cage	Old total marks on the cover page	New total marks on the cover page	Difference in total marks

iv. Total marks written on the cover page/award list is/are incorrect:

S.No.	Copy code	Old total marks	New total marks	Difference in total marks

v. Marks written in different cage:

S.No.	Copy code	Question no.	Max. mark of question	Old cage no.	New cage no.	Awarded marks	Difference in total marks (if any)

Name of Scrutinizer: Deptt..... Employee ID.....

Ph No..... Email ID..... Signature:..... Date.....

Name of Evaluator:..... Deptt..... Faculty ID.....

Ph. No. Email ID..... Signature..... Date.....

Signature of Dy. Registrar (Exam)..... Date.....



INTEGRAL UNIVERSITY

इंटीग्रल विश्वविद्यालय



INTEGRAL UNIVERSITY

LUCKNOW - INDIA



Form for Recording Discrepancy after showing Answer Copies

Program:..... Branch:..... Year/Semester:.....

Subject Name:..... Subject Code:..... Bundle No.

Types of Discrepancy (✓)

- Question/s not evaluated/ Marks not awarded
- Marks not included/written in the cage of cover page
- Wrong marks written in the cage of cover page
- Total marks written on the cover page/award list is/are incorrect
- Marks written in different cage
- Wrong marks uploaded on the portal.

i. Question/s not evaluated/ Marks not awarded:

S.No.	Copy code	Question no.	Max. mark of question	Marks allotted after scrutiny	Old total marks awarded on cover page	New total marks in the cover page	Difference in total marks

ii. Marks not included/written in the cage of cover page:

S.No.	Copy code	Question no.	Max. mark of question	Cage no.	Awarded marks in the cage	New total marks on the cover page	Difference in total marks

iii. Wrong marks written in the cage of cover page:

S.No.	Copy code	Question no.	Max. mark of question	Awarded marks	Old marks written in the cage	New marks written in the cage	Old total marks on the cover page	New total marks on the cover page	Difference in total marks

iv. Total marks written on the cover page/award list is/are incorrect:

S.No.	Copy code	Old total marks	New total marks	Difference in total marks

v. Marks written in different cage:

S.No.	Copy code	Question no.	Max. mark of question	Old cage no.	New cage no.	Awarded marks	Difference in total marks (if any)

vi. Wrong marks uploaded on the portal.

S.No.	Copy code	Question no.	Max. mark of question	Marks written on the award list	Awarded marks on the portal	Difference in total marks (if any)

Name of Evaluator:.....Deptt.....Faculty ID.....

Ph. No.Email ID.....Signature.....Date.....

Signature of Dy. Registrar (Exam).....Date.....



INTEGRAL UNIVERSITY

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SAMPLE COPY OF MARKS AWARD LIST

INTEGRAL UNIVERSITY, LUCKNOW

AWARD LIST FOR EVALUATION OF THEORY ANSWER BOOKS

Odd Semester Examination 2019-20

Bundle No.

Course: B.Tech.-Biotechnology

Year: 1 Semester: 1

Subject Name: Chemistry

Subject Code: CH101

Maximum Marks: 60

S.No.	Code No.	Marks Obtained	
		In Figure	In Words
1	9117255		
2	9144704		
3	9116140		
4	9136825		
5	9139493		
6	9165224		
7	9118681		
8	9149103		
9	9132014		
10	9152947		
11	9157397		
12	9131814		
13	9141074		
14	9157039		
15	9152454		
16	9128512		
17	9144913		
18	9127502		
19	9140509		
20	9130151		
21	9116957		
22	9126167		
23	9154329		
24	9116194		
25	9163078		

Sampling of Answer Books:

Total No. of Answer Books Evaluated :

S.No.	Code No. of Answer Books	Signature of Evaluator:
1		
2		
3		
4		
5		
Name of Head Examiner:		Full Name:
Signature:		Department:
Date:		Employee ID No.:
		Mobile No.:



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SAMPLE COPY OF TABULATION RECORD



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

Date: 28/09/2019
Page 1 of 5

S. No.	Roll No.	Enrollment No.	Student's Name	Father's Name	CA313	CA314	CA315	CA316	CA318	CA321	CA322	CA323	Total	TE+PE	CA	V Sem	Grand Total	Result	SGPI
					TE	TE	TE	TE	TE	PE	PE	PE							
					CA	CA	CA	CA	CA	CA	CA	CA							
					TT	TT	TT	TT	TT	PT	PT	PT							
					60	60	60	60	60	40	40	40							
					40	40	40	40	40	60	60	60							
					100	100	100	100	100	100	100	100							
1	1528018019	1502800009	Aman Ojha	Mr. Rajesh Krishna Ojha	23	25	36	22	-	28	22	22	178	400	2881	4.08	Pass	5.19	
					27	22	25	25	-	46	39	48	235	413					
					50	47	61	47	-	76	61	71							
					P	P	D	P	-	B	D	C							
					V Sem														
					ESE: NIL														
					CA: NIL														
					VI Sem														
					ESE: NIL														
					CA: NIL														
2	1528018048	1502800101	Dnyanesh Pandey	Mr. Ravindra Nath Pandey	26	37	36	38	-	31	32	32	232	542	3293	6.04	Pass	7.10	
					32	33	31	32	-	52	51	52	283	515					
					58	70	67	70	-	83	83	84							
					E	C	C	C	-	A	A	A							
					V Sem														
					ESE: NIL														
					CA: NIL														
					VI Sem														
					ESE: CA302(G-7)														
					CA: NIL														
3	1528018053	1502800132	Mr. Ashwini Kumar Chhabra		29	39	32	26	-	29	28	32	216	523	2099	5.46	Pass	6.50	
					34	33	34	33	-	51	52	51	288	504					
					63	72	66	59	-	80	81	83							
					D	C	C	E	-	A	A	A							
					V Sem														
					ESE: NIL														
					CA: NIL														
					VI Sem														
					ESE: NIL														
					CA: NIL														

Collated By

Checked By

Controller of Examinations

1-NET Framework with VB, .NET(CA313) 2-Introduction to Open Source Environment(CA314) 3-Over Law and Internal Security(CA315) 4-Management Information System(CA316) 5-Fundamentals of E-Commerce(CA318) 6-Project Lab(CA321) 7-Advanced Technology Lab(CA322) 8-Open Source Lab(CA323)
Abbreviations: TE: Theory Examination; CA: Continuous Assessment; PT: Practical Total; PGP: Promoted with Carryover; Paper; ESE: End Semester Examination; Min. Marks: The minimum passing marks in End Semester Examination shall be 35%, minimum passing marks in Continuous Assessment shall be 50% in each hand, or 50% in total (Continuous Assessment + End Semester Examination).



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इंटीग्रल विश्वविद्यालय



Integral University, Lucknow Tabulation Register

Bachelor of Science (Hons.) Industrial Chemistry
Sixth Semester (Final) Examination, 2024-25

Date: 08/09/2025

Page : 1 of 2

Sr. No.		Type	Code	ESE		CA		Total		CR	GR
				MM	OM	MM	OM	MM	OM		
1.	Roll No : 2201076001	Major	B020601T/CH353	75	72	25	25	100	97	4	O
	Enrollment No : 2200103142	Major	B020602T/CH354	75	60	25	25	100	85	4	A ⁺
	Student's Name : Amir Ahmad	Major	B190605T/CH347	75	60	25	24	100	84	4	A ⁺
	Father's Name : Mr. Javed Ahmad	Major	B190606T/CH348	75	68	25	24	100	92	4	O
		Co-Curricular	Z060601T/LN340	75	62	25	23	100	85	2	A ⁺
	First Year : 1438/ 1700	Major	B020603P/CH355	75	68	25	24	100	92	2	O
	Second Year : 1444/ 1700	Major	B190604R/CH346	100	90	--	--	100	90	3	A ⁺
	Fifth Sem : 592/ 700	Major	B190607P/CH349	75	65	25	24	100	89	2	A ⁺
	CGT : 4188/4900	Total		625	545	175	169	800	714	25	
	Result : Pass	ESE Carryover paper/s: NIL									
	Division : First Div. with Honours										
	SGPA : 9.40										
	CGPA : 8.90										
2.	Roll No : 2201076002	Major	B020601T/CH353	75	28	25	19	100	47	4	C
	Enrollment No : 2200103872	Major	B020602T/CH354	75	30	25	19	100	49	4	C
	Student's Name : Anees Ahmad	Major	B190605T/CH347	75	33	25	19	100	52	4	B
	Father's Name : Mr. Jalaluddin Ali	Major	B190606T/CH348	75	34	25	18	100	52	4	B
		Co-Curricular	Z060601T/LN340	75	59	25	24	100	83	2	A ⁺
	First Year : 1145/ 1700	Major	B020603P/CH355	75	55	25	20	100	75	2	A
	Second Year : 1141/ 1700	Major	B190604R/CH346	100	72	--	--	100	72	3	A
	Fifth Sem : 424/ 700	Major	B190607P/CH349	75	51	25	21	100	72	2	A
	CGT : 3212/4900	Total		625	362	175	140	800	502	25	
	Result : Pass	ESE Carryover paper/s: NIL									
	Division : First Div.										
	SGPA : 6.50										
	CGPA : 6.70										

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Dy. Registrar (Exam.)

Controller of Examination

1-Organic Synthesis-B(B020601T/CH353) 2-Chemical Energetics and Radiochemistry(B020602T/CH354) 3-Analytical Methods(B020603P/CH355) 4-Industrial Chemistry Research Project-2(B190604R/CH346) 5-Pharmaceutical and Phytochemicals(B190605T/CH347) 6-Medicinal Chemistry and Toxicology(B190606T/CH348) 7-Experimental Pharmaceutical Chemistry-I(B190607P/CH349) 8-Communication Skill and Personality Development(Z060601T/LN340)

Abbreviations - Type: Course Type; Code: Course Code; MM: Maximum Marks; OM: Obtained Marks; ESE: End Semester Examination; CA: Continuous Assessment; SGPA: Semester Grade Point Average; CGPA: Cumulative Grade Point Average; PCP: Promoted with Carryover paper; CR: Credits; GR: Grade; Maj: Major; Min: Minor; Voc: Vocational; Co: Co-Curricular; Min. Marks- The minimum passing marks in Major/Minor courses shall be 33% and 40% qualifying marks should be mandatory in Vocational/Co-Curricular courses.



INTEGRAL UNIVERSITY इंटीग्रल विश्वविद्यालय

SAMPLE COPY OF MARKSHEET

INTEGRAL UNIVERSITY, LUCKNOW (INDIA) STATEMENT OF MARKS



BACHELOR OF TECHNOLOGY CIVIL ENGINEERING SECOND YEAR Session : 2016-17



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

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

Third Semester										Fourth Semester									
Subject Codes & Names		Maximum Marks		Marks Obtained		Letter Grade		Subject Codes & Names		Maximum Marks		Marks Obtained		Letter Grade		Subject Codes & Names		Maximum Marks	
		Exam.	Sess.	Total	Exam.	Sess.	Total			Exam.	Sess.	Total	Exam.	Sess.	Total			Exam.	Sess.
Theory Subjects		60	40	100	07	30	37	Theory Subjects		60	40	100	21	37	58	Theory Subjects		60	40
CE201	Fluid Mechanics							CE-209	Hydraulic & Hydraulic Machines							CE-209	Hydraulic & Hydraulic Machines		
CE202	Basic Surveying	60	40	100	10	29	39	CE-210	Advance Surveying	60	40	100	21	28	49	CE-210	Advance Surveying	60	40
CE203	Building Material and Construction	60	40	100	31	32	63	CE-211	Concrete Technology	60	40	100	26	25	51	CE-211	Concrete Technology	60	40
CE204	Strength of Material	60	40	100	11	29	40	CE-212	Structural Analysis-I	60	40	100	21	27	48	CE-212	Structural Analysis-I	60	40
ES-202	Disaster Management	60	40	100	33	33	66	CS-203	Cyber Law & Information Security	60	40	100	28	36	64	CS-203	Cyber Law & Information Security	60	40
MT201	Engineering Mathematics-III	60	40	100	04	30	34	MT-205	Computer Based Numerical Techniques	60	40	100	43	26	69	MT-205	Computer Based Numerical Techniques	60	40
Practical Subjects		40	60	100	28	43	71	Practical Subjects		40	60	100	32	50	82	Practical Subjects		40	60
CE206	Basic Survey Field Work	40	60	100	27	41	68	CE-213	Hydraulic & Hydraulic Machines Lab	40	60	100	26	51	77	CE-213	Hydraulic & Hydraulic Machines Lab	40	60
CE205	Fluid Mechanics Lab	40	60	100	23	48	71	CE-214	Advance Survey Field Work	40	60	100	27	45	72	CE-214	Advance Survey Field Work	40	60
CE208	Material Testing Lab	40	60	100	26	50	76	CE-215	Concrete Technology Lab	40	60	100	32	52	84	CE-215	Concrete Technology Lab	40	60
CE207	Building Planning & Drawing	40	60	100	200	365	565	MT-209	Numerical Techniques Lab	40	60	100	27	45	72	MT-209	Numerical Techniques Lab	40	60
Total :		520	480	1000	50	40	40	Total :		520	480	1000	277	377	654	Total :		520	480
Audit Course:		BM-226 Human Values and Professional Ethics		50		--		Grace Marks (if any) : NIL		50		--		--		Grace Marks (if any) : NIL		50	
Carryover Paper(s) (ESE) : 4		Codes : MT201 CE201 CE202 CE204		50		40				50		40						50	
Carryover Paper(s) (CA) : NIL		Codes : NIL		50		40				50		40						50	
Marks Obtained / Maximum Marks		Third Semester		Fourth Semester		Grand Total		Result		Third Semester		Fourth Semester		Grand Total		Semester		Earned Credit	
		565/1000		654/1000		1219/2000		ESE		CP-4		CP-0		PCP		Third		27	
																Fourth		27	
																		2.74	
																		5.44	
																		Overall CGPI	
																		4.78	

Prepared By :

Checked By :

Controller of Examinations

Issue Date : 15/07/2017

Front page



INTEGRAL UNIVERSITY

इंटीग्रल विश्वविद्यालय

Signature of Director / Dean / HOD
with seal

Table of Grading of Performance

Percentage of Marks Obtained	Letter	Grade Points	Performance
85.00 and above	O	10	Outstanding
80.00-84.99	A	9	Excellent
75.00-79.99	B	8	Very Good
65.00-74.99	C	7	Good
60.00-64.99	D	6	Fair
55.00-59.99	E	5	Average
41.00-54.99	P	4	Pass
Less than 41.00	F	0	Fail

Abbreviation :

1. End-Semester Examination (ESE)
2. Continuous Assessment (CA)
3. Semester Grade Performance Index (SGPI)
4. Cumulative Grade Performance Index (CGPI)

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INTEGRAL UNIVERSITY

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

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



STATEMENT OF GRADES

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

Student's Name : Abu Bakar Ansari

Sr. No. : 643521

Father's Name : Mr. Mujeebul Rahman

Roll No. : 2001301001

Mother's Name : Mrs. Rukhshana

Enrollment No.: 2000101580

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

Result : Pass

Total Credits Earned : 72

Division : First Div.

Percentage : 70.5

Date of Issue: 20/07/2022

Prepared By

Checked By

Controller of Examination

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

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




INTEGRAL UNIVERSITY

इंटीग्रल विश्वविद्यालय



Grading of Performance:

Percentage of Marks Obtained	Letter	Grade Points	Performance
85.00 and above	O	10	Outstanding
80.00-84.99	A	9	Excellent
75.00-79.99	B	8	Very Good
65.00-74.99	C	7	Good
60.00-64.99	D	6	Fair
55.00-59.99	E	5	Average
41.00-54.99	P	4	Pass
Less than 41.00	F	0	Fail


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

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

Abbreviations:

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

If found, please return to:

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

Back page



INTEGRAL UNIVERSITY इंटीग्रल विश्वविद्यालय

SAMPLE COPY OF DEGREE

Serial No. : 19045005



Enrollment No. : 1700103500





Integral University

Lucknow (India)

Upon the recommendation of the Academic Council, hereby confers the degree of

Master of Physiotherapy

in

Musculoskeletal

on

Nancy Gloria Turkey

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

PHOTO COPY

Date of Issue : 11-Nov, 2019

Lucknow (U.P.), India



Vice Chancellor


Front page



INTEGRAL UNIVERSITY

इंटीग्रल विश्वविद्यालय

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

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

Back page



Ph.D. Program

Ph.D. program runs under the Faculty of Doctoral Studies and Research. Part of the program under the examination section is as following:

1. Procedure for Admission and Registration

- 1.1. The number of seats available for admission, Subject/discipline-wise distribution of available seats, criteria for admission, the procedure for admission, and examiner center where the entrance test shall be conducted, shall be advertised on the University website and through advertisements in national newspapers. A candidate seeking admission in the Ph.D. Program must apply to the university in the prescribed application form. The duly filled application forms and the pertinent documents will be scrutinized prior to issuing the admit card for the entrance exam.
- 1.2. The admission shall be made on the basis of the Entrance Test (max. 140 marks) followed by an interview (max. 60 marks). However, the candidates who qualify UGC-NET (including JRF)/UGC-CSIRNET (including JRF)/SLET/GATE/teacher fellowship holder or have passed M.Phil (Regular) Program shall be exempted from the written entrance test. These candidates shall be admitted on the interview-only based on the merit. The weightage of interview for UGC-NET qualified candidate shall be 30% of the total admission entrance test marks i.e. in the ratio of 70:30. Moreover, the candidate with UGC-NET-JRF/NET, CSIR-NET-JRF/NET, ICAR-NET-JRF/NET, GATE, GATE-JRF, GPAT shall be eligible for admission round the year, based on the interview (weightage of 30%) and as per clause (9), subject to availability of supervisor in the concerned discipline and work space, within the UGC prescribed limit of research student per teacher, provided that the candidate is freshly enrolled and has not been registered elsewhere in the Ph.D. program. Transfers or migration is permissible only in case of women candidate, as per UGC norms.
- 1.3. Students will be admitted through an Entrance Test, having qualifying marks as 50%. The syllabus of the Entrance Test shall consist of 50% Research Methodology including Research & Publication Ethics and 50% shall be subject specific. (Clause No.2(ii) of UGC Ph.D Regulation, Nov,2022).
- 1.4. A relaxation of 5% of marks (from 50% to 45%) shall be allowed for the candidates belonging to SC/ST/OBC (Non-Creamy layers)/ Differently-Abled, and other categories in the entrance examination conducted by the University.
- 1.5. All candidates qualified in the written entrance test as well as the exempted candidates shall appear in the interview before Research and Development Sub-Committee (RDSC) (**Clause 9**). The Candidate must give a presentation for his proposed topic and also submit a synopsis for the same at the time of the interview. The interview criteria shall cover the subject knowledge, research skill, research temperament, communication/presentation skills, and significance of the proposed research. The candidate has to secure minimum 50% marks in aggregates from both entrance and interview to be eligible for admission in the Ph.D. Program. The candidates shall be admitted strictly on the basis of the combined merit list. The vacant seats may be filled by the wait-listed candidates with the merit from approval of Vice Chancellor.
- 1.6. The qualified candidates shall be registered as full-time regular Ph.D. scholars whose research workplace is within the University campus (full-time internal) or a reputed and accredited institution/organization with all the necessary research facilities to carry out the proposed research (full-time external). Full-time external candidates generally are on the fellowships or in the funded projects as project fellows and will be required to submit a "No Objection Certificate (NOC)" from the competent authorities of their institution/organization.
- 1.7. All other candidates may be allowed to register as part-time internal (University employees) or part-time external (who are employed outside the Integral University having required infrastructure for the proposed research) Ph.D. scholars. The part-time external candidates will be required to submit a NOC from the competent authorities of the university/college/institution/employer. The overall number of candidates being registered as part-time Ph.D. scholars shall not exceed 30% of the total intake in the particular Department in that academic session.
- 1.8. If a registered Ph.D. scholar gets a full-time/part-time job or project fellowship during Ph.D. program at any time before Pre-Ph.D. permission, he/she has to obtain a NOC from both the University and the organization



INTEGRAL UNIVERSITY

इंटीग्रल विश्वविद्यालय

offering the said job/fellowship. The scholar's status shall be changed accordingly by the RDC or RDSC and subsequently shall be governed by the prescribed respective category rules in terms of duration and number of RDCs required for Pre-PhD permission or thesis submission.

- 1.9. A candidate shall be registered for a Ph.D. Program in the same subject in which he/she has passed his/her qualifying examination. However, based on merit and requirement, interdisciplinary research may also be allowed but the candidate will still be registered in the qualifying discipline and not in the associated discipline.
- 1.10. The University through the office of the Dean, Doctoral Studies shall maintain and publish the list of all the Ph.D. registered students on its website on a year-wise basis. The list shall include the name of the registered candidate, the topic of his/her research, the name of his/her supervisor/co-supervisor, date of enrollment/registration.

2. Course Work:

- 2.1. All the registered Ph.D. scholars shall normally be required to complete the prescribed coursework during the initial two semesters. The details of the coursework are according to the prevailing UGC guidelines (i.e. Research Methodology, Research & Publication Ethics and Subject paper of 4 credits each -Total 12 credits). The maximum mark for each paper will be 100. The course work shall be assigned by the RDC or RDSC after the registration in coordination with the department and research interest shown by the Ph.D. scholars. (Clause No. 9(1) of UGC Ph.D Regulations, Nov, 2022)
- 2.2. Grades in the course work, including the Research Methodology shall be finalized after the combined assessment as per the approved evaluation scheme having 80% theoretical written examination and 20% internal evaluation (5% attendance and 15% for assigned presentation). The Ph.D. scholar has to obtain a minimum of 55% of marks in each paper or its equivalent grade in the UGC 7-point scale or an equivalent grade/CGPA in a point scale grading system.
- 2.3. All Ph.D. scholars are expected to pass the coursework in the first semester in order to start their research work after title and synopsis approval by the subsequent RDC. In case, for any valid reasons, if the candidate is unable to appear in course work exam in the Ist semester, he/she may be given the chance to appear in 2nd and 3rd semesters. Further, if the scholar fails to pass on the first attempt, one more attempt may be given to clear the coursework, failing which his/her Ph.D. registration may be canceled. In extraordinary circumstances Vice Chancellor may permit for a final attempt to clear the course work paper(s), however, till then the Ph.D. scholar shall not be allowed to undertake any research work.
- 2.4. Candidates with B.Tech degree and two years experience in relevant field are required to complete 6 courses of a minimum of 4 credit each and total of 24 credits. This includes course work as clause mentioned in 6.1.
- 2.5. Offline /Online/Hybrid Mode are permissible for course work completion. Online courses such as NPTEL/MOOCs/SWAYAM or through ILI-LMS are permitted with prior permission as part of the above-mentioned credit requirement.

3. Grades and Credit Points:

- 3.1. The total minimum Credit of the Ph.D. program is 100 where 12 credits are of the course work and 88 credits **are for research work, to be earned through the presentations/ performance evaluation in the RDCs.**
- 3.2. At the end of the semester, a student is awarded a relative letter grade in each course / RDC based on the performance in all assessments (written examination, oral presentation, progress of research work and attendance) during the PhD program. Seven regular letter grades, namely, O, A, B, C, D, P and F shall be awarded in each course and in each RDC. Each letter grade is associated with a numerical equivalent on a 7- point scale (called *Credit Point*) shown in Table 1.

Total minimum credits of the PhD program: 100 (Minimum Course work Credit=12; Minimum research work, RDCs Credit=88)

The letter grades and their equivalent grade point applicable for **course work** are given below:



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Table-1

Percentage of Marks Obtained	Letter Grade	Credit points	Performance
90.00 and above	O	10	Excellent
83.00-89.99	A	9	Very good
76.00-82.99	B	8	Good
69.00-75.99	C	7	Fair
62.00-68.99	D	6	Average
55.00-61.99	P	5	Pass
<55.00	F	0	Fail
-	AB	0	Absent

The letter grades and their equivalent credits applicable for **Ph D program** are given below. Grades will be awarded during each activity of assessment.

Table-2
For Fulltime Students/ Part Time Students

Year	Activities during the PhD program	Total Credits	Attributes of assessments	Credit points	Letter Grades	Credit Points for letter Grades	Comments
1	Course work	12	Course 1: Research Methodology	4	Letter Grades will be O/A/B/C/D/P X=Unacceptable I=Absent	O=10 A=9 B=8 C=7 D=6 P=5 X=0 I=0	If a student earns three X grades consecutively in three RDCs or I grade in two consecutive RDCs, the Ph.D. Program of the student shall be terminated
			Course 2: Research publication ethics	4			
			Course 3: Departmental Paper)	4			
	First RDC	8	Topic/Plan/Clarity	4			
			Level/Confidence/Communication / Presentation	4			
2	Second RDC	20	Synopsis/Objective assessment	5			
			Literature review/ Publication preparation/Publication	5			
			Work Progress	5			
			Presentation	5			
	Third RDC	20	Objective assessment/Methodology	5			
			Work Project /Literature review/ Publication preparation/Publication	5			
			Work Progress	5			
3	Fourth RDC	20	Presentation	5			
			Objective assessment	5			
			Work Project /Literature review/ Publication preparation/Publication	5			
			Work Progress	5			
	Fifth RDC	20	Presentation	5			
			Student learning outcome	5			
			Data collection, analysis & conclusion/ Pre Ph.D. Submission	5			
			Publication	5			
			Presentation/ permission for Pre Ph.D. Submission	5			

Note:

- If a student could not complete the research work in FIVE RDCs then any additional RDCs he/she may attend will be of 'ZERO' credit.
- For B.Tech entrants, 3 additional courses of 12 credits (4 credits each) are to be cleared for ensuring 24 Credits of Course Work.(Total credit of Ph.D Program : 112)



3.3. SGPI/ CGPI Calculation:

Semester Grade Performance Index (SGPI):

The performance of a learner in a semester is indicated by a number called Semester Grade Performance Index (SGPI). The SGPI is the weighted average of the grade points obtained in all the courses by the learner during the semester. For example, if a learner passes three courses (Theory/labs./Projects/Seminar etc.) in a semester with credits C1, C2 and C3 and learners grade points in these courses are G1, G2, and G3 respectively, then learners' SGPI is equal to:

$$SGPI = (C1G1 + C2G2 + C3G3) / (C1 + C2 + C3)$$

The SGPI is calculated to two decimal places. The SGPI for any semester will take into consideration the "F" grade awarded in that semester. For example if a learner has failed in course 2, the SGPI will then be computed as: $SGPI = (C1G1 + C2 \times \text{Zero} + C3G3) / (C1 + C2 + C3)$

3.4. Submission of Thesis and Pre-Ph.D. Presentation.

3.4.1. Full-time and part-time Ph.D. scholars shall have to attend and clear at least **minimum four (04) and maximum ten (10) RDC Meetings** after successful completion of the coursework, respectively. **This clause shall be applicable to all Ph.D. scholars enrolled in Ph.D. program after the implementation of UGC (Minimum Standards and Procedures for Award of M.Phil./Ph.D. Degree) 2nd Amendment Regulation-2018**

3.4.2. Under the CBCS, a minimum of 100 credits including 12 credits for course work and 88 credits for research work have to be earned in order to be eligible for pre-PhD permission.

3.4.3. Prior to the submission of the thesis, the scholar shall make an open Pre-PhD presentation in front of RDC or RDSC in the presence of Dean, Doctoral Studies along with the Research supervisor, Co-Supervisor, faculty members, and other research scholars. A draft thesis in the University prescribed (**spiral-bound**) format must be presented during the Pre-PhD presentation. The feedback and comments obtained from them may be suitably incorporated into the draft thesis which shall be communicated through the RDC or RDSC meeting minutes.

3.4.4. Pre-PhD permission shall not be normally given unless certified by the supervisor that all the approved objectives have been achieved by the scholar with at least two research work- related publications in Scopus/Web of Science/Thomson Reuter/SCI-indexed journals before the submission of the thesis for adjudication and produce evidence for the same in the form of certificates, acceptance letters and/or reprints. The same requirements for the Faculties of Humanities and Social Sciences and Education, including two publications out of which one should be in UGC Care and other should be in Science/Thomson Reuter/SCI-indexed journals.

3.4.5. After a successful Pre-Ph.D. presentation, the scholar has to submit hard-bound thesis (four copies) and a soft copy using the duly filled thesis submission form and other relevant documents/ forms/ certificates/ annual Ph.D. fee receipts within TWO months from the date of the Pre-Ph.D. presentation. In case, a Ph.D. scholar fails to submit within the stipulated time, he/she may need to take fresh permission from RDC or RDSC to submit it within four months which will be the final permission. Failure to submit his/ her thesis again, the registration is liable to be canceled.

3.4.6. The scholar shall have to deposit the annual Ph.D. fee and any other fee on the due date until the thesis is submitted even if granted an extension to submit the thesis. In addition, the scholar has to deposit the prescribed thesis submission and plagiarism check fee prior to submitting his/her thesis.

4. Evaluation of Thesis:

4.1. Initial review of the submitted thesis will be conducted by the Office of the Dean, Doctoral Studies for plagiarism, any other forms of academic dishonesty, and correctness of the English language. Further, the scholar has to give an undertaking and a certificate from the Research Supervisor(s) attesting to the originality of the work. The accepted plagiarism shall be below 15%.

4.2. A panel of six external subject experts (Professor or equivalent positions of Scientists) to examine the thesis shall be prepared and out of which at least four of the examiners in the panel shall be from outside the State of Uttar Pradesh, with preferably one from outside the country. The Vice-Chancellor shall approve three external examiners from the panel. The Research Supervisor(s) shall act as an internal examiner(s).

4.3. The thesis shall be sent to the approved three examiners for evaluation. A maximum of one month shall be



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given to the examiners for sending the evaluation report in the prescribed format, failing which the Vice Chancellor may appoint an alternate examiner from the panel to complete the entire evaluation process and viva voce examination within a period of six months from the date of submission of thesis.

4.4. The examiners shall specifically report and recommend whether the thesis be:

4.4.1. Approved as it is for Viva Voce

OR

4.4.2. To be resubmitted after revision/ extension/ modification of work.

OR

4.4.3. Rejected Accordingly

a. If, two external examiner reports suggest '*Approval of thesis work*', then the Viva-Voce may be conducted irrespective of the report of the third expert.

b. If one of the external examiners approves the thesis while the two external examiners recommend revision/ extension/ modification, then:

- Minor revision: Supervisor and scholar's responses will be communicated to the concerned examiners and if any of these two concerned examiners approve the recommended revision, viva voce of the candidate may be conducted.
- Major revision: If the Ph.D. scholar is required to carry out a major revision of the thesis by two of the examiners, the scholar shall make necessary modifications to the work within a maximum of one year from the date of the communication. The Ph.D. scholar shall have to pay an additional examination and other pertinent fee as prescribed by the University from time to time for resubmission of his/her thesis.
- In case of rejection of the thesis work by two of the three experts, the thesis shall stand rejected. The RDSC, however, may consider appeal and with the approval of the Hon^{ble} Vice Chancellor may suggest major revisions to the work and objectives and allow the scholar to continue the work on major revisions and to submit the thesis within the prescribed/permissible time period for Ph.D program. The scholar may reappear before the special RDC with prior approval of the Vice Chancellor for progress review and Pre Ph.D. approval.

4.5. The compiled reports shall be communicated to the Research Supervisor. The revised thesis along with the rebuttal of the comments/suggestions highlighting the text in the revised thesis where the revision took place shall be submitted to the Office of Dean, Doctoral Studies for review. The scholar and the Research Supervisor have to provide a certificate in writing that all the modifications/ suggestions in the thesis by the examiner have been appropriately incorporated. The thesis after major revision shall be again sent to any two external experts from the approved panel for evaluation following the procedure as per clause 11.3 and 11.4. However, this will be considered as the final cycle of major revision and no more chance shall be provided. The total time for Ph.D submission shall not exceed the prescribed limits as per the sub-clause 2.2 and 2.3.

4.6. The Viva-Voce is to be conducted by the concerned department, including communication with the external examiner (As approved by the Hon^{ble} Vice Chancellor) and other modalities to be carried out at Department level by the Head of the Department

4.7. The open viva voce examination shall be conducted in the presence of Dean, Doctoral Studies, the Dean, Faculty of studies, HoD, Research Supervisor, and the external examiner approved by the Vice Chancellor, and shall be open to all the students and staff of the University. In case of the inability of the external examiner to attend the viva voce examination of the Ph.D. scholar in the subsequent one month, the Vice Chancellor may appoint another external examiner for conducting the viva voce examination who will be given suitable time to go through the thesis.

4.8. The external and internal examiners shall give a clear recommendation for the award of a Ph.D. degree based on the satisfactory performance of the scholar during the viva voce examination. In case the scholar is required to re-appear for a viva voce examination before the same Board of examiners, it shall not be earlier than two months from the date of the first viva voce examination. If the performance of the Ph.D. scholar at the second viva voce examination is unsatisfactory, the thesis shall be rejected.

4.9. Every effort shall be made to complete the entire process of thesis evaluation within a period of six months from the date of submission of the revised thesis after an initial review by the Office of Dean, Doctoral Studies.



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5. Award of Ph.D. Degree:

- 5.1. After the successful viva voce examination, the Ph.D. scholar shall submit hard-bound copies with corrections, if any, and soft copy of the thesis to the Office of Dean, Doctoral Studies.
- 5.2. The Ph.D. scholar shall be eligible for the award of a Provisional Certificate, provided the Examination sub-committee recommends and the Vice-Chancellor approves the same.
- 5.3. The Ph.D. degree will be awarded in the Convocation. The date of the eligibility of the scholar for the Ph.D. degree shall be the date of approval of the examination sub-committee's recommendation by the Vice Chancellor.
- 5.4. The award of a Ph.D. degree can be withdrawn at any time in case the thesis submitted by the scholar is found to be an act of plagiarism or any other academic misconduct. In such a case, the examination sub-committee recommends the withdrawal of the Ph.D. degree for approval of the Academic Council and the Executive Council.

6. Depository with INFLIBNET

- 6.1. Following the successful completion of the evaluation process and before the announcement of the award of the Ph.D. degree, the University Librarian shall submit an electronic copy of the Ph.D. thesis to Shodhganga/INFLIBNET, for hosting the same to make it accessible to all Institutions/ Universities/ Colleges.

7. Admission and Assessment Process for International Ph.D. Scholars:

7.1. Selection Process and Eligibility:

- 7.1.1. All International scholars (regular/part-time) shall be exempt from the Ph.D. Entrance Test. For regular scholars, admission is contingent upon a valid Research Visa issued in favor of a specific University, in adherence to the guidelines issued by the Government of India.
- 7.1.2. The university-issued admission letter will facilitate the application for a Research Visa at the Indian embassy/high commission abroad, ensuring endorsement in favor of the university for the entire Ph.D. program duration, particularly for those intending to pursue the program as regular students while residing on campus.
- 7.1.3. This provision for admission applies to all international students, including those with foreign passports, NRI status, or OCI cardholders who hold a qualifying Master's degree or a professional degree equivalent to the Master's degree from a foreign educational Institution/reputed foreign University or a foreign university campus in India.

7.2. Allocation of Ph.D. Guides for International Scholars:

A recognized Ph.D. Guide in the subject-discipline applied by an International Scholar may accept two scholars on a supernumerary basis, exceeding the prescribed scholar limit specified in Clause 5.1 (Clause No.7(1) of UGC Ph.D. Regulations, 2022).

7.3. Part-time Enrollment for International Scholars:

An International Ph.D. Scholar (Foreign National/NRI/OCI) admitted and registered as a part-time scholar shall attend the course work offline or online during the first two years of admission and shall clear the course work examinations online or offline or in blended mode within the prescribed time limits.

7.4. Coursework for International Ph.D. Scholars:

All registered International Ph.D. scholars are required to complete the prescribed coursework during the initial 2 to 3 semesters, as per the ordinances. The coursework includes Research Methodology, Research and publication Ethics, and Subject papers, each carrying 4 credits (Total 12 credits). The coursework will be assigned by the RDC or RDSC in coordination with the department and keep in view the research interests of the Ph.D. scholars as per UGC Ph.D. Regulations, 2022.

8. Credit Requirements Under CBCS:

Under the CBCS, a minimum of 100 credits, comprising 12 credits for coursework and 88 credits for research work, must be earned to qualify for pre-PhD permission.

9. RDC Meetings and Pre-Ph.D. Presentation:

- 9.1. After Ph.D. registration, the scholars must attend the prescribed RDC meetings online for assessment to



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mandatorily earn 88 research work credits. However, for adequate evaluation and guidance, the scholar should preferably attend the first RDC physically (offline) after completing the coursework, and the last RDC/RDSC for Pre-Ph.D presentation **as per sub-clause 10.1, 10.3 and 10.4**

- 9.2. Prior to thesis submission, the scholar will conduct an open Pre-PhD presentation before the RDC or RDSC, in the presence of the Dean, Doctoral Studies, the Research supervisor, Co-Supervisor, faculty members, and fellow research scholars. A draft thesis in the University-prescribed format (spiral bound) must be presented, with feedback incorporated into the draft thesis based on RDC or RDSC meeting minutes.
- 9.3. **Ph.D. submission:**
- 9.3.1. After a successful Pre-Ph.D. presentation, the scholar has to submit hard-bound thesis (four copies) and a soft copy using the duly filled thesis submission form and other relevant documents/ forms/ certificates/ annual Ph.D. fee receipts within TWO months from the date of the Pre-Ph.D. presentation. In case, a Ph.D. scholar fails to submit within the stipulated time, he/she may need to take fresh permission from RDC or RDSC to submit it within four months which will be the final permission. Failure to submit his/ her thesis again, the registration is liable to be canceled.
- 9.3.2. The scholar shall have to deposit the annual Ph.D. fee and any other fee on the due date until the thesis is submitted even if granted an extension to submit the thesis. In addition, the scholar must deposit the prescribed thesis submission and plagiarism check fee prior to submitting his/her thesis.
- 9.3.3. The thesis shall be evaluated as per the prescribed rules and all other procedures as prescribed in the university ordinances shall be observed.
- 9.3.4. The open viva-voce examination in the offline/online mode shall be conducted in the presence of the Dean, Doctoral Studies, the Dean, Faculty of studies, HoD, Research Supervisor, and the external examiner approved by the Vice Chancellor, and shall be open to all the students and staff of the University.
- 9.4. **Guidance and Progress Monitoring:**
The research supervisor shall offer all necessary guidance to the part-time International scholars through regular online sessions, maintaining a record of the scholar's attendance and progress toward achieving approved objectives and mandatory publications.
- 9.5. **General Thesis Regulations:**
All other relevant clauses pertaining to thesis submission, evaluation, and award shall be applied as prescribed in the Ph.D. ordinances.



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GUIDELINES

**Unfair Means, Misconduct & Malpractices
during the Examinations**

and

Disciplinary Action/ Punishment / Penalty

(Implemented in 2004 and modified in 2009, 2010, 2013, 2017 & 2019)



MANUAL / GUIDELINES

Unfair Means, Misconduct and Malpractices during Examinations and Disciplinary Action/ Punishment / Penalty

Guidelines for Prevention of Unfair Means:

No candidate shall use unfair means or indulge in disorderly conduct at or in connection with any examinations. Here "Candidate" means an examinee taking an examination. Examination means, Mid Semester/Continuous Assessments, Improvement, Carryover (Mid Semester or End Semester), End Semester, Assignments, Quizzes, Practicals which are considered as part of assessment/ evaluation by the instructor while awarding grades/marks in a subject. Cases of unfair means will be dealt with as per the guidelines mentioned in this manual of Integral University.

1. Misconduct and Malpractices in Examination by Candidates:

In the Examination room the candidate shall be under the disciplinary control of the invigilators and he/she shall obey the instructions of invigilators. No candidate shall use unfair-means or indulge in disorderly conduct or malpractice during, or in connection with the examinations.

1.1 Misconduct:

A candidate indulging in any of the following acts in the examination hall will be considered as Misconduct in the examination and booked for the same.

- 1.1.1 Candidate blatantly disobeying the instructions of the centre Superintendent (CS/ACS)/ invigilators flying squad member or any other university appointed officials on examination duty.
- 1.1.2 Candidate exhibiting insolent/ violent behavior with the invigilators or other examination staff or other examinees. Unruly behavior in or near the examination room.
- 1.1.3 Acts of threats, violence, creating disturbance inside/ outside the examination hall, preventing other candidates from entering the room, misbehavior with the supervising staff etc.
- 1.1.4 Bringing dangerous weapons/ articles into the examination centre/ room on any pretext.
- 1.1.5 Any acts by candidates that hinder the discharge of duty by staff on examination duty or the smooth conduct of the examination.
- 1.1.6 Tearing off or mutilating an answer booklet or any part thereof.
- 1.1.7 Talking with neighbors, showing signs or signals to others in the hall/ verandah.
- 1.1.8 Writing the examination even after the final bell despite several calls to stop writing.
- 1.1.9 Causing damage to the belongings of Examiners, as an act of vengeance.
- 1.1.10 Arranging outside persons to terrorize the examination staff.
- 1.1.11 Causing damage to examination material/ records.
- 1.1.12 Assaulting physically or attempting to attack any examination staff while being caught/ booked for any malpractice.
- 1.1.13 Writing filthy/ indecent/ vulgar words or sketching obscene figures etc. in the answer-booklet or black board, walls or furniture at the examination centre.
- 1.1.14 Tampering with the particulars, including register number, written on another candidate's answer-book and/ or writing wrong particulars, including register number on one's own answer-booklet.
- 1.1.15 Refusing to be searched by the invigilators/ CS/ACS any other member of the supervisory staff, or obstructing or hindering such search in the examination room, Verandah, etc.

1.2 Malpractices:

A candidate indulging in any of the following acts in the examination room will be considered as committing malpractice(s) in the examination and booked for the same:

- 1.2.1 Possession of printed/ photocopy / manuscripts pertaining/ not pertaining to the day's examination, or in the form of book, pages of a book or loose sheets, or any other matter not permissible to be brought into the Examination Hall.
- 1.2.2 Possession of Tables, Hand books, Code books etc. which are not permitted for the day's examination.
- 1.2.3 Possession of Programmable Calculators, Mobile Phones, Smart watches/ Bluetooth or Wi-Fi enabled devices, Pagers, Organizers, Digital memory pad etc. with/ without matters related to the day's examination stored in them.
- 1.2.4 Possessing any other prohibited material that may be of help in writing answers or facilitate copying in the examination room.



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- 1.2.5 Writing any matter, formula, definitions, sketches in any part of the candidate's body, dress, handkerchief, instrument box, calculator cover, wall, table, drawing board, Question paper, admit Card etc. which may have relevance to the syllabus of the examination-paper concerned.
- 1.2.6 Exchange of admit Cards, question papers, scales, calculator, instrument box etc. with any formula, answers, sketches, and hints related to the day's examination written on them with neighboring candidates.
- 1.2.7 Showing the answer-booklet/ question paper to the neighbors or allowing them to copy.
- 1.2.8 Giving/ Receiving the main answer-booklet or other information carrying material to/ from neighbor for copying.
- 1.2.9 Copying from any printed or hand-written material or answer-booklet of another candidate.
- 1.2.10 Writing any appeal to the Examiner offering money or any irrelevant matters in the answer script, insertion of currency notes in answer script and giving contact address, telephone numbers etc. Communicating or attempting to communicate, directly or through another person with an examiner or with an official of the University with the object of influencing him in the award of marks or making any approach or manipulation for that purpose.
- 1.2.11 Communicating or attempting to communicate with the staff of the University or any person connected with the conduct of examination or with any paper-setter, with the object of finding out the name and address of the paper setter or finding out the questions.
- 1.2.12 Making any request or representation or offers any threat or inducement to CS/ACS/invigilators or/ and any other official or officer of the University in the Examination room or to the Examiner in the answer book.
- 1.2.13 Approaching directly or indirectly the teachers, Officers or Examiners or brings about undue pressure or undue influence upon them for favour in the examination or valuation.
- 1.2.14 Writing the roll number anywhere in the answer-booklet other than in the fly slip of the Front Page.
- 1.2.15 Revealing identity in any form in the answer written or in any other part of the answer-booklet by the examinee at the University examination
- 1.2.16 Writing the examination without valid admit Card or obtaining admission to the examination on a false representation.
- 1.2.17 Striking off all the pages including the correct answers written by him/ her in the answer-booklet, when being caught for any act of malpractice.
- 1.2.18 Inserting pre-written additional sheet(s) having matters related to the subject of the day's examination into the main answer-booklet.
- 1.2.19 Smuggling-in blank or written answer-booklet and forging signature of the invigilators /CS/ACS thereon.
- 1.2.20 Replacing the answer-booklet supplied in the hall by pre-prepared answer-booklet brought by the candidate himself/ herself or obtaining from external sources.
- 1.2.21 Presenting to the examiner a practical or class-work-notebook which does not belong to him/her.
- 1.2.22 Forging the signature of the teacher anywhere in the Practical Record book.
- 1.2.23 Altering the marks awarded for any exercises in the Practical Record book or boosting the total and average marks obtained in the Record book of Laboratory work.
- 1.2.24 Helping another candidate in answering any question orally or by transmission of material or information.
- 1.2.25 Giving or receiving assistance in answering the question papers or from any other candidate/ person in the examination hall or outside during the examination hours.
- 1.2.26 Unauthorized communications in any form with other examinees or anyone else inside or outside the examination hall.
- 1.2.27 Mutual/ Mass copying by candidates in the examination hall.
- 1.2.28 Impersonation - Arranging some other person to write the examination for the candidate (or) attempting to write the examination for somebody else.
- 1.2.29 Taking away with him/her the answer booklet, without handing over the same to the invigilators or trying to take away or damage another candidate's answer-booklet/ script.
- 1.2.30 Refusing to give written statement, refusing to receive show cause notice, absenting from enquiries, running away from examination hall when caught for any malpractice, trying to destroy the evidences by tearing/swallowing/ erasing/ throwing away the bits, materials etc.
- 1.2.31 Destroying or attempting to destroy a note or paper or any other material, or causing disappearance or destruction of any such material either by himself/herself or with the assistance of any other person etc. during the examination hours.
- 1.2.32 Interfering with or counterfeiting of University/ Institution seal, or answer-booklets or office stationery used in the examinations.
- 1.2.33 Making a false representation pertaining to the eligibility of the candidate to appear in the examination.



- 1.2.34 Committing any act(s) intending to gain an advantage or favor in the examination by misleading, deceiving or inducing the examiner or officers or authorities of the University.
- 1.2.35 Forging another person's signature in any of the examination documents.
- 1.2.36 Any other similar act(s) of commission and/or omission(s) which may be considered as Malpractice by the competent authority.

1.3 Handling and Reporting Misconduct, Malpractice during the Examinations:

The following shall be the procedure for dealing with the cases of candidates found using or suspected of using unfair-means or involved in malpractice or misconduct in connection with the examinations:

- 1.3.1 Where a candidate is suspected of using unfair means as defined above, the invigilator or the centre superintendent or any other member of the invigilators or flying squad search the candidate and/or his belongings. Where any written or printed material is found in his possession as a consequence of the search, the matter is taken to the notice of the CS/ACS. The candidate answer booklet (A) shall be confiscated along with the material recovered. Second Answer booklet (B) shall be issued.
- 1.3.2 The CS/ACS/flying squad shall thereafter obtain a statement/ undertaking with details of the candidate on the prescribed form. The invigilator/s shall provide his/her report too on the same form. CS/ACS/flying squad shall countersign on the report/form. The candidate shall be made to affix his/her signature on the incriminating materials used in the malpractice. Answer scripts of all such cases are packed separately.
- 1.3.3 If the candidate refuses to give a statement, the facts shall be noted on the prescribed form and duly witnessed by invigilating staff/flying squad.
- 1.3.4 If the candidate refuses to hand over the incriminating material or destroys or runs away with the material (causes to disappear) the facts shall be noted on the prescribed form duly witnessed by the invigilating staff/flying squad and the matter should be reported to the CS/ACS immediately.
- 1.3.5 In case of Misconduct/insolent behavior (i.e. verbal or nonverbal e.g. gestures), the invigilator/flying squad shall record the facts in writing on the prescribed form and shall report the same to the Controller of Examinations.
- 1.3.6 The answer scripts (A&B), relevant question paper(s), filed prescribed form with statement of the errant-examinee and the signed incriminating materials confiscated shall be packed in a separate packet and labeled. It is reiterated that these Answer scripts should NOT be packed with the other Answer scripts. They should be placed in a separate packet and sealed. It is the responsibility of the ACS to ensure that the malpractice related bundle is securely dispatched to the COE with appropriate labeling.

1.4 Post-Examination:

The Controller of Examinations (COE) or Deputy Registrar (Examinations) shall present such cases separately to the respective examiner/evaluator for the assessment of both Answer Scripts (A and B). The examiner shall evaluate both scripts, record the extent of use of incriminating material, and enter the marks obtained by the student in each script separately. A statement shall also be recorded by the examiner on the prescribed form, bearing the names and signatures of both the examiner and the Head Examiner.

If, during evaluation, the examiner suspects a prima facie case of malpractice by the examinee, they must immediately report the matter to the COE/Deputy Registrar. The concerned answer script shall be returned along with a detailed report on the prescribed form prepared and signed by the examiner/evaluator, and countersigned by the Head Examiner, in a confidential sealed envelope marked "Suspected Malpractice Case." The Head Examiner shall then forward the sealed envelope to the COE/Dy. Registrar with their remarks and signature. In such cases the marks shall not be entered on the OMR sheet or included in the general marks list. Instead, they shall be recorded on a separate list, sealed, and submitted to the COE/Deputy Registrar.

All such cases shall be placed before the Examination Sub-Committee along with all relevant materials and records for appropriate disciplinary action as per the guidelines laid out in this manual.

1.5 Punishments for Malpractice

If the candidate is found guilty, one or more punishments may be imposed in accordance with the norms prescribed in this manual and based on the Examination Sub-Committee's assessment of the nature and severity of the malpractice, misconduct, or use of unfair means (UFM). The recommended punishment(s) shall be subject to review and/or moderation by the Vice-Chancellor.

1.6 Examination Sub Committee (ESC) - Constitution, Powers and Functions:

- 1.6.1 The Examination Sub Committee (ESC) shall be appointed by the Vice-Chancellor.



- 1.6.2 The ESC constituted by the university shall be the competent authority to enquire the act of misconduct(s)/ malpractice(s)/ UFM and recommend appropriate disciplinary action in accordance with the guidelines specified in this manual.
- 1.7 **The Protocol and Procedure for Enquiry of Errant Examinee/ Candidate during Examinations:**
- 1.7.1 The Examination Sub-Committee (ESC) shall be convened by the Controller of Examinations (COE) and shall meet at the venue specified in the notice issued for the purpose of conducting the enquiry.
- 1.7.2 Upon receipt of a prima facie report of misconduct, malpractice, or use of unfair means (UFM) from the COE, the ESC shall conduct a summary enquiry for each case individually. It shall review all relevant documents and evidence while ensuring adherence to the principles of natural justice.
- 1.7.3 The ESC shall serve as a recommendatory body and, upon conclusion of its proceedings, shall submit its findings along with recommended actions in the form of an Action Taken Report (ATR) to the Vice-Chancellor through the COE.
- 1.7.4 The ESC's recommendations shall detail the nature of the offence, the proposed punishment, and the quantum of penalty, if any, in accordance with the guidelines specified in this manual.
- 1.7.5 The Controller of Examinations shall present the ATR to the Vice-Chancellor, who, as the Competent Authority, may approve, modify, or set aside the ESC's recommendations and impose or waive the penalty (including exoneration), as deemed appropriate.
- 1.8 **Disciplinary Action/ Punishment / Penalty for all the theory Regular/Carryover courses during Semester-End Examination:**

S.No.	Case	Disciplinary Action/ Punishment / Penalty
1.	Unauthorized material is found in the possession of the student while writing the examination but is not utilized by him/her but was related to question paper.	Cancellation of the concerned examination paper.
2.	Unauthorized material is found in the possession of the student while writing the examination but is not utilized by him/her and also was not related to question paper.	May be exonerated with warning/undertaking
3.	Unauthorized material is found in the possession of the student while writing the examination and is also utilized by him / her	<p>In the semester system, if a student is found using unfair means in an examination, the number of theory papers cancelled as punishment shall be equal to the maximum permissible limit of carryover papers, as per the relevant ordinance of their program of study.</p> <p>The cancelled papers will include:</p> <ol style="list-style-type: none"> 1. The specific paper in which the unfair means were detected. 2. Additional papers in which the student has secured the lowest marks, until the total reaches the permissible carryover limit. <p>However, the student will be allowed to appear in the practical examinations.</p> <p>In the annual examination system, two theory papers will be cancelled as punishment:</p> <ol style="list-style-type: none"> 1. The paper in which the student was caught using unfair means. 2. One additional paper in which the student obtained the lowest marks among all attempted papers.
4.	Unauthorized material is found in the possession of the student while writing the examination and the above material is also utilized by him/her and he/she also misbehaves with the invigilating staff.	<p>As an exemplary punishment, the entire academic year's examination shall be cancelled, irrespective of whether the student is enrolled in a semester or annual system. i.e.</p> <ul style="list-style-type: none"> • If the student is caught using unfair means during the odd semester, he will not be permitted to appear in the even semester examination of the same academic year. • If the student is caught during the even semester, his odd semester of same academic year result shall be declared annulled.



5.	A candidate is found guilty under point-3 given above and is caught red handed in any subsequent forthcoming End Semester Examination.	He/she may be debarred from the university.
6.	Unauthorized material is found in the possession of the student while writing the carryover/supplementary (End Semester) examination but is not utilized by him/her.	Cancellation of the concerned examination paper.
7.	Unauthorized material is found in the possession of the student while writing the carryover/supplementary (End Semester) and is utilized by him/her as examination material.	All Papers of the concerned exam may be cancelled.

1.9 Disciplinary Action/ Punishment / Penalty for Continuous Assessment (CA)/CA-Reassessment Examination of all the theory courses excluding courses conducted by IIMS&R:

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

1.10 For Practical examinations:

S.No.	Case	Disciplinary Action/ Penalty
1.	Unauthorized material is found in the possession of the student during Practical examination but is not utilized by him/her as examination material.	Cancellation of the concerned examination paper.
2.	Unauthorized material is found in the possession of the student while Practical examination but is also utilized by him/her as examination material.	Cancellation of the concerned examination paper.

2 Guidelines for UFM Cases of Integral Institute of Medical Sciences & Research (IIMS&R)

2.1 Malpractice / Unfair Means

The following shall be treated as acts of malpractice or unfair means during examinations:

- 2.1.1 Possession of any electronic devices, chits (including blank paper), books, or any information related to the examination in any form (hard copy or digital), including material concealed on the student's body, clothing, or other belongings.
- 2.1.2 Copying or attempting to copy from another candidate.
- 2.1.3 Talking to or communicating with other candidates in any manner during the examination, including through gestures or signals.
- 2.1.4 Helping or attempting to help another candidate during the examination, inside or outside the examination venue.
- 2.1.5 Any form of cheating before, during, or after the examination.

2.2 Misconduct / Misbehavior

The following shall be treated as misconduct or misbehavior by a student during examinations:

- 2.2.1 Failure to follow the prescribed rules of the examination.
- 2.2.2 Non-compliance with instructions of the invigilator or examiner.



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- 2.2.3 Intimidation, misbehavior with, or assault/attempt to assault an invigilator or examiner, whether inside or outside the examination venue.
- 2.2.4 Damage or attempt to damage articles or property of the examination hall, institution, invigilator, or examiner.
- 2.2.5 Creating disturbances of any kind in the examination venue.
- 2.3 Action to be Taken:**
- 2.3.1 Cancellation of the concerned subject paper for all actions under Malpractice / Unfair Means and Misconduct/Misbehavior.
- 2.3.2 Cancellation of both the concerned subject papers & practical examinations for any actions under Malpractice / Unfair Means and Misconduct/Misbehavior with proved evidence of copying the answer in the answer sheet.
- 2.3.3 In both clauses (3.3.1) and (3.3.2), students shall be permitted to appear in the supplementary examination.
- 2.3.4 The sessional marks obtained by the student in Theory and Practical through Terminal / Pre-Professional Examination will be treated as carryover marks and he / she can be allowed to appear in Theory and Practical Examination in the next Supplementary / Regular Professional Examination of the particular year considering the result of both Terminal / and Pre-Professional examination of the previous year as per NMC regulations.

Note:

- All procedures regarding documentation, communication, and reporting shall be carried out in accordance with the Integral University Rules and Regulations.
- The final approval and implementation of these rules shall be at the discretion of the Examination Sub Committee/Controller of Examinations, Integral University.

3. Guidelines for UFM Cases of Integral Institute of Agricultural Sciences & Technology (IIAST):

S.No.	Case	Disciplinary Action / Punishment / Penalty
1.	Unauthorized material is found in the possession of the student while writing the examination but is not utilized by him/her as examination material.	Cancellation of the concerned examination paper.
2.	Unauthorized material is found in the possession of the student while writing the examination and is also utilized by him / her.	Five papers (including Theory & Practical) shall be cancelled as punishment. The cancelled papers will include the paper in which the examinee has been caught using Unfair Means and the remaining papers will be those having minimum credits in that particular Semester. In case the minimum credits of the papers are same then those papers will be considered in which the candidate has secured minimum marks in that particular Semester.
3.	Unauthorized material is found in the possession of the student while writing the examination and the above material is also utilized by him/her and he / she also misbehaves with the invigilating staff.	His/her whole year examination shall be cancelled as exemplary punishment (whether Semester system or annual system), i.e. if the examinee has been caught using unfair means in Odd Semester, he / she will not be allowed to appear in the Even Semester Examination of the same academic year. If he/she was caught in Even Semester, his/her Odd Semester result of the same academic year shall stand cancelled.
4.	A candidate is found guilty under point-3 given above and is caught red handed in any subsequent forthcoming End Semester Examination.	He/she may be debarred from the University.



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Undertaking by the students after the Exoneration

UNDERTAKING

(Candidate Carrying prohibited items in the Examination Hall / Room))

Date: _____

To,

The Controller of Examinations,
Integral University,
Lucknow

Sub.: Undertaking not to bring any prohibited items in the Examination Hall / Room.

Respected Sir,

With due respect I,son/daughter of, a student of Program..... in Semester/Year.....with Enrollment No., hereby submit this undertaking in reference to the incident during the Semester End (Odd/Even) Examination, on Date.....in room number..... shift.....

1. I acknowledge that I brought prohibited material and is recovered from my possession during the said examination.
2. I fully understand the gravity of offence and pledge not to engage in any unfair practices in the future.
3. I assure the university authorities that I will maintain the highest standards of integrity and honesty in all my academic pursuits.
4. I apologize for my actions and violating the university's examination rules. I am grateful to the Examination Sub-Committee for considering my case and exonerating me.
5. I understand that repeated offence will lead exemplary punishment as per rules.

Yours sincerely,

Name & Signature

Contact No.:

e-mail ID: