

Integral University, Lucknow

(Office of the Controller of Examinations)



EXAMINATION MANUAL

(Revised in August 2024)



INTEGRAL UNIVERSITY

इंटीग्रल विश्वविद्यालय

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EXAMINATION MANUAL

1. Objective and Scope

The conduct of examinations and declaration of results is one of the most important academic activities of Integral University, Lucknow. It is of paramount importance that examinations are conducted with utmost precision, fairness, and objectivity to maintain public credibility and esteem. To achieve this, all rules and procedures relating to examinations must be clearly defined, leaving no room for ambiguity or assumption. This Manual is an effort in that direction. It defines the roles and responsibilities of all individuals involved, the protocols and procedures to be followed, and the various steps required at every level associated with the conduct of examinations at Integral University, Lucknow.

2. Definitions and Abbreviations (in alphabetical order)

2.1 Abbreviations

- **BoS** – Board of Studies
- **ICC** – Instructions and Code of Conduct
- **COE** – Controller of Examinations, Integral University, Lucknow
- **CS** – Centre Superintendent
- **ACS** – Assistant Centre Superintendent
- **CEC** – Central Evaluation Centre
- **DA** – Daily Allowance
- **ESC** – Examination Sub-Committee for enquiring into malpractices, etc.
- **PoE** – Panel of Examiners
- **CA** – Continuous Assessment Marks
- **CT** – Class Test/Sessional Marks
- **TA** – Teacher Assessment Marks
- **UG** – Undergraduate
- **PG** – Postgraduate
- **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 an admit card by the COE/Head of the Department to a candidate as a token of fulfillment of all conditions laid down in the relevant academic regulations. A candidate who does not fulfill all such conditions may, at the discretion of the VC/COE, be admitted provisionally. However, if the conditions are not subsequently fulfilled, his/her admission shall be liable to cancellation.

2.4 ‘**Answer Booklet**’ refers to a stitched booklet of fixed pages issued by the University to students in the examination room to write answers to the questions listed in the question paper of a given subject.

2.5 ‘**Answer Script**’ refers to the Answer Booklet in which the examinee has written answers in response to the questions asked in the question paper on the examination day. During evaluation, it shall bear only a dummy number (CODE) in the case of theory papers, and the identity of the examinee shall not be revealed.

2.6 ‘**Attempt**’ refers to either a partial or complete appearance by a candidate in an examination. Mere payment of examination fees shall not amount to an attempt. Absence in an examination/paper will not be considered as an attempt.

2.7 ‘**Board of Studies**’ refers to the Board constituted in every teaching/study department and chaired by the Head or equivalent of the Department, with responsibilities including the formulation of academic regulations and curricula for the various programs offered by the department. It is also responsible for nominating examiners from various institutions/universities into the Panel of Examiners for each course/subject.

2.8 ‘**Candidate**’ refers to a person who has been admitted to an examination by 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.

2.10 ‘**Central Evaluation Centre/Hall**’ refers to a secure premises with restricted entry where the evaluation of theory answer booklets/copies of the examination is conducted.



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- 2.11 **‘Centre Superintendent’** refers to a person appointed by the Controller of Examinations (COE) to have overall control and supervision of an Examination Centre for a specified period/session(s) of Integral University examinations.
- 2.12 **‘Assistant Centre Superintendent’** refers to a person appointed by the Controller of Examinations (COE) to assist in the overall control and supervision of a particular Examination Centre for a specified period/session(s).
- 2.13 **‘Code of Conduct’** refers to the norms to be followed while discharging the functions/duties assigned to an individual.
- 2.14 **‘Control Room’** refers to the office at the Examination Centre used by the Centre Superintendent(s) and Assistant Centre Superintendent(s) during the examination session to monitor and assist in various examination related duties.
- 2.15 **‘Course’** refers to a paper in any subject of study, either theory or practical, during an academic period such as a semester. A set of several courses constitutes a Program.
- 2.16 **‘Dummy Number/Code’** refers to the number allotted to each Answer Booklet after the examination to conceal the identity of the examinee and prevent bias or malpractice during evaluation.
- 2.17 **‘Errant Examinee’** refers to an examinee who has been caught in an act of misconduct/unfair means/malpractice and booked accordingly.
- 2.18 **‘Examination Centre’** refers to premises consisting of examination halls, control rooms, service rooms, and other necessary facilities such as drinking water and toilets.
- 2.19 **‘Examination Hall’** includes any room, laboratory, workshop, or other premises used for conducting examinations of Integral University, Lucknow.
- 2.20 **‘Examination Sub-Committee’** refers to the committee constituted by the Vice-Chancellor to conduct inquiries into examination-related misconduct/malpractice and also to review matters relating to the issuance of the Ph.D. degree.
- 2.21 **‘Examinee’** means a person who actually presents himself/herself for an examination or part thereof for which he/she has been admitted.
- 2.22 **‘Examiners’** means teachers appointed by the COE from the Panel of Examiners approved by the Vice-Chancellor/COE/Dean/BoS for the evaluation of theory/practical papers, dissertations, etc. at the UG or PG level.
- 2.23 **‘Fine’** refers to the monetary penalty imposed on a candidate for valid reasons such as misconduct, malpractice, or any other undue act of omission by the candidate/student.
- 2.24 **‘Supporting Staff’** refers to non-teaching staff members of appropriate rank who assist in issuing Answer Booklets and provide other support to invigilators during the conduct of examinations.
- 2.25 **‘Invigilator’** means any teaching faculty member, lab assistant, or lab instructor appointed by the Controller of Examinations (COE) for invigilation duties.
- 2.26 **‘Internal/Continuous Assessment’** means assessment based on continuous evaluation through CA tests (two mid-semester tests/improvement or make-up exams = CT) and quizzes, assignments, and attendance (= TA) given to students during an academic period.
- 2.27 **‘Late Fee’** refers to the fee payable in cash or through other valid means (e.g., bank transfer) for failing to meet deadlines.
- 2.28 **‘Unfair Means’** refers to any acts defined as malpractice in examinations, as elaborated on page 52 of this manual.
- 2.29 **‘Misconduct’** refers to acts such as disobeying instructions, insolent or violent behavior, or causing hindrance to staff performing examination duties, as elaborated on page 52 of this manual.
- 2.30 **‘Near-Relative’** includes wife, husband, son, daughter, son-in-law, daughter-in-law, grandson, granddaughter, grandson-in-law, granddaughter-in-law, sister-in-law, brother-in-law, cousin, nephew, niece, brother, sister, uncle, aunt, and such others as may be indicated by Integral University, Lucknow.
- 2.31 **‘Panel of Examiners’** refers to the pool of examiners from the University and external institutions, enrolled by the Board of Studies after due process.
- 2.32 **‘Paper of Examination’** refers to a particular paper belonging to a subject for which an examination is held on a given day.
- 2.33 **‘Paper Setter’** means a person appointed by the Vice-Chancellor/BoS/COE from the Panel of Examiners to set question papers.
- 2.34 **‘Photocopy of Answer Paper’** refers to a reprographic reproduction of the original Answer Booklet used by the student in the examination.
- 2.35 **‘Program’** refers to a program of study pursued by students. A Program consists of several courses to be studied over its duration.



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- 2.36 **'Reviewers'** refers to examiners appointed by the COE to review papers already evaluated by examiners.
- 2.37 **'Paper Moderation'** refers to the validation of question papers set by paper setters to ensure conformity with the prescribed pattern and academic regulations. Any errata, aberrations, or deviations in format, choice, or pattern are corrected before printing.
- 2.38 **'Paper Moderator'** refers to a person appointed by the COE to scrutinize question papers received from paper setters, detect aberrations, suggest remedies, and validate them before printing.
- 2.39 **'Semester'** means the duration of an academic period consisting of not less than 90 working days. There shall be two semesters in an academic year, applicable to all programs conducted in the semester system.
- 2.40 **'Examination Report'** refers to the report prepared by the Centre Superintendent(s)/Assistant Centre Superintendent(s) of the Examination Centre for a session, detailing the number of candidates present/absent, instances of UFM/misconduct, attendance of invigilators and support staff, and other relevant matters with enclosures.
- 2.41 **'Student'** refers to a person enrolled by the University/Department to pursue education, receive instruction, appear in examinations, and qualify for any degree awarded by Integral University, Lucknow

3. Works to be attended by the Office of the Controller of Examinations

The following responsibilities shall be undertaken by the Office of the Controller of Examinations:

- 3.1 Issuing the schedule of examinations, notifications of examination fees, and inviting applications from candidates for admission to university examinations, convocations, and other related work.
- 3.2 Preparing the detailed examination schedule and ensuring its timely publication/display.
- 3.3 Setting up examination centers for theory and practical examinations.
- 3.4 Scrutinizing examination application forms of candidates prior to the commencement of practical/theory examinations.
- 3.5 Allotting roll numbers to applicants and verifying the examination fees paid, including the date of payment, completeness of payment, and coverage of subjects (including carry-over subjects).
- 3.6 Preparing subject-wise, paper-wise, and date-wise statements for printing question papers with codes. Question papers shall be printed in excess (20%) of the actual requirement for each paper.
- 3.7 Ensuring that question paper packets clearly indicate the program, course/course code, year, semester, date of examination, examination centre name and room number, examination shift/timing, and the number of question papers in each packet.
- 3.8 Maintaining all records, statistics, stock registers, and databases of candidates relevant to examinations.
- 3.9 Processing and passing bills related to remuneration, TA, DA, conveyance/allowances, and maintaining correspondence related to the same.
- 3.10 Registering, distributing, and dispatching day-to-day communications and letters.
- 3.11 Appointing Centre Superintendents, Assistant Centre Superintendents, Flying Squad members, and Invigilators for each examination session, and issuing instructions for the proper conduct of examinations.
- 3.12 Appointing officials and other staff required for the conduct of examinations.
- 3.13 Arranging for the dispatch of examination materials to examination and evaluation centers.
- 3.14 Selections of examiners, paper setters, and related personnel.
- 3.15 Making arrangements for conducting examinations, collecting answer scripts, valuation, result processing, and declaration of results.
- 3.16 Preserving evaluated answer scripts for at least six months after the announcement of results, and arranging for their disposal thereafter.
- 3.17 Preparing and distributing mark sheets, degree certificates, and other related documents to candidates.
- 3.18 Collecting and maintaining statistical data related to examinations, including the number of candidates registered, gender distribution, regular/repeater categories, pass percentage, and related receipts.
- 3.19 Preparing merit lists and forwarding them to appropriate authorities/bodies.
- 3.20 Collecting work-done statements from paper setters and examiners, and forwarding them to the Accounts Section for processing payments of remuneration and TA.
- 3.21 Preparing lists of lapses and irregularities committed by evaluators and other staff, and forwarding them to competent authorities for consideration and necessary action.
- 3.22 Arranging for scrutiny of valued answer scripts requested by candidates through prescribed application forms with due fees.
- 3.23 Scrutinizing and passing bills related to printing and procurement of examination-related materials.
- 3.24 Convening the Examination Sub-Committee and assisting the Vice-Chancellor in dealing with cases of misconduct/malpractice detected before, during, or after examinations.



- 3.25 Handling matters related to examination fees, including refunds, if applicable.
- 3.26 Passing conveyance bills, postal reimbursement bills, and other remuneration-related matters.
- 3.27 Announcing examination results, handling withheld results for subsequent release, and carrying out follow-up work in cases of discrepancies.
- 3.28 Issuing duplicate mark sheets, degree certificates, consolidated mark cards, provisional degree certificates, rank certificates, etc.
- 3.29 Managing work related to Convocation, including:
 - 3.29.1 Preparing lists of medal winners.
 - 3.29.2 Intimating candidates about the date and venue of convocation.
 - 3.29.3 Printing lists of students receiving the degree in convocation and preserving bound volumes of such lists as degree conferment register.
 - 3.29.4 Writing/printing degree certificates, rank certificates, medal certificates, and Ph.D. certificates.
 - 3.29.5 Making seating arrangements in the convocation hall.
 - 3.29.6 Distributing admission cards and parent passes for convocation.
 - 3.29.7 Distributing degree certificates.
 - 3.29.8 Attending to legal matters relating to examinations, if any.

4. Controller of Examination

4.1 Roles and Responsibilities:

The Controller of Examinations (CoE) shall be the senior official responsible for managing and overseeing all aspects of examinations in the university. As the head of the examination cell, the CoE shall play a crucial role in ensuring the smooth, fair, and transparent conduct of examinations and related processes. The detailed CoE's responsibilities are:

4.1.1 Strategic Planning and Coordination:

(a) **Function:** Develops the overall examination strategy and coordinates examination activities across departments.

(b) **Responsibilities:**

- Plans the examination calendar, including scheduling dates for exams, result declaration, and re-evaluation.
- Coordinates with department heads and faculty to ensure smooth exam preparation and execution.
- Oversees the examination process across different campuses or affiliated colleges (in larger universities).

4.1.2 Examination Policy and Implementation:

(a) **Function:** Establish and enforce policies for conducting examinations.

(b) **Responsibilities:**

- Drafts and revise examination policies to ensure fairness, accuracy, and compliance with university standards.
- Ensure policies align with regulatory bodies (such as UGC or AICTE etc.) and legal requirements.
- Implement guidelines for eligibility, invigilation, evaluation, and confidentiality to uphold examination integrity.

4.1.3 Question Paper Management and Confidentiality:

(a) **Function:** Oversee the preparation, review, and secure handling of question papers.

(b) **Responsibilities:**

- Coordinate with faculty for the creation and moderation of question papers to maintain content quality and relevance.
- Ensure the secure printing, storage, and distribution of question papers, preventing any leaks or unauthorized access.
- Implement strict protocols to handle confidential exam materials securely and ethically.

4.1.4 Exam Conduct and Logistics:

(a) **Function:** Supervise the logistical aspects of exam administration to ensure a smooth examination experience.

(b) **Responsibilities:**

- Manage arrangements for examination venues, seating plans, and invigilator assignments.
- Ensure compliance with seating arrangements, exam center protocols, and invigilation duties.
- Coordinate with other departments for logistical support, such as seating arrangements, and transport of exam materials.



4.1.5 Evaluation and Result Processing:

(a) **Function:** Ensure a transparent and efficient system for evaluating exams and declaring results.

(b) **Responsibilities:**

- Oversee the allocation of answer scripts to evaluators and ensures timely completion of the evaluation process.
- Implement checks to prevent errors in marking, result tabulation, and grading.
- Supervise the result declaration process, ensuring that all results are published accurately and on time.

4.1.6 Grievance Handling and Re-evaluation:

(a) **Function:** Manage student grievances related to examinations and oversees the re-evaluation process.

(b) **Responsibilities:**

- Establish a grievance redressal mechanism to handle complaints regarding examination issues or result discrepancies.
- Coordinate the re-evaluation or Scrutiny process upon request, ensuring transparency and fairness.
- Communicate with students regarding the outcomes of grievance cases or re-evaluation/scrutiny results.

4.1.7 Data Management and Documentation:

(a) **Function:** Maintain record and manage data related to examinations, results, and student performance.

(b) **Responsibilities:**

- Manage a secure database of exam-related information, including attendance, marks, and evaluation records.
- Prepare examination reports, statistical analyses, and other documentation for internal and regulatory use.
- Ensure data accuracy and compliance with confidentiality and privacy guidelines.

4.1.8 Supervision and Staff Management:

(a) **Function:** Lead the examination cell team and supervise various examination processes.

(b) **Responsibilities:**

- Manage examination cell staff, including Deputy Controllers, Assistant Controllers, Dy. Registrar, Office Superintendent, clerks, and other personnel.
- Provide training and guidance to staff members on exam protocols, confidentiality, and ethical conduct.
- Ensure that staff members follow university policies and protocols during the examination process.

4.1.9 Coordination with Regulatory and Accreditation Bodies:

(a) **Function:** Ensures compliance with guidelines from academic and regulatory bodies.

(b) **Responsibilities:**

- Ensure that examination practices align with standards set by bodies like UGC, AICTE, or NAAC.
- Prepare and submits necessary reports to accreditation or regulatory bodies as required.
- Coordinate audit processes related to examination and result protocols.

4.1.10 Reporting and Communication:

(a) **Function:** Provide regular updates on examination processes to university administration and students.

(b) **Responsibilities:**

- Report examination-related updates, challenges, and accomplishments to the Vice Chancellor or Registrar.
- Communicate examination schedules, policies, and results to students, faculty, and other stakeholders.
- Address examination-related queries from students and faculty, maintaining transparency and clarity.

4.1.11 Technology Integration and Innovation:

(a) **Function:** Implement technological solutions to improve examination efficiency and security.

(b) **Responsibilities:**

- Integrate technology for online exams, result processing, digital marking, and data security.
- Work with IT teams to implement secure systems for question paper storage, answer script scanning, and result declaration.
- Stay updated with new examination technologies and assesses their feasibility for implementation.

4.1.12 Reporting: Reports to the Registrar or Vice Chancellor (VC).

5. Deputy Controller of Examination

5.1 Roles and Responsibilities:

The Deputy Controller of Examinations (Deputy CoE) shall play a crucial role within the examination cell, assisting the Controller of Examinations (CoE) in managing the day-to-day operations and ensuring smooth



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conduct of examination-related activities. The Deputy CoE's role shall be both supervisory and operational, bridging high-level policies with on-ground examination procedures. The outline of the Deputy CoE's responsibilities is:

5.1.1 Operational Oversight and Coordination:

(a) **Function:** Oversee daily examination activities and coordinates with various departments to ensure smooth functioning.

(b) **Responsibilities:**

- Assist in implementing the examination schedule, from preparing exam timetables to coordinating exam-related events.
- Coordinate with department heads and faculty to ensure they have the necessary resources and support for exams.
- Manage examination logistics and ensures readiness at each phase, from exam setup to post-exam processing.

5.1.2 Question Paper Handling and Security:

(a) **Function:** Manage the preparation, handling, and secure distribution of question papers.

(b) **Responsibilities:**

- Supervise the collection and moderation of question papers, ensuring they meet quality standards.
- Manage the secure storage and distribution of question papers to prevent unauthorized access or leaks.
- Implement protocols to maintain the confidentiality of question papers throughout the examination process.

5.1.3 Exam Administration and Conduct:

(a) **Function:** Ensure that exams are conducted according to university guidelines and policies.

(b) **Responsibilities:**

- Oversee arrangements at examination centers, including seating plans, invigilation assignments, and security measures.
- Monitor adherence to examination protocols, ensuring fair and standardized practices across examination venues.
- Address any issues or irregularities that arise during the conduct of examinations, coordinating with invigilators and staff to resolve them.

5.1.4 Evaluation and Result Processing Support:

(a) **Function:** Support the evaluation process and assists with result processing to ensure timely and accurate publication.

(b) **Responsibilities:**

- Supervise the distribution of answer scripts to evaluators and monitors evaluation timelines.
- Assist in implementing result processing procedures, ensuring accuracy in marks calculation, data entry, and grading.
- Conduct quality checks to minimize errors before the final result declaration.

5.1.5 Student Grievance and Re-evaluation Management:

(a) **Function:** Address student grievances related to examination issues and supervises re-evaluation processes.

(b) **Responsibilities:**

- Manage the initial stages of grievance redressal, handling complaints related to exam administration and results.
- Coordinate with faculty and examination staff to facilitate re-evaluation or rechecking of answer scripts when requested.
- Ensure that grievance and re-evaluation procedures are fair, transparent, and completed within stipulated timelines.

5.1.6 Supervision and Staff Management:

(a) **Function:** Manage examination cell staff and assists in the training and allocation of duties.

(b) **Responsibilities:**

- Supervise Assistant Controllers, Dy Registrar, Office Superintendent, clerks, and other exam-related staff, ensuring they understand their roles and responsibilities.
- Assign and manages staff during high-demand periods, such as examination and result declaration phases.
- Provide training and guidance on examination protocols, ethics, and confidentiality requirements.



5.1.7 Logistics and Resource Management:

- (a) **Function:** Oversee logistical arrangements, ensuring necessary resources are available for each examination phase.
- (b) **Responsibilities:**
- Manage physical resources needed for exams, such as seating, stationery, invigilation materials, and secure storage facilities.
 - Coordinate the logistics for transporting examination materials to and from examination centers safely.
 - Ensure facilities are adequately prepared and equipped to handle examinations smoothly.

5.1.8 Policy Implementation and Compliance:

- (a) **Function:** Ensure that examination activities comply with university regulations and examination cell policies.
- (b) **Responsibilities:**
- Implement examination policies and procedures as set by the CoE and university administration.
 - Monitor compliance with exam regulations, including eligibility, attendance requirements, and academic integrity.
 - Assist the CoE in updating policies as needed and ensures adherence to new guidelines from regulatory bodies.

5.1.9 Reporting and Communication:

- (a) **Function:** Act as a liaison between the examination cell and university administration, providing regular updates.
- (b) **Responsibilities:**
- Prepare and submit progress reports on examination activities, results, and challenges to the CoE.
 - Communicate examination schedules, instructions, and relevant updates to students, faculty, and other stakeholders.
 - Respond to queries from departments and students regarding examination policies, dates, and protocols.

5.1.10 Data Management and Documentation:

- (a) **Function:** Maintain accurate records and ensure secure management of examination data.
- (b) **Responsibilities:**
- Oversee the documentation and storage of examination records, including attendance, marks, and result archives.
 - Ensure that data entry, storage, and processing follow confidentiality and data protection protocols.
 - Support data retrieval and report generation for internal audits, accreditation bodies, and compliance requirements.

5.1.11 Reporting: Reports directly to the CoE.

6. Deputy Registrar

6.1 Roles and Responsibilities:

The Deputy Registrar shall play an essential role in the examination cell, particularly in assisting with administrative and regulatory aspects. This position shall support the Controller and Deputy Controller of Examinations (CoE) by handling both strategic planning and day-to-day operational issues. The Deputy Registrar's role in the examination cell is:

6.1.1 Administrative Support:

- (a) **Function:** Act as an intermediary between the Registrar's office and the examination cell.
- (b) **Responsibilities:**
- Facilitate the implementation of university policies within the examination cell.
 - Ensure that all examination procedures comply with regulatory guidelines and university standards.
 - Coordinate with other university departments, such as finance, for exam-related budget management.

6.1.2 Policy Implementation and Compliance:

- (a) **Function:** Ensure examination policies and procedures are properly executed.
- (b) **Responsibilities:**
- Review and enforce compliance with examination regulations and guidelines.
 - Assist in drafting and updating policies regarding conduct, eligibility, re-evaluation, and grievances related to examinations.
 - Monitor adherence to university regulations during exam planning, execution, and result processing.



6.1.3 Coordination and Planning:

(a) **Function:** Provide coordination between different sections within the examination cell to ensure smooth operation.

(b) **Responsibilities:**

- Assist in planning the examination calendar and scheduling for the academic year.
- Coordinate with department heads to finalize exam schedules and logistical requirements.
- Oversee seating arrangements, invigilation rosters, and the assignment of evaluation tasks to faculty.

6.1.4 Examination Logistics and Confidentiality:

(a) **Function:** Manage logistical aspects and maintains the confidentiality of examination-related information.

(b) **Responsibilities:**

- Oversee the secure printing, storage, and distribution of question papers.
- Ensure strict adherence to protocols for handling examination materials to prevent leaks or tampering.
- Supervise arrangements for the secure collection, transportation, and storage of answer scripts.

6.1.5 Result Processing and Declaration

(a) **Function:** Supports the result processing team in accurately recording and declaring results.

(b) **Responsibilities:**

- Monitors the timeline for answer sheet evaluation, data entry, and verification.
- Ensures the result processing team follows protocols to avoid errors in marks calculation and grading.
- Coordinates the publication of results and re-evaluation processes as needed.

6.1.6 Grievance Redressal and Student Support

(a) **Function:** Addresses examination-related grievances from students, faculty, and staff.

(b) **Responsibilities:**

- Acts as a primary contact for examination grievances, such as result discrepancies or eligibility issues.
- Works with the examination cell committee (if present) to address complaints in a timely and transparent manner.
- Supports re-evaluation, rechecking, or special examination requests.

6.1.7 Supervision and Team Management

(a) **Function:** Manages the examination cell staff and supports team performance.

(b) **Responsibilities:**

- Supervises the Assistant Controllers, Section Officers, clerks, and other examination staff.
- Ensures that staff are trained and follow protocols during each phase of the examination process.
- Handles staff scheduling, especially during peak examination periods, to ensure adequate coverage and support.

6.1.8 Liaison and Reporting:

(a) **Function:** Acts as a liaison between the examination cell, Registrar, and higher administration.

(b) **Responsibilities:**

- Regularly updates the Registrar and Controller of Examinations on examination progress, challenges, and any irregularities.
- Prepares periodic reports on examination performance, issues encountered, and policy suggestions for improvement.
- Assists in meetings with senior university officials and external bodies regarding examination policies, compliance, and accreditation.

6.1.9 Reporting: Reports directly to the CoE.

7. Office Superintendent

7.1 Roles and Responsibilities:

The office superintendent shall play a key role in the examination cell, ensuring smooth and efficient management of examination processes. The responsibilities associated with this role are:

7.1.1 **Coordination and Supervision:** Coordinate between exam controllers, administrative staff, and other departments to facilitate result processing.

7.1.2 **Data Management and Verification:** Accurate entry, verification and validation of examination data, including marks, grades, and attendance records.

7.1.3 **Compilation of Results:** Supervises the collation of raw scores and oversees their integration into result sheets. Closely with software operators and technical staff to compile results.

7.1.4 **Quality Control and Error Rectification:** Ensure the quality of result data by checking for inconsistencies or errors. If discrepancies, coordinates their correction before the release of final results.



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- 7.1.5 **Confidentiality and Security:** Adherence to confidentiality protocols to protect sensitive student information. Responsible for implementing security measures to prevent data leaks or unauthorized access.
- 7.1.6 **Communication and Documentation:** Handle communication related to result processing, including responding to student or faculty inquiries. Prepare necessary documents, such as result summaries, statistical reports, and detailed mark sheets, and ensure proper record-keeping.
- 7.1.7 **Liaison with IT Support:** Collaborates with IT staff to troubleshoot issues with result-processing software and ensure data integrity in digital formats.
- 7.1.8 **Compliance and Reporting:** Ensure result-processing activities adhere to university regulations, examination board guidelines, and academic standards.
- 7.1.9 **Student Grievances and Re-evaluation Requests:** In case of grievances, oversee the process by coordinating with examiners and ensuring that revisions, if needed, are accurately reflected in the results.
- 7.1.10 **Training and Mentorship:** Provide training and guidance to junior staff in the result processing section, ensuring that new team members are familiar with the protocols, software, and quality standards of the examination cell.

8. Confidential Section

8.1 Role and Responsibilities of the Staff:

The staff deputed in the confidential section of the examination section plays a critical role in ensuring the integrity, security, and smooth conduct of the examination process. Their responsibilities include, but are not limited to, the following:

8.1.1 Question Paper Preparation, Moderation and Security

- Assist in the collection, compilation, and editing/moderation of question papers as per guidelines.
- Ensure strict confidentiality in handling and storing question papers.
- Oversee the secure printing, packing, and dispatch of question papers to examination centers, maintaining records and documentation at all stages.

8.1.2 Answer Script Management

- Safely receive, record, and store answer scripts submitted from various examination centers.
- Organize the coding or anonymizing of answer scripts to ensure unbiased evaluation.
- Track the distribution and receipt of answer scripts sent to examiners for evaluation, ensuring accountability at each step.

8.1.3 Coordination with Examiners and Invigilators

- Assist in appointing examiners and invigilators in consultation with higher authorities, ensuring qualifications align with requirements.
- Maintain a confidential record of examiner and invigilator assignments.
- Coordinate and facilitate communications regarding schedules, policies, and examination guidelines while maintaining confidentiality.

8.1.4 Handling Examination Irregularities

- Investigate and document instances of academic dishonesty or examination irregularities as reported by invigilators or examination centers.
- Provide assistance in addressing grievances related to examination processes, maintaining confidentiality and integrity in handling sensitive issues.

8.1.5 Access Control and Information Security

- Implement and enforce protocols for accessing sensitive examination materials.
- Monitor access to restricted areas and materials within the examination department, allowing entry only to authorized personnel.
- Adhere to information security practices to safeguard examination data from unauthorized access or breaches.

8.1.6 Compliance and Adherence to Guidelines

- Ensure all activities are conducted in line with the university's examination policies, protocols, and confidentiality standards.
- Participate in periodic audits, reviews, and training sessions on confidentiality protocols to enhance security and efficiency.

8.1.7 Logistics and Administrative Support

- Support the logistics involved in dispatching examination materials to and from examination centers.
- Prepare and maintain records of expenses, requisitions, and supplies specific to the confidential section's needs.



- 8.1.8 Development and Implementation of Confidentiality Protocols**
- Develop and enforce protocols for managing confidential examination-related materials, including secure handling, storage, and transfer procedures.
 - Regularly update these protocols to align with any changes in university policies or advancements in security practices.
- 8.1.9 Verification of Examination Materials**
- Verify the accuracy and completeness of question papers, answer sheets, and other examination-related materials before they are dispatched.
 - Check all examination documents for errors, ensuring clarity, formatting, and correctness to avoid issues during exams.
- 8.1.10 Monitoring Exam Data and Records**
- Maintain digital and physical logs of all confidential materials, including exam papers, answer scripts, and evaluator feedback, ensuring they are securely archived.
 - Perform regular audits to ensure records are up-to-date and organized, and oversee the destruction of outdated or excess materials as per policy.
- 8.1.11 Secure Communications Management**
- Handle confidential communications regarding the examination process with examiners, invigilators, and other relevant staff.
 - Use secure channels for sensitive communications, ensuring information is shared only with authorized personnel.
- 8.1.12 Support in Technology-Enhanced Assessments**
- For online or computer-based exams, ensure secure access control, proper setup of digital systems, and monitoring for any technological issues that may compromise confidentiality.
 - Coordinate with IT staff to implement secure data storage and transfer protocols for digital exams and results.
- 8.1.13 Emergency Protocol Management**
- Establish and execute emergency protocols for handling examination materials in unforeseen situations (e.g., exam paper leaks, technical issues).
 - Work with higher authorities to take immediate corrective actions while maintaining confidentiality and minimizing disruptions.
- 8.1.14 Examination Center Liaison**
- Coordinate with examination centers to ensure they have received examination materials securely and to clarify any procedural issues.
 - Monitor the process for the secure return of answer scripts and other sensitive materials from examination centers after exams are completed.
- 8.1.15 Handling of Scrutiny Requests**
- Process scrutiny of answer books requests, maintaining confidentiality of student identities and marks throughout the process.
 - Coordinate with the relevant examiners and ensure timely and unbiased handling of these requests in line with university guidelines.
- 8.1.16 Staff Training and Oversight**
- Train new staff assigned to the confidential section on confidentiality protocols, examination security practices, and university policies.
 - Supervise and support temporary or additional staff during peak examination periods, ensuring they adhere to the confidentiality and security standards.
- 8.1.17 Periodic Reporting to Senior Administration**
- Prepare and submit regular reports on the activities and security protocols in place within the confidential section.
 - Highlight any challenges, improvements, or incidents related to examination confidentiality and suggest measures for improvement.
- 9. Technical Staff**
- 9.1 Roles and Responsibilities**
- The technical staff or programmer in the examination cell shall play a vital role in managing and maintaining the digital and technical aspects of the examination process. The key responsibilities are:
- 9.1.1 Database Management:** Maintain and update databases that store information on students, exams, results, and attendance. Ensures data accuracy, security, and easy retrieval for reporting and analysis.



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- 9.1.2 **Exam Software and System Support:** Manages examination software, such as student registration systems, exam scheduling software, and online examination platforms. This includes troubleshooting, system updates, and configuration to meet examination cell requirements.
- 9.1.3 **Online Examination Administration:** Supports the setup, monitoring, and troubleshooting of online exams. This includes setting up user accounts, managing secure access, and ensuring that exam content is correctly uploaded and accessible to students.
- 9.1.4 **Result Processing and Compilation:** Works with examination results data, helping to process and compile scores. They may automate processes for data calculation, ranking, and result generation, ensuring accuracy and timeliness in result publishing. Result Compilation and Record Keeping. Compile results in coordination with evaluators and other staff, ensuring accuracy and security. Verify and cross-check marks entries for errors, maintaining strict confidentiality throughout the result preparation process. Store and maintain examination records, mark sheets, and result publications in a secure environment.
- 9.1.5 **Support in Result Publication:** Assist in the final review and publication of examination results in coordination with authorized staff. Address and resolve any discrepancies in result entries before the final publication, adhering to timelines and confidentiality norms.
- 9.1.6 **Data Security and Confidentiality:** Ensures that sensitive examination data, such as question papers and results, is securely stored and protected from unauthorized access. Implements encryption, access controls, and backup systems to prevent data loss or breaches.
- 9.1.7 **Technical Support for Staff and Students:** Provides technical assistance to examination cell staff, faculty, and students, addressing issues related to digital platforms, software access, and online submission processes during exams.
- 9.1.8 **Automation of Routine Tasks:** Develops scripts or programs to automate repetitive tasks within the examination cell, such as generating reports, managing attendance records, or updating exam schedules, to improve efficiency and reduce manual errors.
- 9.1.9 **Data Analysis and Reporting:** Provides analysis of examination data, including performance statistics, attendance trends, and other metrics. This data helps the examination cell make informed decisions and enhance exam procedures.
- 9.1.10 **System Integration:** Ensures that various examination-related systems are integrated smoothly. For example, integrating attendance data with results processing systems, or linking student records with the exam scheduling platform.
- 9.1.11 **Documentation and Training:** Prepares technical documentation for examination cell systems and provides training to administrative staff on using digital tools and handling common issues related to examination software.
- 9.1.12 **Maintaining IT Infrastructure:** Manages the IT infrastructure needed for examinations, including computers, servers, and networks. This may involve configuring hardware and ensuring a stable and secure network for online and offline exams.
- 9.1.13 **Updating Examination Platforms:** Works with software vendors to update examination platforms with new features or security patches. They ensure that these updates do not disrupt ongoing examination activities and maintain smooth system performance.
- 9.1.14 By handling these technical and data-centric tasks, the technical staff or programmer ensures that examination operations run smoothly, securely, and efficiently, reducing the chances of errors and maintaining data integrity throughout the examination process.

10. Clerical Staff and Computer Operator

10.1 Roles and Responsibilities:

The clerical staff and computer operator in the examination cell work together to manage the administrative and technical aspects of the examination process. Each role has specific duties that contribute to the smooth operation of examination activities. Their respective responsibilities are:

10.1.1 Role of Clerical Staff in the Examination Cell:

10.1.1.1 Data Entry and Documentation: Clerical staff are responsible for entering student and exam data into records, maintaining accurate documentation of registration details, attendance, results, and other exam-related information.

10.1.1.2 Preparation of Exam Materials: Assists in preparing exam-related materials, including admit cards, attendance sheets, and seating plans. They ensure that each exam is fully organized with the necessary paperwork ready in advance.



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- 10.1.1.3 Communication and Notifications:** Handles communication with students and faculty regarding exam schedules, room assignments, and any changes. Clerical staff may post notices, send emails, or distribute information about upcoming exams and deadlines.
- 10.1.1.4 Managing Exam Applications:** Processes exam applications, re-evaluation requests, and any special exam-related requests from students. They ensure applications are complete, verified, and submitted by the required deadlines.
- 10.1.1.5 Exam Stationery and Supply Management:** Ensures that examination halls are stocked with sufficient answer sheets, question papers, and other materials needed for exams. This includes inventory tracking and timely replenishment of supplies.
- 10.1.1.6 Result Distribution and Record Keeping:** Helps in organizing and distributing results to students, as well as securely filing and archiving results and other exam records for future reference.
- 10.1.1.7 Assisting Exam Supervisors and Invigilators:** Provides support by organizing materials for invigilators, distributing and collecting exam papers, and documenting exam attendance.
- 10.1.2 Role of Computer Operator in the Examination Cell:**
- 10.1.2.1 Data Management and Entry:** The computer operator is responsible for managing databases that store exam-related data, including student records, schedules, and results. They enter and update information to keep the records accurate and up-to-date.
- 10.1.2.2 Generating Exam Documents:** Prepares various exam documents such as admit cards, seating plans, and attendance sheets using specialized software. The computer operator ensures that these documents are accurate and readily available.
- 10.1.2.3 Result Processing and Compilation:** Uses examination software or spreadsheets to process and compile results. This may involve calculating scores, generating rank lists, and creating formatted result sheets for official release.
- 10.1.2.4 Technical Support for Online Exams:** If online exams are conducted, the computer operator assists with the setup, monitoring, and troubleshooting of online exam platforms. They may manage login credentials, exam uploads, and supervise the digital assessment process.
- 10.1.2.5 Data Backup and Security:** Ensures regular backups of examination data and implements basic security measures, such as password protection and restricted access, to maintain data confidentiality and integrity.
- 10.1.2.6 Automation and Report Generation:** Uses computer software to automate repetitive tasks, like generating attendance reports, student lists, and performance analysis. This saves time and improves accuracy in exam record-keeping.
- 11. Duties and Responsibilities of the Head Examiners/HOD:**
- 11.1 Head 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 they satisfy the prescribed conditions. He / She shall maintain strict confidentiality regarding the work allotted and shall not compromise the integrity of the examination system.
- 11.2 The Head Examiner/HOD shall prepare the list of question papers to be set, with titles and codes, program-wise, semester-wise, and subject-wise (scheme/regulation-wise).
- 11.3 After preparing the list of question papers, the same shall be forwarded to the COE, along with the syllabus of the paper, the question paper pattern/model question paper, and, if possible, previous question papers.
- 11.4 With the approval of the COE, the Head Examiner/HOD shall arrange for the conduct of practical/clinical/project examinations, preferably before the commencement of theory examinations or afterwards, as applicable.
- 11.5 He/She shall verify and confirm the required number of examiners and ensure that the evaluation work is completed within the stipulated time.
- 12. Panel of Examiners:**
- 12.1 A panel of examiners shall be constituted for each subject of study with the approval of the Board of Studies of each Department. All faculty members of Integral University shall automatically become examiners in their respective departmental boards.
- 12.2 The Chairman of the Board of Studies shall prepare a list of eligible examiners from various colleges/institutions/university departments, in addition to the University's faculty members.
- 12.3 The list of such eligible examiners shall be placed before the respective Board of Studies for enrollment into the Panel of Examiners, as per university norms and after due approval.



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- 12.4 The list of examiners and question paper setters shall be constituted from the approved Panel of Examiners, prepared and submitted by the Board of Studies of the respective departments and shall be uploaded at the SMIS portal.
- 12.5 Examiners shall be appointed by the Vice-Chancellor/COE from the panel of examiners listed by the BoS.
- 12.6 It shall be the duty of the Heads of Departments to prepare seniority-wise detailed panels of examiners and place the same before the respective Boards of Studies for approval.
- 12.7 Members of the panel of examiners shall scrutinize/moderate and approve sets of question papers, with necessary translation wherever required, and submit the same to the confidential section of the Office of the COE.

13. Question Papers:

- 13.1 All arrangements shall be made to receive the required sets of question papers for each examination well in advance of the commencement of the examination period.
- 13.2 Question papers shall conform to the specifications/patterns prescribed by the academic regulations of each program. Multiple sets shall be prepared for each subject to meet contingencies
- 13.3 Paper setters shall be informed of their appointment along with necessary instructions, syllabus, model question papers, paper patterns, acceptance forms, covers, remuneration forms, and related stationery.
- 13.4 If a paper setter declines the assignment, alternative arrangements shall be made expeditiously to appoint a suitable replacement.

14. Appointment of Question Paper Setters/Scrutinizers:

- 14.1 No one can claim appointment as a paper setter/scrutinizer or for any other examination work as a matter of right. The COE shall finalize appointments from the BoE list.
- 14.2 No person shall be appointed as a paper setter if any of his/her near relatives are appearing in that examination.
- 14.3 Paper setters/scrutinizers are required to communicate their acceptance or decline of the assignment.
- 14.4 Internal paper setters/scrutinizers shall not normally decline examination assignments, as such duties are considered essential services. External paper setters/scrutinizers shall communicate acceptance or otherwise promptly. Failure to respond within the prescribed time shall be deemed as non-acceptance.
- 14.5 If an incorrect subject is inadvertently assigned, the paper setter shall notify and decline. No paper setter shall accept work outside his/her expertise.
- 14.6 Paper setters/scrutinizers/examiners shall comply with all University regulations regarding question paper setting and evaluation schemes.

15. Functions and Responsibilities of Paper Setters

- 15.1 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.
- 15.2 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.
- 15.3 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.
- 15.4 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.
- 15.5 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.
- 15.6 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.
- 15.7 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.
- 15.8 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.



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- 15.9 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.
- 15.10 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.
- 15.11 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
- 15.12 The paper setter shall not delegate the task of setting the question paper partially or entirely to anyone else.
- 15.13 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.
- 15.14 The check list shall be marked to ensure that all required documents/ components have been included in the envelop.
- 15.15 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.
- 15.16 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.
- 15.17 The paper setter shall send the declaration/undertaking and check list along with the Question papers set.

16. Handling of Question Papers Received from Paper Setters:

- 16.1 Question papers received from paper setters shall be securely processed and stored, maintaining complete confidentiality. Records shall be kept, and reminders sent if papers are not received within the stipulated time.
- 16.2 All question papers shall undergo scrutiny to ensure conformity with prescribed patterns and academic regulations. Any errors or aberrations shall be corrected before approval.
- 16.3 Printing of question papers shall be carried out in a classified zone with restricted entry, ensuring no leaks occur.
- 16.4 Printed question papers shall be packed, sealed, and stored under the custody of the COE.
- 16.5 Sealed envelopes containing question papers shall be arranged examination-wise and paper-code-wise, and kept under strict vigilance. The storage almirah shall be sealed every time it is accessed.
- 16.6 Relevant sealed envelopes shall be withdrawn strictly as per the examination program, counted, recorded in the register, and transferred securely to the control room of each examination center.

17. Duties of Question Paper Moderators:

- 17.1 Question paper moderators are appointed from the current Board of Examiners as part of the validation process to carefully examine the question papers for any aberrations, errors, spelling mistakes, pattern, scope, distribution of marks, or any other lapses, and to provide necessary corrections.
- 17.2 The question paper moderators shall be present in 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 is received, as suggested in the communication.

18. Committee Structure for Selection of Question Paper Set for Printing

18.1 Constitution of the Committee

The University shall constitute a Question Paper Selection Committee for each examination session through a formal office order issued by the competent authority.

18.2 Composition of the Committee:

The committee shall normally consist of the following members:

1. Controller of Examinations / Deputy Controller of Examinations – *Chairperson*
2. Dean of the Faculty
3. Head of the Department
4. One Senior Faculty Member / Subject Expert – *Member*



5. One Nominee of the Vice Chancellor / Pro Chancellor – *Member*
6. Deputy Registrar (Exam) – *Member Secretary*

18.3 Roles and Responsibilities:

- 18.3.1 The committee shall be responsible for the confidential selection of one question paper set from among the approved and moderated sets available.
- 18.3.2 Selection shall be carried out through a randomized and unbiased procedure to ensure fairness and secrecy.
- 18.3.3 The committee shall ensure that the selected question paper:
 - Conforms to the approved syllabus and examination pattern.
 - Has been duly moderated and approved.
 - Is free from repetition and discrepancies.

18.4 Confidentiality Measures:

- 18.4.1 All members shall sign a Confidentiality and Non-Disclosure Undertaking prior to the selection process.
- 18.4.2 The identity of paper setters and the selected question paper set shall remain strictly confidential.
- 18.4.3 The selection process shall be conducted in a restricted access environment under the supervision of the Chairperson.

18.5 Documentation and Record Keeping

- 18.5.1 A confidential record of the selection proceedings shall be maintained by the Examination Cell.
- 18.5.2 The selected question paper set shall be sealed immediately after selection and handed over to the authorized typing and printing committee.
- 18.5.3 Records shall be preserved as per the University record retention policy for inspection and audit purposes.

18.6 Complaints Regarding Discrepancies in Question Papers

- 18.6.1 In the event that a complaint or representation regarding any discrepancy in a question paper is received, the matter is immediately examined by a Subject Expert Committee constituted by the Examination Cell.
- 18.6.2 The committee reviews the complaint with reference to the approved syllabus, course outcomes, and question paper scheme.
- 18.6.3 If a discrepancy is confirmed, appropriate remedial measures such as clarification, correction, deletion of the question, or award of grace/compensatory marks are taken with the approval of the competent authority.
- 18.6.4 All actions taken are properly documented, and necessary instructions are communicated to the evaluators and concerned stakeholders.
- 18.6.5 The process is carried out in a transparent, fair, and time-bound manner, strictly in accordance with University Examination Regulations and other regulatory bodies guidelines.

19. Pre-Examination Work/Activities:

19.1 Preparation of Candidates List:

- 19.1.1 A list of all eligible candidates for each examination shall be prepared after thorough scrutiny and verification of attendance, payment of fees/fines/late fees (if any), from the database system at the Examination Computer Center (SDC).
- 19.1.2 The list shall contain the candidate's name, father's name, enrollment number, roll number, and the name and code numbers of the courses/subjects in which he/she has registered to appear for the examination.

19.2 Admit Card:

- 19.2.1 The admit card is issued to all eligible candidates admitted to the University examination. Any candidate found ineligible due to valid reasons such as attendance deficiency shall not be issued an admit card.
- 19.2.2 The admit card shall contain information regarding the candidate's name, father's name, date of birth, photograph, year of admission, program of study, enrollment number, roll number, year/semester, center code, and the name and code of the subject(s) in which he/she is registered for the current examination, along with general instructions.
- 19.2.3 The Office of the COE, in consultation with the Software Development Cell (SDC), shall allow the concerned departments to print the admit cards from the Student Management Information System (SMIS) portal at least three days before the commencement of the examinations. The Department office shall distribute the admit cards after due verification to the concerned student, with 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.



19.3 Scheduling and Time Table of Examinations:

- 19.3.1 While scheduling examinations, all care should be taken to ensure that no overlap occurs in the subjects/papers of examination for any regular or carryover candidates.
- 19.3.2 The examination schedule shall be cross-validated for any overlap, and necessary amendments shall be made in consultation with the respective departments.
- 19.3.3 The scheduling of all practical examinations shall be as per the academic timeline/academic calendar issued at the beginning of the semester.
- 19.3.4 The time tables shall be posted on the University website before the commencement of the examinations.

19.4 Initial Preparations for the Theory Examination Period:

- 19.4.1 The number of candidates, day-wise and shift-wise, shall be ascertained on the basis of the examination schedules and the list of candidates registered and admitted for the University examination.
- 19.4.2 Based on the number of candidates and the seating capacity of available halls, the number of examination halls required shall be fixed, and necessary steps taken to make arrangements for the conduct of examinations.
- 19.4.3 The order of appointment of invigilators shall be issued and communicated to the
- 19.4.4 A Control Room and Services Room that are both accessible and secure shall be identified at the examination centre for the entire period of examination.
- 19.4.5 Attendance verification sheets of candidates seated in each examination hall shall be prepared based on the program and semester/year of study.
- 19.4.6 An Answer-booklets stock register shall be maintained at the examination centre and updated after each examination session.
- 19.4.7 A specific number of answer-booklets shall be prepared room-wise, with the University seal affixed.
- 19.4.8 Seating plans shall be prepared for each room and displayed in the respective rooms.
- 19.4.9 It shall be verified that a sufficient number of question papers for each paper have been received in sealed envelopes. The sealed envelopes shall be arranged date-wise, room-wise, and paper-wise, and kept inside a sealed almirah/safe/locker. A copy of the time table shall be kept in the almirah/safe along with the envelopes of question papers. This shall be available for daily reference before removing the envelopes at the scheduled time of the examination.

20. Appointment of Supporting Staff for Examination Centre:

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

21. Duties and Responsibilities of Centre Superintendents:

- 21.1 The COE shall appoint the Centre Superintendent(s) and communicate the appointment order sufficiently in advance of the commencement of examinations. Each examination centre shall have one or more Centre Superintendents (CS), not below the rank of Professor, depending on the number of examinees and examination halls.
- 21.2 A Centre Superintendent who finds it impossible to attend to the assigned duty shall submit the reasons in writing to the COE, along with details of an alternative arrangement (a Professor consenting to serve as Centre Superintendent), sufficiently in advance of the assigned duty.
- 21.3 The Centre Superintendent(s) shall be responsible for the proper and smooth conduct of examinations at their centre. He/She shall take all necessary action before, during, and after the examination for smooth conduct and for the prompt dispatch of answer-booklets to the Control Room/Office of the COE.
- 21.4 The CS shall ensure that the staff in the control room prepares a report of candidates present during the examination session at his/her centre for each program of study and subject of examination, and forwards it to the COE. A record of the usage of answer-booklets in an examination session shall also be prepared.
- 21.5 The CS shall ensure satisfactory seating arrangements for candidates and resolve any contingency issues that may arise. He/She shall ensure that all candidates are treated equally without any discrimination.
- 21.6 The CS shall depute the required number of invigilators in each examination room, with one invigilator allotted for every 20 students or part thereof, as far as possible.
- 21.7 The CS shall ensure that invigilators are allotted rooms randomly, and that no hall invigilator has prior knowledge of the room to which he/she will be posted.



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- 21.8 The CS shall briefly address all supervisory staff prior to the commencement of examinations, reminding them of their duties and responsibilities. He/She shall particularly emphasize the need to prevent malpractices by scrupulously observing rules, and explain the procedure for reporting malpractice cases.
- 21.9 The CS shall inform hall superintendents and candidates that no additional answer booklet will be provided, and that candidates must write only in the booklet supplied by the University.
- 21.10 The CS shall not leave the examination centre during examinations without prior permission from the COE. In case of emergency, he/she shall entrust responsibilities to an eligible faculty member, report the arrangements to the COE, and obtain approval before leaving.
- 21.11 The CS shall ensure that question paper packets for each hall are sealed and untampered before handing them to invigilators, not earlier than 30 minutes before the commencement of the examination.
- 21.12 The CS shall arrange for staff to collect undistributed question papers and answer scripts from the halls at the end of the session.
- 21.13 The CS shall attempt to resolve any serious misprint, wrong code, mistranslation, omission, or ambiguity noticed or reported in the question paper by referring to the original script, and shall not provide clarification unless it is a clear case of misprint. Serious discrepancies shall be reported immediately to the COE by phone and resolved as per instructions.
- 21.14 The CS shall ensure that only candidates with valid admit cards are allowed to appear. If a candidate has lost the admit card, the CS may issue duplicate conditional permission after verifying identity and obtaining an undertaking from the candidate.
- 21.15 If the subject/paper is wrongly indicated on the admit card, the CS may provisionally permit the correct subject/paper after obtaining an undertaking from the candidate. Such cases remain provisional until approved by the University. If the candidate's claim is invalid, the script may not be valued.
- 21.16 The CS shall ensure that no candidate is admitted 30 minutes after the commencement of examinations, and that no candidate leaves the hall within 30 minutes of commencement. Bells shall be rung to mark timings as per Section-11.
- 21.17 The CS shall take action against any examinee indulging in malpractice or attempting to use unfair means, as defined in the relevant section, and report cases as per the guidelines provided.
- 21.18 All answer-booklets confiscated in malpractice/UFM cases shall be packed separately, labeled "Malpractice/UFM Case," and not mixed with regular scripts.
- 21.19 The CS/ACS shall sign all relevant records such as invigilators' attendance sheets, answer-booklet usage records, program/subject-wise attendance summaries, and remuneration acknowledgement sheets.
- 21.20 In case of a major law-and-order problem or any external disturbance at the centre, the COE/Dy. Registrar (Examinations) shall be notified immediately. Any incident potentially causing disturbance or discomfort to students must be reported.

22. Duties and Responsibilities of the Invigilators:

- 22.1 The Invigilators are appointed by the Controller of Examinations to perform invigilation work during the specified sessions of theory examinations conducted by the university.
- 22.2 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.
- 22.3 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.
- 22.4 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.
- 22.5 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.
- 22.6 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"
- 22.7 Invigilators shall ensure that any undesired materials brought by the candidates are left outside the room/building at their own risk.



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- 22.8 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.
- 22.9 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.
- 22.10 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.
- 22.11 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.
- 22.12 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.
- 22.13 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.
- 22.14 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.
- 22.15 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.
- 22.16 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.
- 22.17 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.
- 22.18 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.
- 22.19 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.
- 22.20 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.
- 22.21 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.
- 22.22 The invigilators shall alert the examinees about the time remaining for the examination session.
- 22.23 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.
- 22.24 The invigilator should report to the Centre Superintendent/ACS the cases of insolent, indecent, undisciplined and undignified behavior of candidates.
- 22.25 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.



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- 22.26 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.
- 22.27 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.
- 22.28 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.
- 22.29 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.
- 22.30 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.
- 22.31 Answer Booklets Confiscated due to unfair and malpractice of the candidates shall be handed over separately without mixing them with the regular answer booklets.
- 22.32 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.

23. Duties and Responsibilities of the Flying Squad

23.1 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.

23.2 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.

23.3 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.

23.4 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.

23.5 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.

23.6 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.

24. Specific Duties During University Theory / Subjective Examinations

- 24.1 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.



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- 24.2 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.
- 24.3 The squad shall assess the adequacy of security arrangements and ensure proper maintenance of confidential materials, including question papers and answer booklets.
- 24.4 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.
- 24.5 The squad shall document and immediately report any instances of malpractice, procedural lapses, or irregularities to the Centre Superintendent and the Controller of Examinations.
- 24.6 The squad must ensure strict confidentiality of all findings and act with courtesy and tact, maintaining decorum in every interaction.

25. Examination Session Timings and Bell Alerts:

- 25.1 Unless otherwise notified, the forenoon session of theory examination shall be between 9:30 AM to 12:30 PM for all on-campus examinations.
- 25.2 Unless otherwise notified, the afternoon session of theory examination shall be between 1:30 PM to 4:30 PM for all on-campus examinations.
- 25.3 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.
- 25.4 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:

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.

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

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

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

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.

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

- End of Examination.
- Answer booklets are collected.

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.

26. 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.

27. 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



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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.

- 27.1 Summary of functions of the staff of Room for each day of examination:
- 27.2 Seating Chart be exhibited on the Notice Board.
- 27.3 Instructions to candidates/examinees are exhibited on the Notice Board.
- 27.4 Candidates are assigned to Examination rooms.
- 27.5 Signature of invigilator who report on duty, be taken in the relevant form.
- 27.6 Outer Packet containing the question paper packets for the session is opened, 15 minutes before the commencement of the examination.
- 27.7 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.
- 27.8 Materials are issued to the invigilators from the Control Room. Signatures are taken as an acknowledgement of their having received the materials.
- 27.9 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.
- 27.10 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.
- 27.11 Account of Question Papers is prepared. Entries are made in the concerned Stock Register. Envelopes are retained in safe custody.
- 27.12 Seating arrangement of the next day is prepared. Four copies of the seating map are prepared.
- 27.13 Packets of Main Answer Books, Supplementary Answer Books, and different proforma are kept ready, for the next day.
- 27.14 Superintendent should take rounds to ascertain the performance of duties by the invigilators.
- 27.15 Water should be served to candidates in the Examination Room.
- 27.16 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.
- 27.17 Session report in two copies be prepared and signed for each session of Examination.
- 27.18 Various examination related Forms filled and signed by invigilators, be placed immediately in the corresponding file covers.
- 27.19 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.
- 27.20 Perform any other relevant work/ activity that may be necessary.

28. Answer-booklets

- 28.1 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.
- 28.2 Only University seal shall be used on all the answer book list.
- 28.3 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.

29. Room Arrangements & Seating Arrangement during the Examination

- 29.1 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.
- 29.2 The examination section shall prepare well in advance, the statement regarding seating arrangements for the candidates.
- 29.3 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.



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- 29.4 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.
- 29.5 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.
- 29.6 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.
- 29.7 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.

30. Packing of Answer-booklets after the examination:

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:

- 30.1 Answer books of only one subject and one examination must be packed in sealed packet(s).
- 30.2 Several such packets of answer books shall be bundled and wrapped in appropriate material (cloth/ paper).
- 30.3 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.
- 30.4 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.

31. 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.

- 31.1 Attendance Statements of Candidates sorted Program-wise/ subject-wise, Attendance statement of Superintendents and all staff on examination duty.
- 31.2 Attendance summary Statement Program-wise/ subject-wise be prepared and sent to the Office of COE.
- 31.3 Answer booklets packing list for each bundle/ bag/ box.
- 31.4 Record of the instances of Malpractice/ Misconduct and the related materials such as answer-booklets, incriminating materials and reports of invigilators & CS/ACS.

32. Transportation of Answer-books from Examination Centre to the Office of the COE:

- 32.1 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.
- 32.2 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.

33. Post-Examination Work/ Activities

- 33.1 Pre-Evaluation Processing of Theory Answer scripts
- 33.2 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.
- 33.3 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.

34. Central Evaluation of Theory Answer scripts:

- 34.1 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.



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- 34.2 Only examiners duly appointed by COE/ HOD/Head Examiners, approved by the University should be assigned valuation work and none else.
- 34.3 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.
- 34.4 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.
- 34.5 Daily account to be maintained regarding the number of answer packets valued.

35. Appointment, Duties and Responsibility of Examiners:

- 35.1 No one can claim appointment as examiner or any other examination work as a matter of right.
- 35.2 The COE in consultation with HOD shall appoint examiners for each examination from among the list of eligible examiners.
- 35.3 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.
- 35.4 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 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.
- 35.5 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.
- 35.6 The Examiners shall maintain strict secrecy regarding their appointment and other work allotted in connection with the examinations.
- 35.7 The Examiners shall NOT evaluate the answer scripts NOT related to his/ her subjects.
- 35.8 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.
- 35.9 The examiners shall value the scripts strictly in accordance with the scheme of valuation given by the paper setters, if any.
- 35.10 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.
- 35.11 The examiners shall write 'ZERO' wherever answers do not deserve any marks. The examiner shall total up the marks.
- 35.12 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.
- 35.13 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.
- 35.14 The examiner shall not take the answer scripts out of the valuation center under any circumstances.
- 35.15 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.
- 35.16 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.
- 35.17 The examiner shall prepare marks lists in the prescribed proforma provided for the purpose and shall upload the marks at the exam portal.

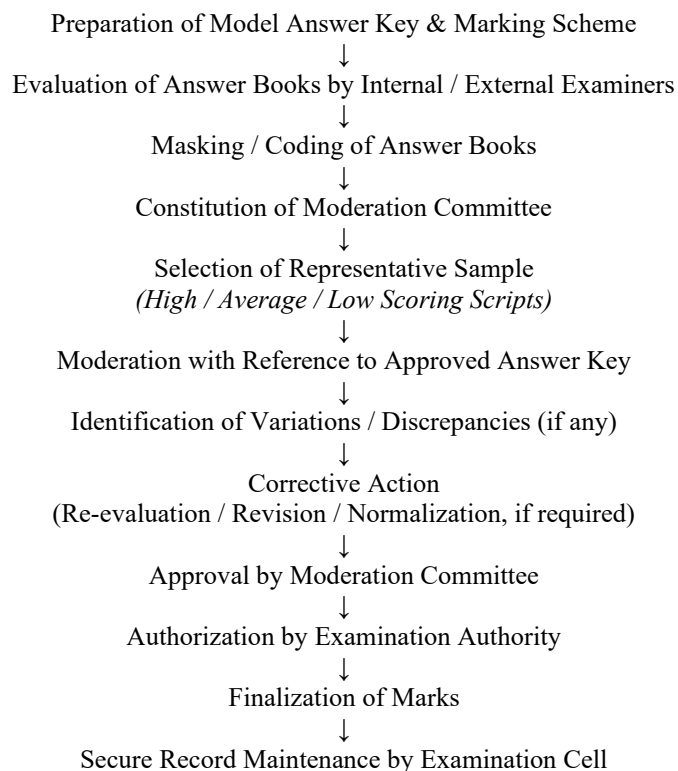
36. Quality Assurance Mechanism for Assessment of Answer Books:

- 36.1 A model answer key and detailed marking scheme are prepared and approved prior to the commencement of evaluation to ensure uniformity in assessment.
- 36.2 All answer books are masked/coded before evaluation to maintain confidentiality and prevent examiner bias.
- 36.3 Answer books are allotted to duly appointed internal and external examiners in the prescribed ratio, as per University/PCI regulations.



- 36.4 Examiners are provided with clear evaluation guidelines to ensure consistency and fairness in marking.
- 36.5 A moderation committee reviews a sample of evaluated answer books to check for uniformity and adherence to the approved marking scheme.
- 36.6 Random scrutiny of assessed answer books is conducted to identify and rectify any discrepancies or deviations in evaluation.
- 36.7 A structured re-evaluation and verification process is in place to address student grievances, in accordance with prescribed rules.
- 36.8 All records related to evaluation, moderation, and re-evaluation are systematically documented and securely maintained.
- 37. Moderation of Answer Books – Prescribed Guidelines:**
- 37.1 Moderation of answer books is conducted as per the approved University Examination Regulations.
- 37.2 A Moderation Committee consisting of senior internal and/or external examiners is constituted by the competent authority.
- 37.3 Moderation is carried out with reference to the approved model answer key and marking scheme.
- 37.4 A representative sample of evaluated answer books (high, average, and low scoring) is selected for moderation.
- 37.5 The moderation process ensures uniformity, fairness, and consistency in the award of marks across different evaluators.
- 37.6 Any variation or discrepancy observed during moderation is recorded and communicated to the Examination Cell.
- 37.7 Corrective measures, such as re-evaluation, revision, or normalization of marks, are undertaken wherever required with due approval.
- 37.8 The identity of candidates and evaluators remains masked throughout the moderation process to maintain confidentiality.
- 37.9 Moderated marks are finalized only after approval by the Moderation Committee and authorization by the Examination Authority.
- 37.10 Proper records of moderation proceedings are maintained securely for inspection and audit purposes.

FLOW CHART: MODERATION OF ANSWER BOOKS





38. Practical/ Clinical/ Viva-voce Examinations

- 38.1 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.
- 38.2 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.
- 38.3 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.
- 38.4 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 Candidate to appear in the examination in exceptional circumstances and after verifying the identity of the candidate.
- 38.5 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.
- 38.6 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.

39. Remuneration/ Honorarium/ Allowances

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

40. Post-Evaluation Data Processing/ Tabulation:

- 40.1 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.
- 40.2 All the data processing relevant to the marks shall be done in these restricted/ classified zones.

41. Marks Tabulation and Validation:

- 41.1 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.
- 41.2 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.
- 41.3 The marks tabulated by the Marks-Tabulator shall be scrutinized and validated by a Validator who shall be appointed by the COE.
- 41.4 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.

42. 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.

43. Award of Grace Mark/ Moderation of Marks:

- 43.1 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.
- 43.2 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.
- 43.3 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.
- 43.4 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.
- 43.5 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.

44. 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.

45. Results Withheld/UFM and their Declaration:

- 45.1 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.
- 45.2 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.
- 45.3 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.
- 45.4 The results reserved for dues payable to university and/or College shall be declared on confirmation of payment of the said dues.

46. Grievances in Examinations

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.

47. Scrutiny of Answer Books

- 47.1 Scrutiny is applicable only for theory papers and shall not be entertained for other components such as practical/ Thesis/ Dissertation etc.
- 47.2 Every application for scrutiny should be submitted by the candidate in the prescribed form along with the prescribed fee.
- 47.3 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.
- 47.4 The application for scrutiny shall be submitted to the Controller of Examinations.
- 47.5 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.



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- 47.6 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.
- 47.7 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.
- 48. Error Correction in Name**
- 48.1 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.
- 48.2 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.
- 49. Miscellaneous:**
- 52.1 Internal Assessment Marks:**
- 52.1.1 The Internal Assessment marks shall be awarded as per the academic regulations of the individual Program.
- 52.1.2 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.
- 50. Post-evaluation Custody and Disposal of Answer-scripts**
- 50.1 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.
- 50.2 Appropriate staff shall be assigned the responsibility of safe-keeping of the answer-scripts till they are approved by the VC for safe disposal.
- 50.3 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.
- 50.4 Answer-scripts shall be made available from the storage area for purposes such as Photocopying/ Re-totalling etc. Such transactions shall be recorded.
- 50.5 The details of all Answer-scripts so shredded/ destroyed/ disposed shall be documented and certified by the COE.
- 51. Scribes for Disabled Candidates**
- 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.
- 52. Examination Audit:**
- 52.1 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.
- 52.2 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

Collection of Study/Evaluation Scheme of Examination, Syllabi and BOS approved
Panel of Examiners from respective departments



Question paper setting (on-line/offline)-Offer letter to paper setter



Collection, typing & Scrutiny/moderation of question papers



Printing of question papers



Declaration of schedule of examinations (On-line)



Preparation of seating plan



Packing of question papers according to seating plan



Issue of Admit card (Through respective Head of the Departments)



Appointment of CS/ACS, Observers, Flying Squads, Invigilators, and examination staff



Distribution of answer booklets and question papers to invigilators
(Name of Invigilator, Employee ID, Department, Designation, Phone Number)



FLOW CHART FOR EVALUATION OF ANSWER COPIES

Room wise Collection of Answer booklets, verification and absentees form from invigilators

↓

Compilation of answer booklets as per the subject codes

↓

Compilation of data for used and unused answer copies (A & B)

↓

Compilation of data for UFM (If any), collection of copies separately
(Details required on the UFM form: Name of Student, Father's name, Roll No., Program, Year/Semester, Subject Code, Date of Examination, No. of copies used, pack with filled UFM form)

↓

Coding of Copies
(Dummy no. created in advance)
(Details required on the provided form: Date of Coding, name of coder, employee ID, Designation, Dept., No. of Copies/Bundle issued, sign of undertaking form)

↓

Evaluation of Answer Copies
(Details required on the provided form: Name of Evaluator, Faculty ID, Department, Designation, Phone Number, no. of copies/bundle issued, subject code, subject name, date on which evaluation completed)

↓

Marks Feeding by Teacher using dummy Code only

↓

Print of Award List

↓

Submission of award list and answer copies by evaluator with the provided form

↓

Scrutiny of Copies
(Details required on the provided form: Name of Scrutinizer, Dept., Designation, Phone No., e-mail ID, Employee ID, no. of bundle/copies issued)

↓

Editing of Marks in Case of Discrepancy
Details required on the form: Name of Evaluator, employee ID, Dept., Subject Code, Marks before Scrutiny, Marks after Scrutiny, Difference of marks)

↓

Generation of TR through Exam App

↓

Result Declaration (Date)

↓

Printing of marksheets/degrees

↓

CONVOCATION



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Answer Scripts Evaluation Transparency Policy:

1. Introduction

Integral University is committed to maintaining fairness, accountability, confidentiality, and academic integrity in all examination and evaluation processes. The University shall ensure a transparent, unbiased, and student-centric evaluation system in accordance with the provisions of the University Ordinances, Academic Regulations, and guidelines issued by statutory and regulatory authorities from time to time.

The purpose of this policy is to establish uniform procedures and mechanisms for transparent evaluation, timely declaration of results, and effective grievance redressal.

2. Objectives of Evaluation Transparency:

The objectives of maintaining transparency in evaluation are:

1. To ensure fair, impartial, and uniform assessment of students.
2. To maintain the credibility and sanctity of the examination system.
3. To promote accountability in evaluation and result processing.
4. To minimize errors, discrepancies, and delays in declaration of results.
5. To provide students with appropriate mechanisms for clarification, scrutiny, and grievance redressal.
6. To uphold academic ethics and institutional integrity.

3. Evaluation Procedures:

3.1 Confidentiality of Evaluation

- a) All answer scripts, mark sheets, and evaluation records shall be treated as confidential documents.
- b) The identity of students shall remain concealed, wherever applicable, through coding/barcoding or other approved confidential mechanisms.
- c) Evaluators, examiners, moderators, and examination personnel shall maintain complete confidentiality regarding the evaluation process and awarded marks.

3.2 Appointment of Examiners

- a) Evaluation of theory, practical, project, dissertation, seminar, viva-voce, and thesis work shall be conducted by qualified internal and/or external examiners approved by the statutory bodies/competent authority.
- b) External experts may be appointed to ensure impartiality, objectivity, and maintenance of academic standards.

3.3 Timely Evaluation

- a) All evaluators shall complete evaluation work within the timelines prescribed by the Office of the Controller of Examinations.
- b) Departments and faculty members shall strictly adhere to the copy-showing and result-processing schedules as notified in the Academic Calendar.
- c) Undue delay in evaluation without valid justification may invite appropriate administrative action.

3.4 Moderation and Verification:

- a) The University may constitute moderation committees or appoint moderators for maintaining uniformity and consistency in evaluation standards.
- b) Random verification, scrutiny, and cross-checking of evaluated answer scripts may be carried out to minimize discrepancies and human errors.
- c) Totaling errors, unevaluated answers, and discrepancies in marks entry shall be rectified immediately upon detection.

4. Copy Showing and Student Access:

- a) The University shall provide copy-showing facilities or answer script review mechanisms as per the prescribed rules and schedule.
- b) Students may seek clarification regarding awarded marks through the prescribed procedure.
- c) No unauthorized person shall access confidential evaluation records or answer scripts.

5. Re-evaluation and Scrutiny

- a) Students may apply for scrutiny/rechecking/re-evaluation as per the rules notified by the University from time to time.
- b) Scrutiny may include verification of:



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- totaling of marks,
- unchecked answers,
- discrepancies in mark transfer,
- and result processing errors.

c) The decision of the competent authority regarding re-evaluation/scrutiny shall be final and binding.

6. Digital Evaluation and Result Processing

a) The University may adopt ERP-based, digital, or automated systems for:

- evaluation
- mark entry,
- attendance management,
- result processing,
- and examination record maintenance.

b) Appropriate safeguards shall be maintained to ensure data integrity, confidentiality, and prevention of unauthorized access.

7. Duties and Responsibilities of Evaluators

All evaluators and examination personnel shall:

1. Evaluate answer scripts fairly and objectively.
2. Follow approved marking schemes and evaluation guidelines.
3. Maintain confidentiality and integrity of examination records.
4. Complete evaluation within the stipulated timeline.
5. Avoid favoritism, negligence, or any act compromising examination sanctity.
6. Cooperate with the Examination Cell for timely result processing.

8. Grievance Redressal

a) Students having grievances related to examination or evaluation may submit representations to the Office of the Controller of Examinations through proper channel.

b) The grievances shall be examined and resolved as per university rules within a reasonable time frame.

9. Disciplinary Provisions

Any violation of examination confidentiality, evaluation procedures, moderation guidelines, or result-processing norms by students, faculty members, evaluators, or examination personnel shall be treated seriously and may invite disciplinary action as per university rules and service regulations.



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ANNEXURES



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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



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.

2. No question should be asked outside and beyond the syllabus.
3. The figures and symbols in Mathematics and the technical terms in other subjects should be written very clearly.
4. The question paper should be such that a candidate can answer the required number of questions within the allotted time.
5. The paper setters are requested to fill the form to facilitate prompt payment of remuneration.
6. While setting the question paper following points may kindly be noted:
 - (a) The question paper should be legible and no abbreviations should be used.
 - (b) Question paper should be set in:
 - (i) English (for all courses, unless specified).
 - (ii) English and Hindi (for B. Ed./M.Ed./BFA and Diploma Courses only).
 - (iii) Urdu (for the subject of Urdu in B.Ed. / M.Ed. / D.El.Ed. Course only).
 - (c) 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.
7. You are requested:
 - (a) 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.
 - (b) To treat the matters strictly confidential. The Integral University takes great care not to disclose the names of the Paper Setters / Examiners.
 - (c) 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

INTEGRAL UNIVERSITY <small>LUCKNOW - INDIA</small>							
INTEGRAL UNIVERSITY, LUCKNOW VERIFICATION FORM Even Semester/Annual Examination, Session 2024-25							
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/ Marksheets. 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/ Marksheets required: Regular _____ Semester/Year Carryover _____ Semester/Year _____

Authorization (in case student is not available):

I authorize _____ to collect my above-mentioned Degree /Grade Report/ Marksheets. 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/ Marksheets:

Duplicate Degree /Grade Report/ Marksheets 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/ Marksheets 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/Marksheets after depositing all my dues, if any.

Yours faithfully,

(Signature of the candidate)

(After receiving the Degree / Grade Report/Marksheets)

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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इंटीग्रल विश्वविद्यालय



INTEGRAL UNIVERSITY
LUCKNOW - INDIA



Form for Recording Discrepancy during Answer Book Evaluation

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

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

Types of Discrepancy (✓)

- i. Question/s not evaluated/ Marks not awarded
- ii. Marks not included/written in the cage of cover page
- iii. Wrong marks written in the cage of cover page
- iv. Total marks written on the cover page/award list is/are incorrect
- v. 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.....



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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 (✓)

- i. Question/s not evaluated/ Marks not awarded
- ii. Marks not included/written in the cage of cover page
- iii. Wrong marks written in the cage of cover page
- iv. Total marks written on the cover page/award list is/are incorrect
- v. Marks written in different cage
- vi. 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.....



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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		Full Name:
5		Department:
Name of Head Examiner:		
Signature:		Employee ID No.:
Date:		Mobile No.:



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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
First Year : 1438/ 1700	Co-Curricular	Z060601T/LN340	75	62	25	23	100	85	2	A ⁺
Second Year : 1444/ 1700	Major	B020603P/CH355	75	68	25	24	100	92	2	O
Fifth Sem : 592/ 700	Major	B190604R/CH346	100	90	--	--	100	90	3	A ⁺
CGT : 4188/4900	Major	B190607P/CH349	75	65	25	24	100	89	2	A ⁺
Result : Pass	Total		625	545	175	169	800	714	25	
Division : First Div. with Honours	ESE Carryover paper/s: NIL									
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
First Year : 1145/ 1700	Co-Curricular	Z060601T/LN340	75	59	25	24	100	83	2	A ⁺
Second Year : 1141/ 1700	Major	B020603P/CH355	75	55	25	20	100	75	2	A
Fifth Sem : 424/ 700	Major	B190604R/CH346	100	72	--	--	100	72	3	A
CGT : 3212/4900	Major	B190607P/CH349	75	51	25	21	100	72	2	A
Result : Pass	Total		625	362	175	140	800	502	25	
Division : First Div.	ESE Carryover paper/s: NIL									
SGPA : 6.50										
CGPA : 6.70										

Collated By

Checked By

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.



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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

Subject Codes & Names	Third Semester			Fourth Semester			Letter Grade
	Maximum Marks Exam.Sess.Total	Marks Obtained Exam.Sess.Total	Letter Grade	Maximum Marks Exam.Sess.Total	Marks Obtained Exam.Sess.Total	Letter Grade	
<i>Theory Subjects</i>							
CE201 Fluid Mechanics	60 40 100	07 30 37	F	CE-209 Hydraulic & Hydraulic Machines	60 40 100	21 37 58	E
CE202 Basic Surveying	60 40 100	10 29 39	F	CE-210 Advance Surveying	60 40 100	21 28 49	P
CE203 Building Material and Construction	60 40 100	31 32 63	D	CE-211 Concrete Technology	60 40 100	26 25 51	P
CE204 Strength of Material	60 40 100	11 29 40	F	CE-212 Structural Analysis-I	60 40 100	21 27 48	P
ES-202 Disaster Management	60 40 100	33 33 66	C	CS-203 Cyber Law & Information Security	60 40 100	28 36 64	D
MT201 Engineering Mathematics-III	60 40 100	04 30 34	F	MT-205 Computer Based Numerical Techniques	60 40 100	43 26 69	C
<i>Practical Subjects</i>							
CE206 Basic Survey Field Work	40 60 100	28 43 71	C	CE-213 Hydraulic & Hydraulic Machines Lab	40 60 100	32 50 82	A
CE205 Fluid Mechanics Lab	40 60 100	27 41 68	C	CE-214 Advance Survey Field Work	40 60 100	26 51 77	B
CE208 Material Testing Lab	40 60 100	23 48 71	C	CE-215 Concrete Technology Lab	40 60 100	27 45 72	C
CE207 Building Planning & Drawing	40 60 100	26 50 76	B	MT-209 Numerical Techniques Lab	40 60 100	32 52 84	A
Total :	520 480 1000	200 365 565		Total :	520 480 1000	277 377 654	

Audit Course:
 BM-226 Human Values and Professional Ethics | 50 -- 50 40 -- 40

Carryover Paper(s) (ESE) : 4 Codes : MT201 CE201 CE202 CE204
 Carryover Paper(s) (CA) : NIL Codes : NIL

Grace Marks (if any) : NIL

Marks Obtained / Maximum Marks	Result	
	ESE	CA
Third Semester	CP-4	CP-0
Fourth Semester	PCP	
Grand Total	654 / 1000 1219 / 2000	

Semester	Earned Credit	SGPI	Overall CGPI
Third	27	2.74	4.78
Fourth	27	5.44	

Prepared By : *Abhishek*
 Checked By : *Abhishek*

Controller of Examinations

Issue Date : 15/07/2017

Front page



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INTEGRAL UNIVERSITY
LUCKNOW

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

इंटीग्रल विश्वविद्यालय



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. Mujebul 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	6.0	6.0
	ME502	Advanced Materials Science	4	B		
	ME503	Production Operations Management	4	C		
	ME504	Production Engineering I	4	P		
	ME505	Production Engineering I Lab	2	D		
2020-21 II	ME506	Work Science	4	D	6.8	6.4
	ME507*	Total Quality Management	4	C		
	ME508	Plant Layout and Material Handling	4	C		
	ME509	Production Engineering II	4	C		
	ME510	Production Engineering II Lab	2	C		
2021-22 III	ME601	Advanced Manufacturing Processes	4	C	8.2	7.0
	ME603	Advanced Welding Technology	4	O		
	ME605	Friction and Wear	4	O		
	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. $SGPA = \frac{(EGP)}{\sum(\text{Course Credits})}$ For Course(s) in which exam registration is done in the current semester.
2. $CGPA = \frac{(EGP)}{\sum(\text{Course Credits})}$ For Course(s) in completed semester including current semester.
3. $EGP = \sum (\text{Course Credit} \times \text{Grade Point})$
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: $\text{Marks}\% = \text{CGPA} \times 6.5 + 25$
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>



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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

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

in
First Division

Seal

PHOTO COPY




Vice Chancellor

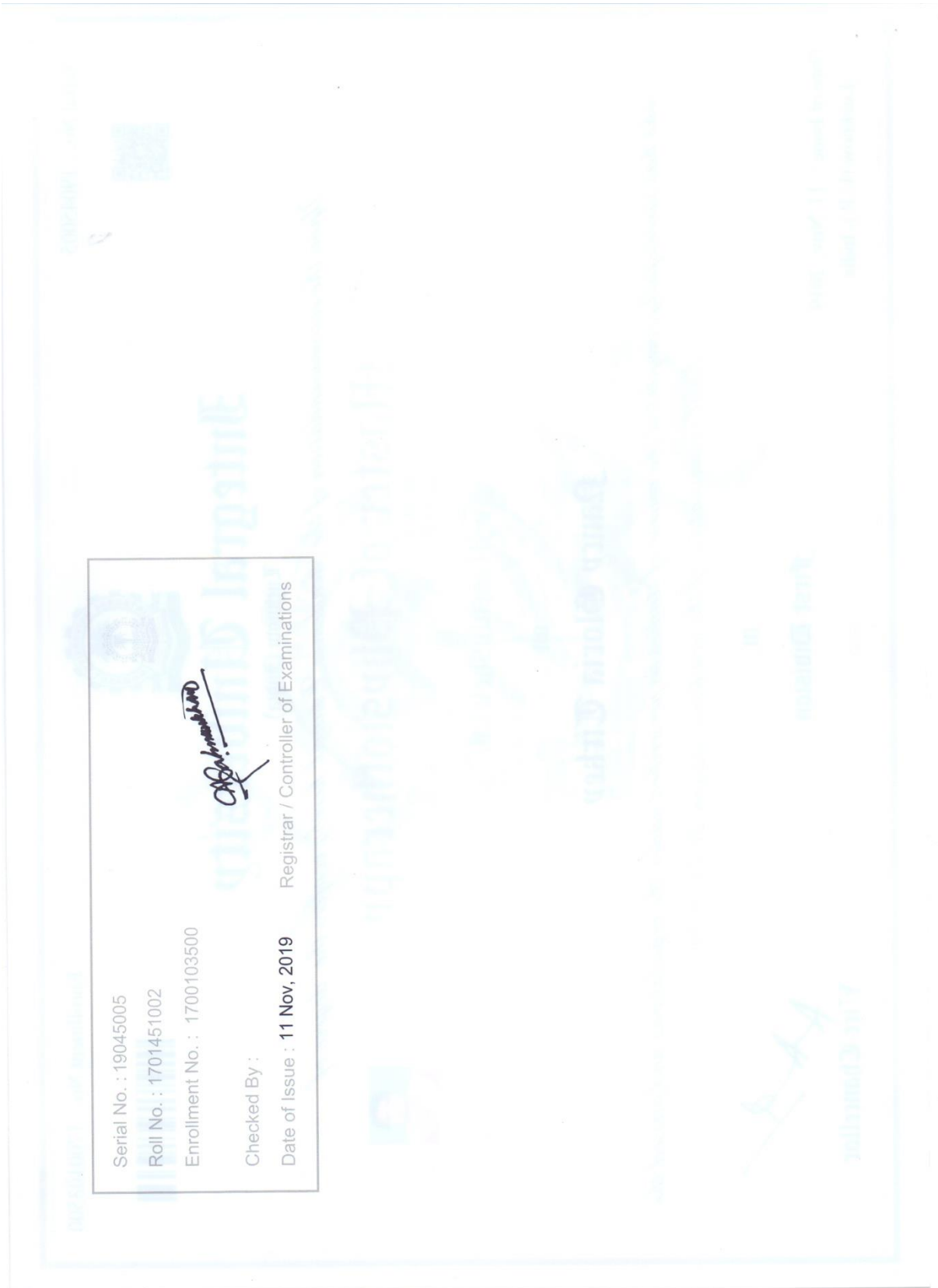
Date of Issue : 11-Nov, 2019
Lucknow (U.P.), India

Front page



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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

The Ph.D. Program runs under the **Faculty of Doctoral Studies and Research**. Part of the program under the Examination Section is as follows:

1. Course Work

1.1 All registered Ph.D. scholars shall normally complete the prescribed coursework within the initial two semesters. The coursework details, as per UGC guidelines, include:

- **Research Methodology** – 4 credits
- **Research & Publication Ethics** – 4 credits
- **Subject Paper** – 4 credits

Total = 12 credits (100 marks each).

Coursework shall be assigned by the RDC or RDSC in consultation with the department, based on the scholar's research interest (Clause 9(1), UGC Ph.D. Regulations, Nov. 2022).

1.2 Grades in coursework (including Research Methodology) shall be finalized after combined assessment as per the approved scheme:

- 80% – Theoretical Written Examination
- 20% – Internal Evaluation (5% attendance, 15% presentation).

A scholar must secure a minimum of **55% marks** in each paper, or its equivalent grade in the UGC 7-point scale/CGPA system.

1.3 Ph.D. scholars are expected to pass the coursework in the first semester to begin research work after title and synopsis approval by the RDC. If a candidate is unable to appear in the first semester, he/she may be allowed to appear in the 2nd or 3rd semester.

1.4 If a scholar fails the first attempt, one additional attempt shall be allowed. Failure thereafter may lead to cancellation of Ph.D. registration. In extraordinary circumstances, the Vice Chancellor may permit a final attempt; however, until coursework is cleared, no research work shall be undertaken.

1.5 Candidates with a **B.Tech. degree and two years of relevant experience** must complete 6 courses of at least 4 credits each (total 24 credits), including the coursework mentioned in Clause 6.1.

1.6 Coursework may be completed in **Offline, Online, or Hybrid Mode**. Online courses (e.g., NPTEL, MOOCS, SWAYAM, or via ILI-LMS) are permitted with prior approval, and may count toward credit requirements.

2. Grades and Credit Points

2.1 The **total minimum credit requirement** of the Ph.D. Program is **100 credits**:

- Coursework = 12 credits
- Research Work (RDCs) = 88 credits

Credits are earned through written examinations, presentations, progress evaluations in RDCs, and overall performance during the Ph.D. Program.

2.2 At the end of each semester, scholars are awarded relative letter grades in each course and RDC, based on performance in assessments (written exam, oral presentation, research progress, and attendance).

2.3 The University shall follow a 7-point scale of letter grades: **O, A, B, C, D, P, and F**. Each grade is associated with a numerical value (Credit Point) on a 7-point scale (see Table 1).

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			
1	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			
	2	Third RDC	20	Objective assessment/Methodology			
				Work Project/Literature review/ Publication preparation/Publication	5		
3	Fourth RDC	20	Work Progress	5			
			Presentation	5			
			Objective assessment	5			
			Work Project/Literature review/ Publication preparation/Publication	5			
	3	Fifth RDC	20	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. 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: $SGPI = (C1G1 + C2 \times Zero + C3G3) / (C1 + C2 + C3)$

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

- 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.**



- 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.
- 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.
- 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.
- 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.
- 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.
- 5. Evaluation of Thesis:**
- 5.1 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%.
- 5.2 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).
- 5.3 The thesis shall be sent to the approved three examiners for evaluation. A maximum of one months shall be 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.
- 5.4 The examiners shall specifically report and recommend whether the thesis be:
- 5.5 Approved as it is for Viva Voce
- OR
- 5.6 To be resubmitted after revision/ extension/ modification of work.
- OR
- 5.7 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.



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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.

- 5.8 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.
- 5.9 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.
- 5.10 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.
- 5.11 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.
- 5.12 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.

6. 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.

7. Depository with INFLIBNET

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.

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

8.1 Selection Process and Eligibility:

- 8.1.1 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.
- 8.1.2 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.



- 8.1.3 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.
9. **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).
10. **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.
11. **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.
12. **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.
13. **RDC Meetings and Pre-Ph.D. Presentation:**
- 13.1 After Ph.D registration, the scholars must attend the prescribed RDC meetings online for assessment to 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
- 13.2 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.
14. **Ph.D. submission:**
- 14.1 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.
- 14.2 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.
- 14.3 The thesis shall be evaluated as per the prescribed rules and all other procedures as prescribed in the university ordinances shall be observed.
- 14.4 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.
15. **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.
16. **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, Practical 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 shall be booked for the same.

- 1.1.1 Candidate blatantly disobeying the instructions of the center 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 center/ 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 center.
- 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 or Use of Unfair means:

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 favor 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 or Use of Unfair means 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:

- 1.4.1 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.
- 1.4.2 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.
- 1.4.3 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 Examination Sub Committee (ESC) - Constitution, Powers and Functions:

- 1.5.1 The Examination Sub Committee (ESC) shall be appointed by the Vice-Chancellor.
- 1.5.2 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.

1.6 The Protocol and Procedure for Enquiry of Errant Examinee/ Candidate during Examinations:

- 1.6.1 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.



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- 1.6.2 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.
- 1.6.3 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.
- 1.6.4 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.
- 1.6.5 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.
- 1.7 **Punishments for Malpractice or Use of Unfair means/Misconduct:**
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 misconduct, malpractice or use of unfair means (UFM). The recommended punishment(s) shall be subject to review and/or moderation by the Vice-Chancellor.

Disciplinary Action/ Punishment / Penalty for all the theory Regular/Carryover courses during Semester-End Examination:

S.N.	Case	Disciplinary Action/ Punishment / Penalty
1.	For all acts under Malpractice or use of Unfair Means and Misconduct (clauses 1.1, 1.2 and subclauses therein) with proven evidence of unauthorized material is found in the possession of the student while writing the examination and is also utilized by him / her.	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. The cancelled papers will include: 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. However, the student will be allowed to appear in the practical examinations. In the annual examination system, two theory papers will be cancelled as punishment: 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.
2.	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.	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. <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.
3.	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.
4.	Unauthorized material is found in the possession of the student while writing the examination but is not utilized by	May be exonerated with warning/undertaking



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	him/her and also was not related to question paper.	
5.	A candidate is found guilty under point-1 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.	Cancellation of the concerned examination paper.

1.8 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.

1.9 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.



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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.
- 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 acts under Malpractice / Unfair Means and Misconduct / Misbehavior.
- 2.3.2 Cancellation of both the concerned subject papers and practical examinations for any acts under Malpractice / Unfair Means and Misconduct / Misbehavior with proven evidence of copying the answer in the answer sheet.
- 2.3.3 In both clauses (2.3.1) and (2.3.2), students shall be permitted to appear in the supplementary/year back examination.
- 2.3.4 In case a student's paper is cancelled due to charges of unfair means and the student is permitted to appear in the supplementary examination, the internal assessment marks already awarded shall remain unchanged and will be carried forward.
- 2.3.5 Cancellation of the Practical Examination of concerned subjects for all acts under Malpractice / Unfair Means and Misconduct / Misbehavior.
- 2.3.6 Cancellation of the concerned examination (Theory/Practical) in case of destruction of evidence by the student (e.g., swallowing of paper chits).

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 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.
2.	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.
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-1 given above and is caught red handed in any subsequent forthcoming End Semester Examination.	He/she may be debarred from the University.



INTEGRAL UNIVERSITY

इंटीग्रल विश्वविद्यालय

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: