EXAMINATION MANUAL

Examination is a core activity of any educational institute. In university, the exams are carried out in the semester method, that takes place once in a six months. This is well accepted model in higher education domain and it promotes learning. Semester system promotes continuous learning and inculcates regular studying habits among the students. The students get an opportunity to learn more using the continuous learning method. The students do not keep the things for last one month and would learn throughout the semester. The teacher could be more focused as the number of classes is limited and they have to deliver best in the given time. They get newer challenges and have to be innovative. Semester system is adopted by most of the institutes of higher education. The advantages of this system are well established and it is proven that the amount of learning is much more than regular annual system.

The present 'Examination Manual' aims at guiding the effective, efficient and lawful conduct of university examinations comprising correspondence program, diploma and certificate courses, UG and PG programs and Doctor of Philosophy programs.

This Examination Manual is structured around four broad dimensions:

(a) Legislative Framework

(b) Pre-examination process

(c) Examination process and

(d) Post-examination process.

Examination Manual Committee

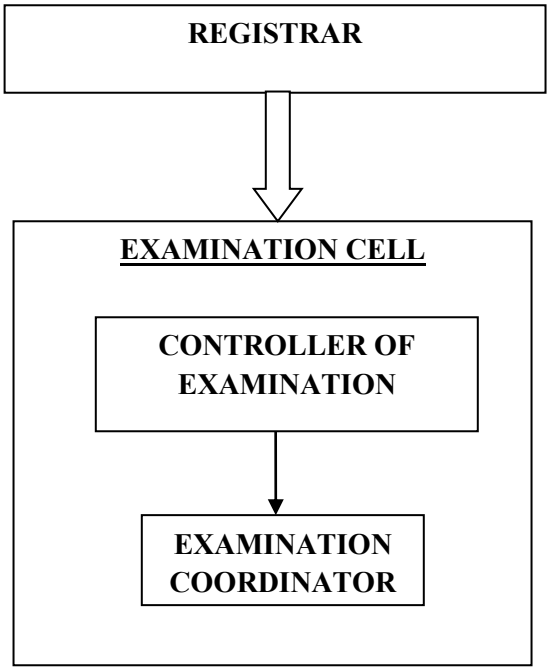
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CHAPTER-I

1.1 ORGANIZATIONAL STRUCTURE



1.2 INFRASTRUCTURE

SL. No	ITEM	NO
1	HP Server	1
2	Barcode Readers	2
3	Xerox Machines	2
4	Systems	5
5	Printers	4
6	UPS	5
7	Surveillance Cameras	3

CHAPTER-II

2.1 ROLES AND RESPONSIBILITIES OF EXAMINATION CELL:

a) The University shall have an Examination Cell headed by Controller of Examinations (CoE).

b) The Controller of Examinations will be a permanent faculty member of the university, who will be reporting the Registrar of the University..

c) The Controller of Examinations shall be assisted by Deputy Controller of Examinations (if any), along with other office support known as Examination Coordinators.

d) As a member of Examination Committee, Director and Dean-Academics of the University will be the by default member of the Examination Cell.

e) In case of any dispute, difference of opinion in interpretation of the guidelines regarding the examination given in the University's compliance or any other matter not covered in those guidelines, the decision of the CoE on that matter discussed in the forum with the Registrar/Director (or both), and Dean-Academics/ Associate Dean of the University shall be final and binding.

f) In the event of any emergency, notwithstanding anything contained in the University guidelines, the competent authority may take such decision/action on behalf of the aforesaid forum as deemed appropriate and shall place the same before the forum in its next meeting for approval.

2.1.1 Controller of Examination (CoE):

a) CoE is the authorized person to implement all rules and regulation laid by University Examination Cell,

b) He is an authorized person to declare results, grades and printing grade cards. He is in charge of all examination process for smooth functioning.

c) The CoE shall prepare the examination schedule and plan for dates of declaration of the results at the beginning of the semester and notify the same to the Dean–Academics to prepare the Academic Calendar of that particular semester.

d) Mid Semester Examination (MSE), End Semester Examination (ESE), Makeup Examination, Practical Examinations, Sessional Viva voce shall be conducted centrally through CoE office along with its assessment.

e) Declaration of time schedule, name list, summary list, ledger printing for various examinations is done by the CoE office.

f) CoE is responsible for the Stationary purchasing, coding, its supply and record keeping and preparation of Examination Cell Budget.

g) CoE does the appointment of paper setter, Examiners, Evaluators, Sr. Supervisor, and other related staff for the examination during examination.

h) CoE does the collection and moderation of the question papers, selects the final Question paper Set, does the vetting and printing of the question paper, and remain responsible for it's security.

i) CoE is responsible for the collection of answer booklets after examination, docketing and coding of answer booklets and conduction of centralized evaluation through appointed evaluers to declare the result on time and produce the grade sheets. Examination Cell budget preparation.

j) CoE is the Authorized signatory for grade cards, results and other academic documents of a student like Transfer Certificate, Migration Certificate, Degree Certificate etc.

k) The Controller of Examination (CoE) shall oversee and ensure the effective operation and management of the Examination Module of the ERP system, including supervision of all related processes, data integrity, and timely execution of examination activities.

2.1.2 Examination Coordinator:

The Examination Cell shall have a team of Examination Coordinators who assist the Controller of Examination (CoE) in organizing and conducting all internal and external examination processes. They work in coordination with faculty, staff, and students to ensure that examinations are conducted smoothly as per the prescribed timelines and in accordance with the guidelines and procedures outlined in the Examination Manual.

They shall also support inventory management, documentation, and data handling related to examinations, including capturing, storing, processing, and generating reports and analysis of examination data.

2.1.2.1 Roles and responsibilities

a) The Coordinator shall assist in the operation and management of the Examination Module of the ERP system under the supervision of the CoE.

b) The Coordinator shall ensure accurate data entry and updating of student records, examination forms, attendance, marks, and results in the ERP system.

c) The Coordinator shall assist in generating examination-related reports, result analysis, and data extraction from the ERP system.

d) The Coordinator shall coordinate with technical teams to resolve ERP-related issues pertaining to examination processes.

e) The Coordinator shall ensure data accuracy, integrity, and confidentiality within the ERP system at all stages of examination processing.

2.1.2.2 ERP-Related Responsibilities:

a) The exam coordinator will be responsible for streamlining the different exams for students (offline and online) under the guidance of Controller of Examination.

b) Exam coordinator will coordinate the availability, stock and distribution of examination materials during examination along with the management of different kind of paperwork related to the examination.

c) The coordinator will help the COE in scrutiny of examination timetable before releasing to students, liaising between faculties and students, and act as resource person and resolves problems.

d) The coordinator will help the COE to manage different examinations as per the academic calendar and will help the COE to keep the record of the examinations.

e) The coordinator will help the COE in preparation of seating plan of students, attendance sheets, invigilator's formats etc during examination.

f) The coordinator will help the COE in preparation of dockets before and after the examination with full secrecy.

CHAPTER-III

3.1 ACADEMIC CALENDAR OF THE SEMESTER:

Dean academics in consultation with other functionaries of the university prepare the academic calendar before commencement of the academic year and communicate to all the concerned to inform the academic program and various examinations schedule to be conducted in the semester. The examination cell, based on the approved academic calendar, will prepare a time-table for events to be conducted like internal and external theory and lab examinations, evaluation etc. Identification of subject experts is done in communication with respective HOD for Question paper setting and evaluation.

3.2 TIME FRAME:

SL. No	ITEM	TIME FRAME
1	Preparation of Academic Calendar	First week of June of that Academic Year
2	Quotations for Examination materials	First week of June of that Academic Year
3	Examination Fee Notification	2 weeks before commencement of examinations
4	Requisition of Question Papers	8 weeks before commencement of examinations
5	Time-Tables	2 weeks before commencement of examinations
6	Finalizing Detained List	2 weeks before commencement of examinations
7	Invigilators Notifications	1 week before commencement of examinations
8	Preparation of Exam Material	1 week before commencement of examinations
9	Results	7 weeks after completion of examinations
10	Recounting and Revaluation	Notification along with results

CHAPTER-IV

4.1 UNIVERSITY EXAMINATION

1. The University should hold examinations for all such Academy programs as approved by the academic council and it may notify from time to time for awarding bachelors/ Master's degrees, Under-graduate /Post-graduate diploma and certificates, as the case maybe as per the prescribed schemes of Teaching & Examinations and syllabi as approved by the Academy Council.

2. Examinations of the University shall be open to regular student and ex-students. Provided that the Academy Council may allow any other category of candidates to take the university examinations for any specified academy program subject to the fulfilment of such conditions as may be laid down by the Academy Council from time to time.

3. No person who has been expelled or rusticated from the university or has been debarred from appearing at the university examination shall be admitted to any examination during the period for which the sentence is in operation. Provided further that, a student may be debarred from appearing in the semester year and examination due to shortage of attendance and other reasons as provided in any other Ordinance of the university.

4.1.1 Enrollment Process

Every student taken admission in any of the program of the university, needs to complete his / her enrollment process to be appeared in university examination. To complete the enrollment process student will have to make sure that:

1. The tuition fee is cleared for the first installment.
2. The hostel fees is cleared for six months (if availing the services)
3. The transport fees is cleared for six months (if availing the services)

(NOC taken from Accounts Dept. to be produced to prove the eligibility on above terms)

Along with above, students need to submit the following documents compulsorily with the enrollment form to complete the enrollment process:

1. Copy of the mark sheet of 10th Class- 2 sets: to support your eligibility of date of birth (age)
2. Copy of the mark sheet of 12th Class- 2 sets: to support you eligibility of education for undergraduate/post graduate/post graduate diploma program.
3. Copy of the mark sheet of UG Degree (Applicable only for PG students and PG Diploma students) -2 Sets: to support your eligibility for post-graduation program

4. Recent Passport Size color photograph- 10 Nos.
5. Transfer Certificate (TC) in original provided by School / College (photocopy is neither valid nor acceptable) (Mandatory only for 3Y/4Y degree program or 2 Years Post Graduate program.)
6. Migration Certificate in original provided by the Board / University (photocopy is neither valid nor acceptable) (Mandatory only for 3Y/4Y degree program or 2 Years Post Graduate program.)
7. Gap Certificate in original issued by Notary. (Only for those who have gap between their previous certification course (schooling or graduation) and current program in which they have admitted in.)
8. Medical Fitness Certificate (if applicable)
9. Learning Disability Certificate from recognized Govt. hospital (if applicable)
10. Copy of Aadhar Card

**** Note: Failing to complete the enrolment process can disqualify anyone as a student of the University and he / she will not be allowed to appear for the end semester examinations.***

****Note:***

- ***In case if the University rejects the enrollment while pursuing the program, on account of unavailability of the required documents, admission will stand cancelled and no claim will be considered on academic behalf.***
- ***If the student is suffering from any learning disability, it should be informed to the Institute at the time of enrollment itself with relevant documents and proofs.***

Examination Process:

- Every student who has successfully completed the enrolment process and received his/ her enrolment no /id needs to fill up and submit the examination form to appear in an end term examination. But before going for examination form submission students need to make sure following:
    - The tuition fee is cleared till date as mentioned in the fee schedule.

- The hostel fees is cleared for six months (if availing the services)
- The transport fees is cleared for six months (if availing the services)
- (NOC taken from Accounts Dept. to be produced to prove the eligibility on above terms)

- Students also need to make sure that they fulfill the eligibility conditions under attendance criteria for filling up and submitting the examination form. Rules of attendance are as follows:
  - The semester attendance will be finalized by the HOD concerned before one week of the date of examination form submission for a particular semester.
  - 75% attendance in each subject (which includes theory classes, practical sessions, seminars and functions with other time to time organized academic sessions) is mandatory to qualify for writing the end term theory and practical examination for that particular semester.
  - Students with less than below 75% attendance will not be allowed to write the end term examination of that particular semester.
  - A relaxation in the maximum extent of 15% of the total attendance can be accorded to student by the Vice Chancellor on account of following
    - Sickness
    - Attendance at NCC/N.S.S. camp and parades
    - Participation as a member of the University team in any inter or intra University competition
    - Participation on the University functions
    - Prescribed educational tours / field trips field work
    - Any other event approved by university

    (Attendance record with supporting proof of documents prescribed by university under rules and regulations of university, duly signed by the concerned authority/ teacher incharge, and counter signed by the head of the department must reach and forwarded by Vice Chancellor's office within two weeks of activity is mandatory to provide such relaxation)

- ***Note: It is the sole responsibility of a student to monitor his/her attendance periodically.***
- Students fulfilling the attendance criteria and having NOC from the Accounts Department need to duly fill up the prescribed examination form of the university and submit it to the university

paying the required examination fee, on or before prescribed date with all the mandatory documents of eligibility and required examination fee of that particular semester.

- Upon submission of the examination form, the examination form and submitted supporting documents will be verified by the office of the controller of examination.
- Office in turn generates the Admission Card to all the eligible students which they need to produce during examination any time whenever asked to prove and support their eligibility and validity for the examination.
- After successfully appearing in all the theory and practical subjects of end term examination and upon the valuation of answer scripts result will be declared. Students need to understand the rules of result very carefully.
- Office of the controller of the examination holds the authority to reject an incomplete examination form or an examination form submitted without required eligibility proof.

Note: A student unable to submit the examination form on any kind of grounds would need to repeat that particular semester again.

4.2 EXAM FLOW

ENROLLMENT PROCESS

Process	Responsible Person/ Dept	From:------- to :	Time Frame
1. Approved Admission List from academic section	Academic Coordinator	From Academic Coordinator to Exam Section	
2. Enrollment Notification from Exam Section	COE	From :COE To: -Student -Academics -Academic Coordinator	5th Week of start of 1st Academic Session of program
3. Submission of Enrollment form by student with all mandatory documents required as per the program	Exam Cell	From: Student To : - Exam Cell	Within 10 days from the date of enrollment notification
4. Checking and verification of documents for enrollment. 5. Enrollment No and Roll No. generation 6. Issue of document deficit data	Exam Cell COE COE	From: COE To: - Student - Academics - School Coordinator - Academic Coordinator From: COE To: - Academic Coordinator To: - Student	8th Week of start of 1st Academic Session of program

MID TERM EXAMINATION

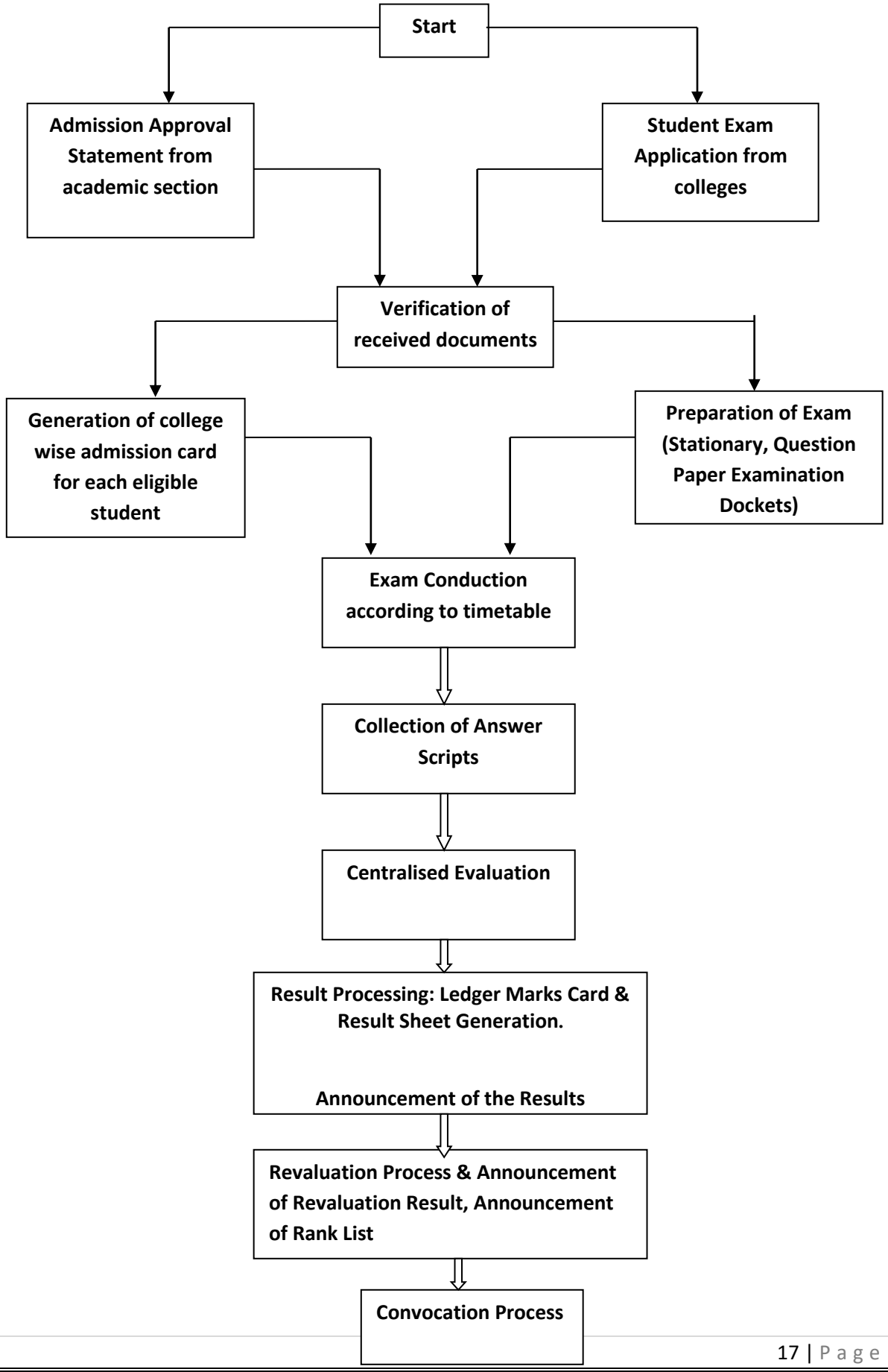
S. No.	Process	Responsible Person/ Dept	From:------- to :	Time Frame
1	Quotation for Examination Material	COE	From: COE To: Admin	4th Week of start of Semester
2	Mid Term Exam (after 45 days, 9 weeks of start of semester)			
3	Mid term Exam Notification	COE	From: COE To: - Student - Academics - School Coordinator - Academic Coordinator	4th Week of start of Semester
4	- Call for Midterm Exam Question Papers - Mid Term Question Paper Submission - Mid Term Question Paper Vetting, Moderation and Finalization	COE Respective Course Teacher COE, Dean Academics, Director	From: COE To: - Respective Course Teacher From : Respective Course Teacher To: COE	4th Week of start of Semester End of 6th Week of Semester Start of 7th Week of Semester
5	- NOC Notification of Midterm exam (Including last date to clear the NOC)	COE	To: - Student - Academics - School Coordinator - Academic Coordinator	4th Week of start of Semester
6	- Call for Midterm Exam time table - Midterm Exam time table declaration	COE COE	From : COE To : Respective Schools From : COE To: - Student - Academics - School Coordinator - Academic Coordinator	4th Week of start of Semester 5th Week of start of Semester
7	Commencement of Mid Term Exam: - Preparation and Finalization of Seating Plan - Printing of Question Paper and Preparation of Question Paper dockets - Preparation of Attendance Sheet - Preparation of Invigilation Duty Chart - Commencement of exam as per the scheduled time table	COE / Exam Cell		As per Academic Calendar
8	Preparation and Declaration of Mid Term Result	COE	From : COE To: - Student - Academics - School Coordinator - Academic Coordinator	1 week after completion of exam

END SEMESTER EXAMINATION

S. No.	Process	Responsible Person/ Dept	From:------- to :	Time Frame
1	Quotation for Examination Material	COE	From: COE To: Admin	4th Week of start of Semester
2	Preparation of Internal award sheet and Call for Internal Marks	COE	From : COE To : Respective Schools	1 week after completion of midterm exam
3	Submission of Internal Marks	Respective Schools	From : Respective Schools To: COE	1 week after call of marks
4	- Call for End Semester Exam / ATKT Exam Question Papers - End Semester Exam / ATKT Exam Question Papers Submission - End Semester Exam / ATKT Exam Question Paper Vetting, Moderation and Finalization	COE Respective Course Teacher COE, Dean Academics, Director	From: COE To: - Respective Course Teacher From : Respective Course Teacher To: COE	1 week after completion of midterm exam 10 Days after call of papers Next Week after receipt of Question Paper
5	- Call for End term / ATKT Exam time table - End term / ATKT Exam time table declaration	COE COE	From : COE To : Respective Schools From : COE To: - Student - Academics - School Coordinator - Academic Coordinator	1 week after completion of midterm exam 1 week after call of time table
6	End Semester Exam / ATKT Exam- Examination Form/ Fee / NOC Notification	COE	From: COE To: - Student - Academics - School Coordinator - Academic Coordinator	4 weeks before the commencement of exam
7	Submission of Examination form with all mandatory documents Checking and verification of Exam form Issue of Hall Tickets to the respective students having NOC cleared	Respective Student COE COE	From: Student To: Exam Cell From: COE To: Academic Coordinator To: Students	Start before 4 week of commencement of exam Start before 5 days of commencement of exam
8	Commencement of End Term / ATKT Exam: - Preparation and Finalizing Detained list - Invigilator Notifications - Preparation and Finalization of	COE / Exam Cell		As per Academic Calendar - 1 week before commencement of exam - 1 week before commencement of exam - 1 week before

	Seating Plan - Printing of Question Paper and Preparation of Question Paper dockets - Preparation of Attendance Sheet and other examination materials - Commencement of theory exam as per the scheduled time table - Docket Preparation of Practical examination			commencement of exam - 1 week before commencement of exam - 1 week before commencement of exam - 1 week before commencement of exam
9	Centralized Evaluation of answer scripts and submission of valuer's award sheet for theory exam Submission of valuer's award sheet for practical exam	Respective Course Teacher Respective Course Teacher		1 week after completion of exam 1 week after completion of exam
10	Preparation of End Term Exam / ATKT Exam result Verification of End Term Exam / ATKT Exam Result	COE School Coordinator	From : School Coordinator To: Exam Cell	3 weeks after completion of exam 3 weeks after completion of exam
11	Declaration of Result	COE	From : COE To: - Student - Academics - School Coordinator - Academic Coordinator	4 weeks after completion of exam
12	With Held Result and Reevaluation Notification	COE	From : COE To: - Student - Academics - School Coordinator - Academic Coordinator	Along with results
13	With Held Result Declaration	COE	From : COE To: - Student - Academics - School Coordinator - Academic Coordinator	1 week after declaration of result
14	Acceptance of Revaluation request	COE	From: Student To: COE	Within 15 days from declaration of result
15	Declaration of Revaluation result	COE	From : COE To: - Student - Academics - School Coordinator - Academic Coordinator	After 1 week of last date of receiving revaluation request

4.3 SIMPLIFIED FLOW CHART OF UNIVERSITY EXAMINATION:



4.4 AAFT University detailed Examination Process:

Pre-examination process

- Admission approval
- Student registration
- Examination Application
- Candidate List
- Supply of Answer books and stationery
- Question Paper indent
- Designation of exam centers
- Exam Timetable
- Admission/Hall ticket and bar-coded sticker
- sheets
- BOE meeting and passing of Questi Paper
- Printing and supply of Question Pap

Examination: Through process

- Appointment of supervisory staff
- Seating arrangement
- Holding examinations
- Collection of answer scripts for coding
- Coding of scripts
- Delivery of coded scripts to the designated
- Valuation centers
- Central Valuation
- Collection of AS/Award sheets
- Collection of valued answer scripts from the
- Valuation centers

Post-examination process

- Processing of Award sheets and
- tabulation
- Result generation and announcement
- Printing of marks card and marks
- ledger sheets
- Personal seeing/photocopy of the
- scripts/re-totaling
- Revaluation/Challenge valuation
- Result statistics
- Provisional Pass certificate
- Duplicate marks card/correction of
- marks card
- Verification of marks cards
- Preparation for annual convocation
- Eligibility List
- Holding annual convocation
- Distribution of Degree Certificates
- Issue of Pass Letters
- Verification of Degree

CHAPTER-V

5.1 DEFINATIONS:

1) Academic program means a program of courses and any other component leading to a Bachelor's degree, Master's degree, Post-Graduate and Graduate diplomas, Ph.D, Degrees and certificates.
2) An academic year is a period of 12 months devoted to the completion of requirements specified in the scheme of teaching and the related examinations.
3) Semester system means a program where in each academic year is apportioned into two semesters each of six months.
4) Course means a component of the academic program, carrying a distinctive code number and specific credits/marks assigned to it.
5) External examiner means an examiner who is not in the employment of the university or its institution/ centers/ departments.
6) Internal examiner means an examiner who is in the employment of the university or its institution/ centers/ department
7) In case of theory paper and examiner includes a paper setter who is a teacher of university, department/ study Centre or institution identified as a centre of the university for that location
8) In case of practical in viva voce Examination and examiner who is a teacher in the university department study Centre or institution whose candidate I will being examined at the examination centre.
9) Co-examiner means a co-examiner in a written paper other than the paper setter
10) Student means a person admitted to the Department/Schools of the university and its associated institutions/Centre for any of the academic programs to which this ordinance is applicable.
11) Regular candidate means a person who has pursued regular course of the study in the AAFT University of Media and Arts teaching department or institutes/centers and seek admission to an examination of the AAFT using University of media arts as such.
12) Ex-student means a candidate who was admitted to an examination as a regular candidate and was not declared successful or was not able to appear in the examination though admission card was correctly issued to him by the AAFT University of media and arts and seeks permission and admission again to the said examination.

13) ATKT (Allowed to Keep Term) candidate means a candidate who failed to obtain more than or equal to 40% of marks in a particular course in any semester's regular examination and secure to pass at least 35% of the total no of papers in that semester examination with the calculation of 35% shall always be round of towards higher side. Such candidate is eligible to promote in the next semester, while giving ATKT exam of the same course title which he/she was unable to pass in previous examination.
14) A regular course of study means a regular course of study in university teaching department or institute centers in each subject which a candidate intends to offer of an examination.
15) The forwarding officer means the head of the institute department Centre where the candidate had pursued a regular course of study as a regular student or was a regular student and wants to appear in an examination as an ex-student.
16) Attested means attested by the forwarding officer.
17) University shall mean AAFT University of Media and Arts.

CHAPTER-VI

6.1 PROGRAM CONTENTS:

- A bachelor's/Master's degree, MPhil degree and under graduate/Post graduate diploma programs shall compromise of a number of courses and/or other components as specified in the scheme of teaching and examination and syllabi of concern program as are approved by the Academy Council. Each course shall be assigned a weightage in terms credits/Marks.
- The minimum period required for completion of a program shall be the program duration as specified in the scheme of teaching and examination and syllabi for the concerned program.
- The maximum permissible period for completing a program for which the prescribed program version is semesters shall be (n+2) semesters where "n" is the total number of semesters. All the programs required requirement shall have to be completed in (n+2) semesters.

6.1.1 Semester

An academic year shall be apportioned into two semesters. Each of the two sums or shall be of working duration about 23 week. The Academic calendar shall be notified by the university each semester before the start of academic session.

The academic break-up of the semesters devoted to instructional work shall be given below:

a) Imparting of instructions or laboratory work(including class tests) - 19 weeks
b) Preparation leave - 1week
c) Semester and examination including practical or lab examination - 3 weeks

6.1.2 Submission of Internal Marks

The results of assignments, class test and attendance shall be submitting to the Controller of Examination at least 10 days before the commencement of semester and examination. The internal marks should carry prescribe weight-age of class test, assignments and attendance.

6.1.3 Admission to the University Examination

1) All the students for permission to appear at any of the examination of the university shall have to fill up the prescribed examination form and forwarded to the controller of examinations through the Head of the institute of the faculty/ Head of the concerned Institutions/Department.

2) In forwarding the applications of regular students the head of the institute of faculty the head of institutions or school concerned shall certify:
   I. That the candidate has satisfied him or her by the production of certificate from competent authority.
   II. That he or she has passed the examination which qualifies him or her for admission to the next examination.
   III. That the candidate has studied a regular course of study for the period prescribed and that he or she fulfils attendance requirement.
   IV. Certificate at Sub-para (ii) to above will be provisional and can be withdrawn at a time before the examination, if the applicant fails to attend to the prerequisite number of lectures, tutorials, practical, NCC, Parade etc. before the end of his or her university terms.
3) An application along with the receipt for the payment of the prescribed examination for set in these ordinance submitted by a regular student or a student for permission to appear for the examination shall reach the office of the controller of examinations on or before the last date announced.
4) A candidate may be permitted by the controller of examination or registrar to submit his or her application form for semester examination along with the examination fee with the prescribed late fee within seven days of the specified last date.
5) Application for ATKT examinations wherever applicable shall reach the office of the controller of examination or registrar within 30 days of the announcement of the results through the forwarding officer of the institute wherein he has pursued a regular course of study.
6) Application for appearing in second ATKT examination shall reach to the office of controller Of the examinations 30 days before the commencement of the regular semester end examination through the head of the institute of the faculty or the head of the institution or department concerned is the prescribed form and specified therein-

   i. The subject or subjects in whom he or she desires to present himself/ herself for the examination.
   ii. Submit with the application evidence of having being admitted to the examination earlier.
   iii. An ex-student shall offer the subject or optional papers which he or she has previously offered as a regular candidate unless on the account of a change in the scheme of examination the subject paper offered by him earlier ceases to be a part of the scheme of

examination or syllabus for the examination and he is permitted by the university to offer instead a different subjects or paper.

iv. An ex-student will be required to appear in the examination in accordance with the syllabus specifying the scope of studies in different subjects.

Every ex-student shall appear at the examination centre at which the regular candidates from the department or institute or Centre in which he or she has pursued a regular course of study shall be appearing.

Provided that the controller of examination may require or allow a candidate to change his or her examination center for sufficient reasons.

7) No regular Candidates shall be admitted to an examination of the university unless he or she :
   i. Has been enrolled as a student in the University teaching department or institute or Centre in accordance with the provisions of the ordinance.
   ii. Possesses the minimum Academy qualification for admission to the examination to which he or she seeks admission and has pursued a degree course of study for that examination.
   iii. Satisfies all other provisions applicable to him or her of the ordinance and any other ordinance governing admission to the examination to which he or she seeks admission.

8) Where a candidate offers an additional subject for an examination in accordance with the provisions of the ordinance relating to the examination the minimum attendance requirement shall apply equally in the case of such additional subject.
   i. In computing the attendance for fulfilment of condition regarding persuasions of regular Course of study.
   ii. Attendance at lectures delivered and practical's or clinical or sessional if any held during the academic session shall be counted.

9) A candidate shall not be admitted into form unless he or she produces the admission card before the superintendent of the examination centre or the invigilator or satisfy such officers that it shall be produced. A candidate shall produce his admission card whenever required by the superintendent or the invigilator.

10) In all, the candidate shall be under the disciplinary control of Superintendent of the Centre and he or she shall obey his or her instructions. In the event of a candidate disobeying the instructions of the superintendent or his undisciplined conduct or ignorant behavior towards the superintendent or any invigilator the candidate may be excluded from that day's examination and if he or she persist in misbehavior he may be excluded from the rest of the

examinations by the superintendent of the examination the superintendent of the examination will send a detailed account of actions and reasons leading to such action to the controller of the examination register on the same day.

11) The attempt for the examination for any regular / ex-student for any kind of regular or ATKT Examination will be considered and counted only if the candidate seeks the admission in the examination in the overall permissible duration of his/her program, through a valid process of application and the candidate's application is accepted and approved from the exam cell if it satisfies the condition of eligibility for the applied examination. In such case it candidate's application is approve and admit card/hall ticket has been issued from the exam cell the attempt of the candidate will be counted no matter candidate receives his/her admit card/hall ticket or not or appears in examination or not.

6.1.4 Attendance

1) A candidate shall be deemed to have undergone regular course of study in the University, if he or she has attended lectures, tutorials and practical. Provided that the Academy Council may in special circumstances, condone any shortage in such attendance except otherwise provided by the Academy Council.
2) A relaxation in the maximum extent of 15% of the total attendance can be accorded to student by the Vice Chancellor on account of sickness. attendance at NCC/N.S.S. camp and parades, participation as a member of the University team in any inter or intra University competition, participation on the University functions and the prescribed educational tours / field trips field work, and any other reason provided that the attendance record, duly counter signed by the Teacher in charge, is sent to the Head of the Institute consumed within two weeks of the function/activity etc.
3) Provided further in case of sickness/medical disability, an application for the condone nation shall be supported by a medical certificate issued by a registered medical practitioner/public hospital and duly authenticated by either the Chief Medical Officer (Civil Surgeon) or the University Health center or Nominal doctor of AAFT University of Media and Art/institute/Department Study center. Such applications must be submitted either during the period of treatment hospitalization of within two months following recovery.

8. Evaluation & Examination

8.1 The overall weightage of a course in the Syllabi and Scheme of Teaching & Examination shall be determined in terms of credits/Marks assigned to the course.

8.2 The evaluation of students in a course shall have two components unless specifically stated otherwise in the Scheme of Teaching, Examination and Syllabi:

i. Evaluation through a semester-end examination
ii. Continuous evaluation by the teacher(s) of the course.

8.3 **Continuous Evaluation:**

In courses where continuous evaluation is prescribed, it shall be based on Mid Semester Exam, Class Test, quiz, assignments, group discussions, sessional viva voce etc. The concerned Board of Studies shall decide the details and modalities in this matter with the approval of the Vice Chancellor. Ratio and consideration of marks for above mentioned components in final marks will be decided by the concerned board of studies, with approval of the Vice Chancellor.

8.4 **Assignment-**

i. The Issue, submission and evaluation of assignments will be the responsibility of the Heads of the Institute or respective Schools Departments. He shall maintain complete honesty in preparation and evaluation of the assignments.
ii. The entire class shall be divided in groups. Each group will be given a separate assignment with minimum commonality.
iii. A minimum of two assignments per subject per semester will be given to the students, or as decided by the faculty.
iv. Each student will be required to defend his, assignment after submission through a process of presentation / viva-voce.
v. Assignments will be prepared as per a standard format, approved by the Academic Council from time to time specific to different departments.
vi. Students will be required to submit the assignments within two weeks from the date of issue.
vii. Assignments submitted after the due date will not be assessed.

8.5 **Mid Semester Exam**

i. Mid Semester examination will be conducted by the exam cell.
ii. All the formalities regarding the sessional viva voce examination like issuance of notices to the students, preparation and release, time table and conduction of examination on respective dates and release of the result, will be taken care of by the exam cell only.

8.6 **Sessional Viva-Voce**

i. Sessional Viva Voce will be conducted by the concerned schools.
ii. All the formalities regarding the sessional viva voce examination like issuance of notices to the students, preparation and release of time table and conduction of examination on respective dates will be taken care of by concerned schools only.
iii. Rubrics for the evaluation of sessional viva voce will be given by the examination cell.
iv. Evaluation Marks of the students for viva voce will be sent to the exam cell by the concerned school after conduction of exams on respective dates.

8.7 Dissertation/Thesis

For dissertation/thesis for Master's degree programs, wherever specified in the syllabus, the evaluation shall be done and marks awarded by a Committee comprising of an internal examiner, who will ordinarily be the supervisor, and one or more external examiners. The internal examiner shall award marks out of 30%, and the external examiner(s) out of 70% The examiners shall be appointed by the Vice-Chancellor, out of panel of three or more names suggested as specified in this Ordinance The University shall have the right to call for all the records of teacher's continuous evaluation and moderate the teacher's evaluation, if it deems fit in any specific case(s).

8.8 Evaluation through Semester End Examination:

	Bachelor's Degree / Under Graduate Diploma	Master's Degree / Post Graduate Diploma
A. Theory Courses		
1. End Semester Examination (ESE)	70%	70%
2. Continuous Internal Assessment (CIA)	30%	30%
B. Practical / Laboratory Courses		
1. End Semester Examination (ESE)	70%	70%
2. Continuous Internal Assessment (CIA)	30%	30%
C. Dissertation / Thesis		
1. Assessment by External Examiner	70%	70%
2. Assessment by Internal Examiner	30%	30%

Note: For any other component of a program not covered by the above, the weightage shall be prescribed by the Board of Studies ratified by Governing Body.

9. Appointment of Amanuensis

1) An amanuensis shall be allowed in case of:
    a) Blind Candidates; and
    b) The candidates, who are disabled due to an accident or disease and are unable to write with their own hands.
2) Candidates under (b) above shall have to produce a medical certificate from the Medical Officer, AAFT University of Media and Arts.
3) The Controller of Examinations, on receiving an Application from the candidate one week before commencement of Examination, will arrange for the appointment of an amanuensis and shall inform the Superintendent of Examination concerned.
4) The amanuensis shall be a person of a lower qualification than the candidate concerned.
5) The Superintendent of Examination shall arrange for a suitable room for the disabled candidate and appoint a Special Invigilator from the list supplied by the office of the Controller of Examinations.
6) Extra Half an hour will be given to the blind candidates for exams of 3 hrs. Duration.
7) The remuneration to the amanuensis shall be given by the Office of the Controller of Examination at the existing approved rate.

6.1.9 Eligibility Criteria for ATKT candidate.

1) A candidate who is failed to obtain more than or equal to 40% of marks in a particular course in any semester's regular examination and secure to pass at least 35% of the total no of papers in that semester examination with the calculation of 35% shall always be round of towards higher side, such candidate is eligible will be eligible to promote in the next semester, while giving first ATKT (Allowed to keep term,ATKT-1) exam of the same course title which he/she was unable to pass in previous examination.
2) Provided that, if a candidate is unable to clear the examination in any of the papers in the first attempt of ATKT (ATKT-1), he/she will be eligible to appear in the next ATKT (ATKT-2) examination. Means if a candidate, again failed to obtain more than or equal to 40% of marks in any or all of the course titles in first ATKT examination. Such candidate will again be allowed to keep term and promote in next semester and to be appeared in the ATKT-2 examination of the subjects he failed to pass in ATKT-1 examination.

3) A student eligible to appear in ATKT exam, can continue the study of his/her further semesters and can appear in ATKT exams with the regular exam of next semesters provided the candidate must complete the program in n+2 years duration (must pass all the regular exams including ATKT exams) where n is the no. of years designated for the program.
4) In the case of subject ATKT examination in which there is also a practical test, a candidate shall be required to appear in the written papers only if he has passed at the main examination in practical and in practical only if he has passed in the written papers. A candidate who has failed both in written paper and practical shall be examined in both the parts of the subject. Failing in practical and theory papers will be taken as failure to pass in two different papers.
5) A candidate appearing in the ATKT Examination shall be declared to have passed the examination if he/she secured the minimum pass marks in the subject or group as the case may be except when provided otherwise in this Ordinance no. 2. The marks obtained by the candidate in the ATKT Semester End Examination shall be taken into account in determining the final division Obtained by the candidate at the examination.
6) In case a candidate fails to pass his ATKT examination in first attempt, he/she will be provided one more attempt known as Second ATKT Examination for that particular Candidate, to pass those papers along with the regular Examination of that particular semester, whenever it is conducted by the University.
7) If such candidate fail to pass his/her papers in the second attempt of ATKT (ATKT-2), then the candidate will be provided more chances to pass the courses with further semester examinations provided that the whole program duration will be n+4 semesters only and there will not be any change in the program duration.
8) Under such case if the candidate is appearing in the ith chance of the ATKT examination the examination will be named as ATKT-i. Such candidate will move forward in his/her regular semesters as a regular students while appearing in ATKT exam as ATKT student.

CHAPTER-7

CONDUCT OF UNIVERSITY EXAMINATION

7.1 All University examinations shall be conducted by the Controller of Examinations under the direct control and supervision of the Registrar

7.2 The schedule of examination shall be notified by the Controller of Examinations at least 10 days prior to the first day of the commencement of the University examinations.

7.3 For theory as well as practical examinations and dissertation / thesis / project report / training report all examiners shall be appointed by the Controller of Examinations with the approval of the Vice-Chancellor.

7.4 (i) The Superintendent of the Examination shall be personally responsible for the safe custody of question papers and the answer-books sent to him and shall render to the University office a complete account of used and unused papers and answer books.

(ii) The Superintendent shall supervise the work of invigilators working under him and shall conduct the examination strictly according to the instructions issued to him by the University.

7.5 The Vice-Chancellor may appoint Board of Quality Auditors to see that the examinations are conducted strictly in accordance with rules and procedures laid down. In the event of the in-charge of IQAC pointing out a breach of rules or procedure, the Vice-Chancellor may take such action as may be necessary including postponement or cancellation, wholly or in part of the examination at the center, and if any such action is taken report of the action taken shall be submitted to the Board of Management at its next meeting.

7.6 It shall be the duty of the superintendent to ensure that an examinee is the same person who has filled in the form of application for appearing at the examination, by way of checking the photograph pasted on the form.

7.7 The Superintendent of the Examination shall send a confidential report, whenever necessary, to the Controller of the Examination about the conduct of the Examination, mentioning therein the performance of the invigilators and the general behavior of the examinees. He shall send a daily report on the number of the examinees attending each of the examinations absentees roll numbers and such other information relating to the Examinations being held at the center as may be considered necessary, along with any other matter which he thinks fit to be brought to the notice of the University. He shall also be responsible for the maintenance and submission to the Controller of the examination, of the account of advance money received and expenditure incurred in connection with the conduct of the Examinations.

7.8 The Superintendent shall have the power to expel an examinee from examinations on subsequent examination days on any of the following grounds:

(i) That the examinee created a nuisance or serious disturbance at the examination center

(ii) That the examinee showed a seriously aggressive attitude towards invigilator or a member of the staff entrusted with the examination work.

(iii) If necessary, the Superintendent may get police assistance. Where a candidate is expelled, the Controller of the Examination shall be informed immediately.

(iv) Unless otherwise directed, only teachers of University Teaching Departments shall be appointed as Invigilators by the Superintendents. Invigilators can also be drawn from other educational institutions if required.

(v) No Examinee shall leave the Examination Hall within an hour of the start of the Examination for any purpose whatever and no late comer will be permitted in the Examination Hall after half an hour of its commencement.

(vi) Examinee desirous of leaving the Examination Hall temporarily shall be permitted to do so for a maximum period of 15 minutes.

(vii) No candidate shall normally be admitted to take examination if he comes 30 minutes after the commencement of the examination However, in genuine cases the superintendent may admit a candidate or candidates who have arrived after the stipulated 30 minutes of time.

7.9 The Vice Chancellor may cancel an examination at all centers if he is satisfied that there has been leakage of question papers or any other irregularity which in his Opinion warrants such a step and reports the action taken at the next meeting of Board of Management.

7.10 The Vice-Chancellor may issue such general notices for the conduct of examination as he may feel required for its smooth conduct.

7.11 If a candidate has any communication to make on any discrepancy in the papers, he /she shall address it to the Registrar but he/she shall not be allowed to not take the examination or leave it in between in any kind of anticipation of a favorable outcome of his/her communication.

7.12 For programmes being run in the University Departments recommendations for names or examiners shall be obtained from the concerned Boards of Studies. Where there is an exigency and the Board of Studies cannot meet, the Chairman Board of Studies may recommend the names stating clearly why the meeting of Board of Studies could not be convened.

7.13 The Controller of Examinations/Registrar shall be authorized to add one or more names in the panel of examiners received by him from Boards of Studied Program Coordinator / Head of the Academic institute /Principals / authorized Academician before the list is submitted to the Vice Chancellor for approval.

7.14 After the receipt of the question paper(s) from the paper setter, the same shall be moderated by the moderator (s) who are to be appointed subject wise by the Registrar/Controller of Examination with the approval of Vice Chancellor. Controller of Examination shall ensure

that minimum of three question papers duly moderated in each subject are available in the question paper bank.

7.15 The Examiner appointed by the Controller of Examination, out of the approved panel for setting the Question paper shall set the Question paper, using the last year question papers wherever applicable, as a guide for the format of the question paper only if the pattern of the question/ paper is not changed by the Academic Council. The question paper shall be set out of the entire syllabus of a course.

7.16 Any attempt made by or on behalf of a candidate to secure preferential treatment in the matter of his / her examination. The matter shall be reported to the Controller of Examination who shall place the matter before the Vice-Chancellor for further necessary action.

7.17 Except as otherwise decided by the Examination committee, the examination answer books and the foil and counter foil of the marks obtained by the examinees except the tabulated results shall be destroyed or otherwise disposed off after 12 months from the date of declaration of the results of the examination provided that the evaluated answer books of revaluation shall be destroyed/disposed off only after 6 months of the declaration of the revaluation result.

7.18 The Controller of Examination shall publish the combined results of the University examination on the notice board of the office of the University in addition to the Internet or University website.

7.19 The remuneration of the question paper setters, answer scripts, evaluators, examiners, Superintendents. Assistant Superintendents, Invigilators, Tabulators and Collators and the deductions to be made in the remuneration for errors noticed shall be such as prescribed from time to time by the Examination committee.

7.20 Where a student applies for revaluation, the answer books of the subjects in which the revaluation is sought will be sent to an examiner other than the one who evaluated it initially. The examiner so appointed will check and evaluate only those questions, which have been unmarked. He will also check the total. The answer book will not be re-evaluated for already evaluated questions. The marks of the student will be changed only if the difference in the marks of previous evaluation and the marks of re-evaluation is more than 10% or the student is pass in the examination even when the aforesaid difference is not of more than 10%.

7.21 Provided that such an examiner will receive remuneration as prescribed by the Board of Management.

7.22 No candidate shall appear, in more than one-degree examination or in more than one subject for the Master's degree in one and the same year.

7.23 No person who has been expelled or rusticated from any college or University or has been debarred from appearing at a University examination shall be admitted to any examination during the period for which the sentence is in operation.

7.24 Notwithstanding anything contained in the Ordinances relating to admission of candidates to an examination of the University, the Vice Chancellor may, in special cases in which he is satisfied that the delay in submitting the application for admission to an examination is not due to lack of attentiveness or negligence on the part of the candidate and that it would be a great hardship to the candidate if his application is rejected, allow an application which is otherwise complete in all respects to be entertained with the late fee as prescribed by the Board of Management from time to time even though the same is received after the expiry of the period of fifteen days mentioned in the foregoing paragraph.

7.25 A Candidate shall not be admitted into the Examination hall unless he/she produces a valid admission card duly issued to him / her by the Controller of Examination. The Controller of Examination shall issue an admission card in favor of a candidate if:

(i) The application of the candidate is complete in all respects.

(ii) The fee as prescribed has been paid by the candidate.

(iii) The attendance shall normally be more than 75%.

(iv) The candidature of the candidate for the examination has been approved by Vice-Chancellor on special grounds mentioned in the compliance.

7.26 Where the practical examination is held earlier than the examination in theory papers, a candidate shall not be deemed to have been admitted to the theory examination until he is issued an admission card for appearing in the examination

7.27 The admission card issued in favor of a candidate to appear at an examination may be withdrawn if it is found that:

(i) The admission card was issued by mistake, or the candidate was not eligible to appear in the examination.

(ii) Any of the particulars given or documents submitted by the candidate in or with the application for enrolment, admission to the institute, college or school is false, fake or incorrect.

7.28 The Controller of Examination may, if he is satisfied that an admission card has been lost or destroyed, grant a duplicate admission card on the Payment of a fee prescribed. Such a card shall show in a prominent place the word "Duplicate".

7.29 Any candidate who has appeared at an Examination conducted by the University may apply to the Controller of the Examination for the scrutiny of his marks. In the answer scripts of theory papers in any subject and rechecking of his results. Such application must be made so as to reach the Controller of the Examination in the prescribed format within 15 working days of the publication of the result of the Examination.

7.30 The result of the scrutiny will be communicated to the candidate.

7.31 Duplicate copy of the following certificate shall be granted on payment of the fee as mentioned in the other ordinance of the AAFT University of Media and Arts.

7.32 Provided further, the duplicate copy of the Migration Certificate, Degree, Diploma shall not he granted except in cases in which the Vice-Chancellor is satisfied by the production of an affidavit on a stamped paper of proper value required by law for the time being in force that applicant has not utilized the original documents for appearing at an examination and has lost the same or the same has been destroyed and that the applicant really need a duplicate copy. Duplicate copy shall be issued only once.

7.33 The names of the first ten successful candidates in each final Degree Examination other than ATKT examination who obtain first division shall be declared in order of Merit.

7.34 (i) Notwithstanding anything contained in the concerned ordinance of examination in who has appeared in all the theory papers, practical viva, internal assessment, field work project work at the end-semester examination as a regular candidate and fails by a total of not more than five marks in not more than three subjects in any of the Graduate examinations may be given a grace of up to five marks to enable him to pass the examination. These marks shall not be counted towards the total. The grace consideration shall not be a matter of right of a candidate and is the prerogative of the Vice Chancellor. This facility shall be available only to those candidates who clear that particular Semester / Year End Examination in full (ie, in all theory, practical and sessional in first attempt) by availing 5 Grace Marks.

(ii) Likewise if a candidate misses his first or Second Division by one mark, he will be given a grace of one mark to enable him to improve his class.

(iii) No grace marks shall be awarded in other than theory papers and to ATKT/Supplementary student.

7.35 Semester-end practical examinations shall be conducted by a Board of Examiners for each course. The Board shall consist of one or more examiners. One of the examiners in that case may be designated as Head Examiner, The Head Examiner shall draw the guidelines for the conduct of examinations to be followed by various Boards to ensure uniformity of evaluation.

7.36 For any other type of examination, not covered above, the mode of conduct of examination shall be as specifically provided in the syllabus/scheme of examination and in the absence of such a provision shall be decided by the Controller of Examinations on the recommendation of the Board of Studies/Coordination Committee concerned, with the approval of the Vice-Chancellor.

7.37 The results of a semester (including both the semester-end examinations and teacher's continuous evaluation shall be declared by the Controller of Examination. However, after scrutiny of the detailed result, if it is observed by Controller of Examination that there has been a distinct change of standard in the examination as a whole or in a particular course, he may refer the matter to the Moderation Committee, specially constituted for the purpose the Vice Chancellor.

7.38 The award list containing the marks obtained by a student in various courses shall be issued by the Controller of Examinations, at the end of each semester, after the declaration of the result.

7.39 **Conduct of Semester End Lab Examinations:**

i. Semester end lab examinations will be conducted after the last working day of the semester (as per the directions given by the Controller of the Examinations).

ii. The responsibility of the Semester end lab examination conduct lies with the respective HOD and the supervision of Chief Superintendent of the examination.

iii. Semester end lab examinations will be conducted by the teacher concerned and lab external examiner. The examination cell will receive three names of external lab examiners to conduct end lab examinations duly approved by HOD and the Principal.

iv. The COE will select one of the three external examiners submitted by HOD and inform the concerned examiner the time and number of students appearing and obtain his/her consent to be the examiner. The Internal examiners will be appointed by the HODs concerned and inform to the Controller of the Examinations.

v. As per the galley of the students appearing for the lab examinations, the required is to be procured by the Department from Chief Superintendent.

vi. The concerned HOD of the Department should prepare the time-table batch wise with respect to the equipment available in the department and forward the same to the examination cell.

vii. After the examination, the examiners should submit the marks awarded in sheets and absentees statements in sealed covers in the examination cell to the Conduction of Examinations. Conduction of Examinations should in turn handover after posting in his register to (Evaluation).

7.40 Criteria for Passing Courses, Marks and Division:

1. It is essential for a student to obtain a certain percentage of marks in each paper in end semester examination for the passing the examination. This certain criteria is 40 % of total marks in each paper for all programs. A candidate failed to obtain this minimum required marks in a subject will be considered failed in that particular subject.
2. A candidate must pass more than 35 % subjects in total no. of papers including practical papers of a particular end semester examination to be considered and eligible to appear in **ATKT (allowed to keep term) examinations**. Fractional numbers in calculation of 35% of total number of papers shall always be rounded off to the higher side for the benefit of the student.

e.g. If a particular semester have 6 theory subjects and 4 practical subjects (total 10 subjects), then under this rule candidate must pass at least 3.5 subjects which will be rounded off in 4 subjects including practical subjects to pass that semester.

In other words candidate fail in 1 to 6 subjects in that particular semester will be considered and eligible to appear in **ATKT (allowed to keep term) examinations**.

3. Under above rule a candidate fail in more than 65% subjects (more than 6 subjects in above given example) will be considered fail in that particular end semester examination and the candidate needs to repeat that particular semester again.
4. In case a candidate fails to secure more than 45% marks in total, in an end semester examination the candidate shall be considered failed in that particular end semester examination and the candidate needs to repeat that particular semester again.

   e.g. If an end semester exam contain total 1000 marks and candidate is failed to secure more than 450 marks in total the candidate shall be considered failed in semester although the candidate may be passed in each individual subjects, and the candidate needs to repeat that particular semester again.
5. If such candidate fail to pass his/her papers in the first attempt of ATKT, then the candidate will be provided more chances to pass the courses with further semester examinations provided that the whole program duration will be n+4 semesters only and there will not be any change in the program duration.

   Under such case if the candidate is appearing in the ith chance of the ATKT examination the examination will be named as ATKT-i. Such candidate will move forward in his/her regular semesters as a regular students while appearing in ATKT exam as ATKT student.
5. In case if it is required, grace up to 5 marks in a theory subject of a regular examination only may be provided to a student strictly under the examination ordinance of the university.
6. If a student is not satisfied with his / her result, the student may apply, within two weeks from the date of the declaration of the result, for revaluation of the examination script(s) of a specific course(s) on the payment of prescribed fees under the examination ordinance of the university. Reevaluation shall mean verifying whether all the questions and their parts have been duly marked as per the question paper, and the totaling of marks. In the event of a discrepancy being found the same shall be rectified through appropriate changes in both the result as well as marks-sheet of the concerned semester end examination.

Note: Students need to fill-up and submit separate form for regular exam, ATKT exam and revaluation of answer scripts. It is mandatory to submit the copy of exam fee pay receipt along with examination form with other mandatory documents..

7. For completing the graduation a candidate is required to pass the paper of Environmental Studies once in the duration of degree course. The marks of Environmental Studies will not affect the division in any case.

8. Credit Transfer shall be applicable to all relevant courses as per UGC and other Regulatory Authorities norms, if any, in this regard.

7.41 Result

The Examination Committee shall be responsible for the declaration of the result. In this regard the functions of the Examination Committee shall be as follows:

- To scrutinize and pass the results of the examinations conducted by the University after satisfying itself that the results on the whole and in various subjects are in conformity with the usual standards and to recommend to the Vice Chancellor the action to be taken in any case where the result is unbalanced.
- To scrutinize the complaints against the question papers and to take necessary action.
- To decide cases of candidates whose answer books were lost in transit?
- To exercise such other powers as the Academic Council may delegate to it from time to time.

A candidate whose result has been declared may apply to the Controller of Examination in the prescribed format and fees within fifteen days (or 30 days with late fees) as decided by the Examination Committee from the time of the declaration of his / her result for the revaluation of any answer books/ retotaling of marks or results. Provided that in case of revaluation no candidate shall be allowed to have more than two papers revalued. Provided also that, no revaluation shall be allowed in case of scripts of practical, field work, sessional works, tests, thesis and project work submitted in lieu of a paper at the Examination. The candidates applying for revaluation of their answer scripts will have to deposit the prescribed fees which will be decided by the Examination Committee from time to time.

NOTE.1: If any action is to be taken against any Examiner, center Superintendent or Invigilator the matter shall be referred to the Academic Council with the recommendation of the Examination Committee.

NOTE.2: All the records of Examination and results except the written answer books shall be retained by the University for a maximum period of three years from the date of declaration of results of the concerned examination.

7.41.1 Process to prepare aggregate marks/ percentage

The process to prepare aggregate marks/percentage/grade in the consecutive year and for the final Year will be as follows:

a) For 4 year graduation degree program 10% of 1st and 2nd Sem, 20% of 3rd and 4th sem, and 100% of 5th, 6th, 7th and 8th Semester will be considered while calculating the final marks/percentage for the award of degree.

b) For 3 year graduation degree program 10% of 1st and 2nd Sem, 20% of 3rd and 4th sem, and 100% of 5thand 6th Semester will be considered while calculating the final marks/percentage for the award of degree.

c) For 2 year post graduation degree program 50% of 1st and 2nd Sem and 100% of 3rd and 4th Semester will be considered while calculating the final marks/percentage for the award of degree.

d) For 1 year diploma and 1 year post graduate diploma program 100% of 1st and 2nd Sem both will be considered while calculating the final marks/percentage for the award of degree.

7.42 Use of Unfair Means or Behavior:

1) No candidate shall bring any book, paper, notes electronic gadgets or other Materials with him/her in the Examination Hall which may be used by him/her in connection with the Examination, nor shall he/she communicate to or receive from any other candidate or person any information in the Examination Hall unless specifically allowed.

2) No candidate shall note or write anything on the blotting paper or Question Paper or on any other object/Material, except the answer book supplied to him/her No candidate shall assist or receive assistance from any other candidate on person at an Examination or make use of any dishonest or unfair means in connection with the Examination.

3) Any candidate detected cheating or making use of any dishonest or unfair means in connection with an Examination shall be reported to the Controller of Examinations by the Superintendent of Examinations or through him by an invigilator or an Official of the University, as the case may be. The Controller of Examinations shall place the aforesaid matter before the Examination Committee for consideration which may, if satisfied that the facts alleged are true and disclose premeditation on the part of the candidate, disqualify the candidate from passing that Examination and debar him/her from appearing at any University Examination for a period not exceeding three years.
4) Any candidate, who in the opinion of the Superintendent of Examinations is guilty of misconduct in the Examination Hall, other than the misconduct within the meaning of the aforesaid of this Ordinance, may be expelled by the Superintendent of Examinations for that Paper and shall be reported to the Examination Committee by the Controller of Examination. The said Committee may, if satisfied that the fact alleged are true, disqualify him/her from passing the Examination for the year.
5) In case any Examinee attempts to influence the Examiner or Officials related to Examination then it would be treated as an offence and shall attract punishment. Such a case shall be reported to the Examination Committee by the person concerned through the Controller of Examinations. The Examination Committee may, if satisfied that the facts alleged are true, disqualify the candidate from passing that Examination and debar him/her from appearing at any Examination for a period not less than one year.
6) Any candidate found guilty of seeking ways and means or harassing or pressurizing or using or threatening to use force to make any Superintendent of Examinations or Invigilator Or any Official of the University desist from his duties relating to the conduct of Examination shall be deemed to have used unfair, means and indulged in gross misconduct. Such a case shall be reported to the Examination Committee by the person concerned through the Controller of Examinations. The Examination Committee may, if satisfied that the facts alleged are true, disqualify the candidate from passing that Examination and/or expel her from the University and declare him/her to be not a fit and proper person to be admitted to any future Examination of the University.
7) Any candidate who has been punished under Sub Paras 4 to 6 above, shall not be admitted to any Course as a Regular Student. Such a student may be allowed to

appear at the next year's Examination only, in which he/she is entitled to appear as an Ex-Student after the expiry of the period punishment.

8) If a candidate acts in a violent manner or uses force or makes a display of force towards the superintendent or any invigilator at the center or in its precincts endangering the personal safety of either of them or acts in a manner likely to prevent the authorities in the proper discharge of their duties, the superintendent may expel the candidate from the center and he may take police help.
9) If a candidate brings any dangerous weapon within the precincts of the examination center, he may be expelled from the center and or handed over to the police by the superintendent. A candidate expelled on any of the grounds mentioned in above will not be allowed to appear in the subsequent papers.
10) In every case where action is by the superintendent under above a full report shall be sent to the University and the Executive Council may according to the gravity of the offence further punish a candidate by cancelling his examination and/or debarring him appearing at any of the Examination of the university for one or more years after giving the candidate an opportunity to show the cause and considering any explanation submitted by the candidate.
11) In case, a person, who is not a bona-fide candidate, is found to be taking an examination on behalf of a bona-fide candidate, it will be assumed that this impersonation is being done at the instance and with the connivance of the bona fide candidate and action against such person and such bona fide candidate would be taken as under: The bona-fide candidate, who did not take the Examination himself/herself shall be debarred from pursuing any course of studies or from appearing at any Examination of the University in future and he/she may be handed over to the Police for appropriate action. In case, the person, who has impersonated the bona-fide candidate, is a student of the university, he/she shall be debarred from taking any Examination of the University in future and he/she may be handed over to the Police for appropriate action. If the person, who has impersonated the bona fide candidate, is not a student of the University, he/she may be handed over to the Police for appropriate action.
12) Any punishment imparted on the erring student shall be after following due consideration of the defense presented by him/her.

13) The CoE / Superintendent of the examination shall take action against an examinee who is found using or attempting to use unfair means in the examination hall or within the premises of the examination center during the hour of examination in the following manner:

i. The examinee shall be called upon to surrender all the objectionable materials found in his or her possession including the answer book and a memorandum shall be prepared with date and time.

ii. The Statement of the examinee and the Invigilator shall be recorded.

iii. The examinee shall be issued a fresh answer book marked "Duplicate Using Unfair means to attempt answer within the remaining time prescribed for the examination.

iv. All the Materials so collected and the entire evidence along with a statement of the examinee and the answer book duly signed shall be forwarded to the Registrar by name in a separate confidential sealed registered packet marked Unfair means along with the observation of the CoE / Superintendent.

v. The Material so collected from the examinee together with both the answer books, viz. the answer book collected while using unfair means and the other supplied afterward will be sent to the Examiner by the Registrar for assessing both the answer books separately and to report if the examinee has actually used unfair means in view of the Material collected.

vi. The cases of the use of unfair means at the examination as reported by the CoE / Center Superintendent along with the report of the Examiner shall be examined by the Examination Committee. The committee shall after examining the cases, decide the action to be taken in each case and report it to the Board of Management through competent authority.

14) A candidate found talking during the examination hours shall be warned not to do so. If the candidate continues to do so in spite of the warning by the invigilator, the answer book of such examinee shall be withdrawn and a second answer book shall be supplied. Only the second answer book shall be sent for valuation. The first book shall be cancelled and sent to the Controller of the Examination. In case the student is required to be warned again no second copy shall be given and the examinee may be expelled by the CoE / Superintendent from that particular paper after being reported by the invigilator.

15) If a candidate is found guilty of using or attempting to use or having used unfair means at an examination such as copying from some book or notes or from the answer of some other candidate or helping or receiving help from any other candidate or keeping with him in the Examination hall Material connected with the examination or in any other manner whatsoever, the Examination Committee or the Committee appointed for the proposed by the Examination Committee may cancel his examination and also debar him from appearing at any of the examination of the University for one year or more years according to the nature of the offence.

16) The Examination Committee may cancel the examination of a candidate and/or debar him from appearing at any examination of the university for one or more years. If it is discovered afterwards that the candidate was in any manner guilty of misconduct in connection with his examination and/or was instrumental and/or has abetted the tempering of university records including the answer book, Mark sheet, rule charts, diplomas and the like.

17) The Examination Committee may cancel the examination of a candidate and / or debar him from appearing at any exam of the university for in or more years, if it is discovered afterwards that the candidate had obtained admission to the examination by misrepresenting the facts or by submitting forged certificates/documents.

CHAPTER-VIII

8.1 Appointment of Examiners

1) The examination committee consisting of the concerned Dean, Chairman Board of Studies and one faculty member nominated by Vice-Chancellor shall prepare panel of examiners for different papers, practical, viva, dissertation etc.
2) The list of examiners will be submitted to the Controller of Examination along with the Marking Scheme of that particular semester.
3) The Controller of Examination shall appoint paper-setters, co-examiners, practical/viva voce examiners ordinarily from amongst persons recommended by the examination committee. He may however, appoint a person whose name is not included in the list of names recommended by the examination committee if he is satisfied that the person in question possesses minimum qualification and his appointment will not be contrary to the provisions of the following paragraphs.
4) The qualification of the paper - setter and Co - Examiners shall be as follows namely.

8.1.1 Qualification for a Paper-setter:

Examination	Qualification
(i) Post-Graduate examination in all faculties	Experience of teaching the subject at post graduate level for at least Five Years. (OR) Experience of teaching the subject at the postgraduate level for at least two years and total teaching experience of not less than seven years, which can include experience of teaching at under graduate level.
(ii) Degree examination in all Faculties	Teaching the subject at Undergraduate and/or Postgraduate for at least 3 years,

8.1.2 Qualification for Co-Examiners

The qualification shall be the same as for the paper-setters but the minimum teaching professional experience required may be less by two years than that prescribed in the case of the paper-setters. Provided that in case of degree examination where sufficient number of internal co-examiners, in a subject with the aforesaid qualification is not available, teacher in the University Colleges, Departments and Institutions of the university with at least three years teaching experience at the degree/Post-graduate level in the subject shall be eligible for appointment as Co-examiners.

5) In case of practical and Viva-Voce examinations at the Post-Graduate level, external examiner shall be a person not below the rank of an Associate Professor.

6) In case of practical and Viva-Voce examination at the degree level the external examiners shall be a teacher of the subject with not less than three years' experience of teaching the subject at the degree and/or post graduate level.
7) The internal examiner in case of practical examination both at the degree and the post-graduate and diploma level shall be appointed from amongst the teachers of the University.
8) The external examiner at the post-graduate level in case of Practical/Viva Voce examination shall not ordinarily be a teacher of the University Department.
9) Ordinarily 50% of the paper setter at the post graduate and first degree examination in any subject shall be external. Where in for any paper, if more than one examiner is appointed, the paper setter shall be the Head Examiner. Examiners other than the paper setter shall be the Co-examiners.
10) For appointment as Paper-setter and Co-Examiners, the teachers in the University Department shall ordinarily be considered on the basis of seniority in subject to fulfillment of other conditions for such appointment.
11) No one shall ordinarily be given more than two external practical examination ships. Provided that in case of center where the total strength of candidates appearing at years 1, II, and III of a first degree examination is less than 120, one external examiner may be appointed for all the three examinations.
12) In case of under graduate practical examinations one external examiner shall not ordinarily examine more than 120 candidates. In case of written examination an examiner shall not ordinarily evaluate more than 240 scripts and a Co-examiner shall be appointed if the number of candidates appearing in the paper is more than 300.
13) While recommending name for examiner-ship in courses where English is not the sole medium of examination, the Examination - Committee shall ensure that the examiners recommended can evaluate the scripts written in Hindi.
14) The provision of sub-paragraphs (2) above shall not apply in case of Examination in the faculties of Engineering, Technology, Education, Pharmacy, etc.
15) Examiner shall be appointed for the examination of duration of one year only but they shall be eligible for re-appointment.
16) Any person who has acted as an examiner, paper-setter Co-examiners or external Viva-Voce examiner for three consecutive years shall ordinarily not be eligible for re-appointment until a period of one year elapses between the year in which he/she last acted as an examiner and the year in which he is re-appointed. Provided that such a gap will not be necessary in case of internal examiners if the number of available eligible examiners in the subject concerned is less than the number of internal examiners required. Provided also that on the recommendation of the Examination Committee, a specialist or expert may be continued for two more years after the expiry of the three years period, without a gap.
17) An examiner may be discontinued any time before the expiry of the three year period if in the opinion of the Examination Committee, his work is found-to be unsatisfactory.
18) An examiner's work shall be deemed to be unsatisfactory if

Mistakes of such nature are found in his work in the course of checking and scrutiny which affect the result

Or

He/She is found by the Examination Committee to have delayed the work without good cause

Or

There is an adverse report from the Head Examiner,

Or

In the opinion of the Examination Committee, there are reasonable doubts about his/her integrity or suspicion that he/she is accessible to examinees or their relations

And

If there are serious complaints against his/her paper e.g. that this paper was much above or below the standard or contained questions outside the prescribed course or the branch or any such condition prescribed by the Examination Committee.

19) The paper setter shall lay down a memorandum of instructions for the guidance of the co-examiners so that the latter may be in conformity with standard of the former in the evaluation of the answer-books.
20) If for any reason an examiner is unable to evaluate the answer-books or to perform the duties of the Head Examiner after setting the question paper, he shall be entitled to receive only one-half of the amount of fees for paper setting and the balance shall be payable to the examiner who performs, the duties of the Head Examiner subsequently.
21) Provided that if the paper setter dies before he is able to take up or complete the evaluation of the answer books, full fee prescribed for paper setting shall be paid to his heirs.
22) In any subject if a Viva-Voce Examination is prescribed a board of two examiners of whom one shall be an external examiner and the other the internal examiner shall conduct the same.
23) In the case of Examinations like MBA, M.Com, M. Phil., MA etc. where a thesis is permissible in lieu of a paper or a project there shall be a Board of two examiners for evaluating the thesis. The maximum number of marks for the thesis shall be equally divided between the two examiners each of whom shall mark the thesis independently. If the evaluations of these two examiners differ by 20%, the thesis shall be referred to the third examiner, (other than a teacher of the University) who shall award mark out of half of the maximum marks for the thesis. The aggregate of two (of the three) awards nearest to each other and to the best advantage of the candidate shall be taken as the correct evaluation.
24) No person shall act as a paper-setter or examiner either in theory, viva-voce or practical examination, if any of his relations is taking the examination provided that this provision shall not debar from acting as an examiner for practical at a center other that at which his relation is appearing.

25) No person shall act as moderator or tabulator for any examination if any of his relative is appearing or has appeared in concerned examination.

26) Notwithstanding the provisions contained in these ordinances, the Vice Chancellor in consultation with the Academic Council and the Examination Committee may in so far as that particular examination is concerned modify all or some of the rules to meet the constraints.

CHAPTER-IX

9.1 Setting up Question Paper:

Question paper which has been prepared by the End Semester Examination by the paper setter will be of three different kinds (35 Marks, 50 Marks and 70 Marks) as passed and mentioned in the marking scheme of Board of Studies of a particular program.

The skeleton (blueprint) of the question paper will be as follows:

Blue print for 70 marks Question Paper (Time allotted: 3 hours)

Section	Type of Question	Marks per Question	No of Optional Questions to be given	No of Question to be attempted	Marks Allotted
A	**Selection Type Questions:** The selection-type items present the students with a set of possible responses from which they are to select the most appropriate answer. (Attempting all questions are compulsory) ***Multiple Choice, True-False, Matching, Interpretative exercises*** Slow, Average and Fast learners all are able to attempt these questions Such questions are easy to score, while eliminates the chance of bluffing and blind guessing by the student as well as measures the factual information a student have with his/her understanding of the subject.	1	10	10	1 x 10 = 10
B	**Supply Type short answered questions:** The supply type questions requires the students to create and supply their own answers. (Option must be given like attempt any 6 out of 8 questions) These are long answerable questions comprising 6 to 10 points and can be concluded in 150 to 200 words. Average and Fast learners are able to attempt these questions. Supply-type items are easier to construct but more difficult to score. Such questions are more inferential type then the direct answer type.	5	8	6	5 x 6 = 30
C	**Supply type long essay questions:** Such type of questions requires the student to create and supply their own answers again but in a descriptive way. (Option must be given like attempt any 2 out of 4 questions) Mostly the Fast learners are able to attempt these	15	4	2	15 x 2 = 30

	questions. Questions answerable in a very long descriptive way with explanation of case study or a particular complex process or function, comprising 15 to 20 points and can be concluded in 250 to 300 words. Such questions demand higher order skills in students to answer.				
	Total		**22**	**18**	**70**

Blue print for 35 marks Question Paper(Time allotted: 1 hours 30 Mins)

Total No of Questions given: 13
Questions to be attempted: 10

Section	Type of Question	Marks per Question	No of Optional Questions to be given	No of Question to be attempted	Marks Allotted
A	**Selection Type Questions:**The selection-type items present the students with a set of possible responses from which they are to select the most appropriate answer. (Attempting all questions are compulsory) ***Multiple Choice, True-False, Matching, Interpretative exercises*** Slow, Average and Fast learners all are able to attempt these questions Such questions are easy to score, while eliminates the chance of bluffing and blind guessing by the student as well as measures the factual information a student have with his/her understanding of the subject.	1	5	5	1 x 5 = 5
B	**Supply Type short answered questions:**The supply type questions requires the students to create and supply their own answers. (Option must be given like attempt any 4 out of 6 questions) These are long answerable questions comprising 6 to 10 points and can be concluded in 150 to 200 words. Average and Fast learners are able to attempt these questions. Supply-type items are easier to construct but more difficult to score. Such questions are more inferential type then the direct answer type.	5	6	4	5 x 4 = 20

C	**Supply type long essay questions:** Such type of questions requires the student to create and supply their own answers again but in a descriptive way. (Option must be given like attempt any 1 out of 2 questions) Mostly the Fast learners are able to attempt these questions. Questions answerable in a very long descriptive way with explanation of case study or a particular complex process or function, comprising 15 to 20 points and can be concluded in 250 to 300 words. Such questions demand higher order skills in students to answer.	10	2	1	10 x 1 = 10
	Total		**13**	**10**	**35**

Blue print for 50 marks Question Paper(Time allotted: 2 hours)

Total No of Questions given: 20
Questions to be attempted: 16

Section	Type of Question	Marks per Question	No of Optional Questions to be given	No of Question to be attempted	Marks Allotted
A	**Selection Type Questions:**The selection-type items present the students with a set of possible responses from which they are to select the most appropriate answer. (Attempting all questions are compulsory) ***Multiple Choice, True-False, Matching, Interpretative exercises*** Slow, Average and Fast learners all are able to attempt these questions Such questions are easy to score, while eliminates the chance of bluffing and blind guessing by the student as well as measures the factual information a student have with his/her understanding of the subject.	1	10	10	1 x 10 = 10
B	**Supply Type short answered questions:**The supply type questions requires the students to create and supply their own answers. (Option must be given like attempt any 4 out of 6 questions) These are long answerable questions comprising	5	6	4	5 x 4 = 20

	6 to 10 points and can be concluded in 150 to 200 words. Average and Fast learners are able to attempt these questions. Supply-type items are easier to construct but more difficult to score. Such questions are more inferential type then the direct answer type.				
C	**Supply type long essay questions:** Such type of questions requires the student to create and supply their own answers again but in a descriptive way. (Option must be given like attempt any 2 out of 4 questions) Mostly the Fast learners are able to attempt these questions. Questions answerable in a very long descriptive way with explanation of case study or a particular complex process or function, comprising 15 to 20 points and can be concluded in 250 to 300 words. Such questions demand higher order skills in students to answer.	10	4	2	10 x 2 = 20
	Total		**20**	**16**	**50**

CHAPTER-X

EXAMINATION CODE OF CONDUCT

10.1 CODE OF CONDUCT FOR STUDENTS:

1) Students should check the seating arrangement every day prior to the examination and sit only on the seat provided to them.
2) Students should occupy their seat 10 minutes prior to the examination.
3) Students need to show their admit card to the invigilator while entering in the examination hall/room. Students are now allowed to enter in examination room without the admit card/hall ticket. All eligible students for the examination, who missed to carry their admit card/ hall ticket may get a duplicate one for that day from the exam cell with paying Rs. 100/- and showing their valid student id proof. They must also need to paste their recent photograph on the duplicate admit card, hence they must carry some in case of such emergency.
4) Looking at the extreme heat conditions students are advised to carry their own water bottle with them in the exam hall.
5) Students will not be permitted to enter the examination room after 30 minutes of the commencement of examination.
6) Students are not supposed to go out from the examination room once examination starts.
7) Students are allowed to submit the answer scripts and leave the examination hall only after 2 hrs from the start of examination if the examination is for more then 2 hours. (Students appearing in 2 hrs or 1½ hr of exam will not be permitted to submit the answer scripts before their stipulated time)
8) Students are permitted to go to washroom only for 3 minutes, after 1½ hrs from the starting of examination if the examination is for more than 2 Hrs.
9) Students are not allowed to go to the washroom if the examination is of 1½ hr or 2hrs.
10) One student at a time from one examination room only will be permitted for using washroom. One student will be permitted only once during an examination.
11) Students are not allowed to leave the examination hall in last 30 mins of exam (if exam is of 3 hrs.)
12) Students should provide the Identity Card and Hall Ticket on demand of the invigilator in the examination room. Students without valid identity card and hall tickets will not be allowed to write the examination.

13) Students are not allowed to exchange materials such as pens, calculator, eraser, scale, pencil etc. in the examination room.
14) Students should obey the instructions given by the Faculty, Invigilators and Controller of Examination.
15) Students must use only blue or black ball pen to answer the examination. Use of the pen of any other color or any other kind is strictly prohibited.
16) Eatables, soft drinks etc. are not allowed inside the examination hall. Mobile phones, Smart watches, ear pods, Laptops or any other electronic device are strictly prohibited inside the examination hall. For misplace or loss of any valuable items, University will not be responsible for the same.
17) Students must keep their belongings outside the examination room on their own risk. For misplace or loss of any valuable items University will not be responsible for the same.
18) Writing anything on the question paper is prohibited in case if the student does so his/her answer sheet will not be evaluated.
19) Do not write name anywhere in the answer book. In case if a student does so he will be disqualified from the said examinations and he has to appear for reexamination by paying requisite fee. Write roll number, subject, batch, and date on the main answer sheet and supplement answer sheets.
20) Observe absolute silence in the examination room.
21) Students are permitted to use only simple calculators (wherever applicable) in the examination hall.
22) Supplement answer sheet will not be issued in the last 10 minutes of the examination.
23) In case if the student is caught copying the answer from any kind of material (hidden notes/cheats/ from other student's answer book) or the students is found with any gadgets during the examination his/her answer sheet will be confiscated and the student will not be allowed to write the exam. The same case will be treated as the use of Unfair Means and student will be booked under the use of Unfair means offence and disciplinary action will be taken against the student under the compliance of university. (Use of unfair means in an university examination is a criminal offence under UGC regulations 1956, and a person caught in such an act may face imprisonment upto 2 years, and can be debarred from any Government Employment in future)
24) Students must obey the instructions given by the invigilator/s to them. Not following the instructions given by the invigilator or the code of conduct written in this docket,

misbehaving with the invigilators or any other staff will cause the disciplinary action against the student.

10.2 CODE OF CONDUCT FOR INVIGILATORS:

1) We may have two invigilators in an Examination Hall depending upon the no. of students seated.
2) Invigilators shall report to the Examination Control Room Half an hour before the commencement of the examination, mandatorily.
3) Invigilators must check all the documents/formats and no of blank answer sheets provided to them while taking examination docket from the exam cell.
4) Invigilators must reach the examination hall/room before 10 mins of the commencement of examination.
5) Invigilators must check the valid hall ticket of the student while allowing them to enter in the examination hall/room. Students without a valid hall ticket (original / duplicate) issued by the exam cell, must not be allowed to enter in the examination hall/room. If any student comes with such, invigilators must direct the students to the examination cell immediately.
6) Before signing the answer sheet, the invigilator must ensure that every student takes his/her seat according to the seating plan and writes his/her Roll No. and other particulars in the appropriate columns of the title page of the answer sheet.
7) The invigilator must sign the answer sheets at the time of attendance signature by each student, after verifying students face (without mask) with hall ticket and the answer sheet serial no and other details filled by the Students.
8) When the students are properly seated, prescribed announcement must be made by the invigilators from time to time in each exam.
9) No student who is late by more than 30 minutes shall be allowed in the Examination Hall.
10) The Invigilators should not engage themselves in conversation with students or fellow invigilators or any other kind of activities during the examination. Atleast one of the invigilators must always taking rounds in the examination hall/room if other invigilator is busy in the documentation.
11) After each examination, the invigilators are responsible for the submission of sequenced answer sheets in the Examination Control Room within 10 mins after the examination is over. Invigilators must check all the answer scripts and other documents are duly filled and signed by them and students on the proper designated places. They must also count the

coursewise answer scripts before letting the students leave the examination hall/room after the examination is over.

12) If the invigilator finds any student using any unfair means, eg. Any written document/notes, mobile phones, smart watches, ear pods, or any other kind of material which is not allowed in the examination hall/room, they shall take possession of the unauthorized material used along with the answer sheet and report the matter to the Examinations Control room immediately.

13) In case a student is absent/debarred, the word ABSENT/DEBARRED must be written against his/her the Roll No. in the Attendance Sheet by the invigilator.

14) In case of any other difficulty or emergency which is not covered within the above instructions, the controller of examination shall be consulted.

15) No Leaves will be sanctioned to the faculty/ staff member involved in invigilation / exam duties. Under unavoidable circumstances consult the respective Director and the Dean academics.

16) All Invigilators must follow the advisory regarding Covid-19 and instruct the students within Examination hall from time to time.

CHAPTER-XI

EXAMINATION SUB- COMMITTEES

Examination Process in the university apart from the Examination Committee is supported by various other sub committees from time to time to assist the conduction, valuation and result declaration. Following are the Su- Committees:

Moderator Committee:

Moderation is the process of ensuring that assessments are marked in an academically rigorous manner with reference to agreed marking criteria. Universities accept variety in moderation practices by recognizing the varying demands of different disciplines and the different requirements of various types of assessed material. Good moderation practices should seek to ensure accuracy and fairness be appropriate and acceptable to the discipline being taught; be suitable to the material being assessed; be suitable to the means of assessment being used; and be clearly evidenced in the feedback provided to students. In AAFT universities, moderation policies apply to all aspects of student assessment that contribute to the award or final classification of an award, including: conventional examinations, formally assessed coursework such as projects or dissertations and laboratory or any other practical work.

Vetting Committee:

Many variables are given careful attention during the vetting process to ensure that the examination questions are correct, fair, valid and reliable. These variables can be divided into the following three aspects related to the technical, content and language accuracy. Compliance of the questions with these three aspects ensure both content and construct validity, besides ensuring that the examination measures understanding of prescribed content/process and not understanding of the question itself.

Examination Lapses Committee:

a) Examination lapses committee shall be involved in order to take primary disciplinary action for malpractices and lapses on part of the candidates, paper-setter examiners, moderators, teachers or any other persons connected with the conduct of Examinations.

b) The recommendations and decision of the examinations lapses Committee shall be placed before the BoE, which will endorse the disciplinary action in the matter as it deems fit.

Student's Grievances Committee:

In the case of any written representation / complaints received from the students within seven days after the completion of the examination regarding setting up of question paper etc. along with specific recommendations of the Head of the Institute of the Faculty Director of the university, the same shall be considered by the Students' Grievances Committee to be constituted by the Vice Chancellor. The Vice Chancellor shall take appropriate decision on the recommendation of the Students' Grievances Committee before the declaration of result(s) of the said examination.

Central Valuation Committee:

Central Valuation Committee, sub-committee of Examination Committee, shall ensure smooth valuation of End Semester Examination answer books. In charge, central valuation will have the responsibility of issuing answer script packets to the designated evaluator by the CoE. In case if no of answer scripts are more, In charge, central valuation will make sure that the concerned evaluator, evaluates a limited no of answer scripts each day as set by the CoE. He/she will also insure to receive back the evaluated answer scripts with tabulation sheet from the evaluator. He/she controls the whole operation inside the central evaluation hall and does all kinds of entry in the sheets provided.

Tabulation and Result Committee:

Tabulation and Result committee will have the responsibility of collecting all kinds of tabulation sheet after examination and evaluation and prepare the result under prescribed timeline. Tabulation committee shall also prepare the analysis of the result to be declared and submit its report to Result Review Committee. The validator in tabulation committee shall:

- Check the posting made by the Marks-tabulators from the original statement submitted by the examiner
- Check the implementation of the resolutions of the minimum Passing criterion of the programme.
- Check the result prepared by the Marks-Tabulator for Pass, Pass by grace, Fail, Absentees, division, honors etc.
- Validate the Grades, SPI and CPI etc. computed on the basis of the marks obtained by the candidates in examination.
- Validate the result analysis.

- Check all the posting made by the Marks-tabulator from the result tabulation sheet to marks sheet of all the students
- Any other discrepancy/ errata/ manipulation/ inconsistency etc. that might have crept into the marks database.

The result committee will further scrutinize and pass the results of the examinations conducted after satisfying itself that the results on the whole and in various subjects are in conformity with the usual standards and to recommend to the CoE, the action to be taken in any case where the result is unbalanced. If the result committee feels the result of any subject needs to be reviewed before final declaration it may suggest for the same. Result committee will also decide cases of candidates whose answer books were lost.

The CoE will declare and publish the results of the examination as passed by the Results Committee, within the date prescribed in academic calendar, on the notice board of the office and /or website of the Institute. The results, when published, shall simultaneously be communicated to the respective Chairman Board of Studies, Registrar, Director, and Dean-Academics.

Examination Vigilance Squad:

CoE shall appoint two Observers internal from the university, not below the rank of Assistan Professor, as members of Vigilance Squad.

The Vigilance Squad shall see that the conduct of the examination is strictly according to the rules and procedure laid down. In the event of the observer pointing out serious breach or procedure, the CoE may take such action as may be necessary including postponement or cancellation, wholly or in part, of the examination and if any such action is taken, a report of the action taken shall be made to the Academic Council at its next meeting.

APPENDIX:

Examination Profarmas:

CONTENTS

S.No.	Form Details	Form No.
1	Form for obtaining Consent to act as Paper Setter- PART-A, PART-B	E3AU/06/050/102/001
2	Appointment letter to Paper Setter	E3AU/06/050/102/002
3	General Instructions to Paper Setters	E3AU/06/050/102/003
4	Declaration by Paper Setter	E3AU/06/050/102/004
5	Form for Specifying the Material to be supplied to the Student during Examination	E3AU/06/050/102/005
6	Blueprint for Question Paper Setting	E3AU/06/050/102/007
7	Statement of Question Paper Received and Vetting Remarks	E3AU/06/050/102/008
8	Certificate of Opening the packet Containing Question Paper	E3AU/06/050/102/009
9	Statement of Question Paper Used at the Centre's of Examinations	E3AU/06/050/102/010
10	Attendance Record of the candidate for End Semester Theory Exam	E3AU/06/050/102/011
11	Consolidated report of candidates for Examination held each day-Present & Absent	E3AU/06/050/102/012
12	Invigilator's Diary	E3AU/06/050/102/013
13	Performa for U. F. M. Case	E3AU/06/050/102/014
14	Attendance and Marks record of Candidates for Practical Examination	E3AU/06/050/102/015
15	Centralized Evaluation record	E3AU/06/050/102/016
16	Proforma for corrections made in question paper	E3AU/06/050/102/017
17	Attendance and Marks record of Candidates for Submission Examination (Project)	E3AU/06/050/102/018
18	Statement on review request of question papers post examination by students	E3AU/06/050/102/019
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20	Statement of Moderation on Answer Scripts Evaluated	E3AU/06/050/102/021
21	Appointment of External and Internal Examiners for Conducting Practical Examinations (External)	E3AU/06/050/102/022
22	Application Form for Correction in Marksheet	E3AU/06/050/102/023
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FORM No.: E3AU/06/050/102/001
CONFIDENTIAL

Form for obtaining Consent to act as Paper Setter

Ref. No.: E3AU/06/050/102/001/….. Date:-……

PART-A

To,
Dept. Coordinator, School of …….
AAFT University of Media and ARTS
Vill. Manth, Kharora, Raipur, C.G.

Dear Sir/Madam,

The University intends to appoint following faculties for the course of your department as a paper setter for the following:-

Name of Examination: **…….**

S.No.	School	Program	Sem	Course Name	Course Code	Name of Paper Setter

Kindly send/submit the consent of all individuals mentioned with your consent immediately to exam cell in 'PART-B' attached with this form

For, Controller of Examination

FORM No.: E3AU/06/050/102/001
CONFIDENTIAL

Form for obtaining Consent to act as Paper Setter

Ref. No.: E3AU/06/050/102/001/…… Date:-……

PART-B

To,

The Controller of Examination

AAFT University of Media and ARTS

VillManth, Kharora

Raipur, C.G.

Dear Sir/Madam,

With reference to your above mentioned confidential letter, I want to inform you that the undersigned faculties are agree/do not agree to act as Paper Setter, for the courses of my department

Name of Examination: **……**

S.No.	School	Program	Sem	Course Name	Course Code	Name of Paper Setter	Agree (Yes /No)	Signature

Above-signed shall abide by the instructions given by the University and send the question paper within the time limit in my supervision. Above signed also declare that

(i) None of their close relatives as defined in University compliance, or a blood relation of similar type is going to appear in examination in the subject for which paper –setting has been offered to them.

(ii) They have no private tuition in the subject nor shall they undertake one hereafter upto the date of examination.

(iii) They are not appearing at any of the ensuing university examinations.

(iv) They will keep the content of question paper confidential and neither will disclose any content of question paper nor will disclose their identity as paper setter to anyone.

Signature:……..

Name:……..

Date-:……..

(Signature and Name of Dept. Coordinator / HOD)

FORM No.: E3AU/06/050/102/002
CONFIDENTIAL

(All correspondence relating to examination should please be addressed to the Controller of Exams by name and marked 'Confidential' mentioning your credentials)

(Appointment letter to Paper Setter)

Ref. No.: E3AU/06/050/102/002/……..
Date:-……..

To,

…….

Designation:…….....

AAFT University of Media and Arts

Raipur, C.G.

Dear Sir/Madam,

AAFT University, Vill. Manth, Kharora, Raipur, C.G., is pleased to appoint you as the paper-setter and examiner in the following course for declaration as Part-B of E3AU/06/050/102/001

1) Name of Examination: **…….**

S. No.	Name of School	Program	Sem	Course Name	Course Code	Max Marks Allotted

In case you have not sent the consent earlier please send PART-B of FORM No. E3AU/06/050/102/001 along with the question paper via mail, confidentially to the Exam Cell. In case you are, not agree to accept this offer kindly revert immediately to the exam cell assigning the reasons.

The question paper may please be sent to Controller of Exams via mail. The name of the course title with course code, name of examination, semester, program name, name of school and marks and time allotted should be given clearly on the question paper in the designated places. Instruction to the candidates according to the question paper must also be given clearly in the instruction part of the question paper.

Format of the question paper, blueprint as per the marks allotted in the question paper and broad guidelines for setting up the question paper are also sent along with this letter of appointment. I would request you to set this question paper as per the format and blueprint given only and not to deviate from it.

Question paper must be named in the following format only: **"Course code-Marks allotted-Course Title-Paper Setter Name- Name of Exam".**

Font Type used to set the question paper must be-"Cambria"

Font Size used to set the question paper must be- "11"

Please map the questions as per the course objective no. in the given space

Kindly read carefully the attached instructions and rules and follow them.

PUNCTUALLY SHALL BE observed in all matters.

Any question paper which will be deviated from the given format and instructions will not be accepted.

The last date of submission of Question paper is **……**

Yours truly,

Controller of Exams

FORM No.: E3AU/06/050/102/003

General Instructions to Paper Setters

1. No person shall be appointed as a paper-setter in any option for an examination if:
    a) Any of his / her *close relations intends to appear at that examination in that paper
    b) He/ She has private tuition in the subject
    c) The paper-setter is a fellow teacher or intends to appear at any examination of the University. In such circumstances he/she should return the setting material immediately intimating the facts.

    (*The term close relations, includes wife, husband, son, daughter, grand-son, granddaughter, brother, sister, nephew, niece, grand-niece, grand-nephew, uncle, first cousin, son-in-law, daughter-in-law and sister-in-law.)
2. The question paper set by the Paper setter will be sent for Moderation process after vetting process.
3. The question paper must be set in English Language only.
4. The questions should be written very clearly and legibly on the prescribed format on he designated places given in the format. Every part of each question should be clear and definite in language as also in regard to the nature of the answer required from the candidates, and the paper should be properly punctuated. Paper – setters are requested to be careful in setting the questions in accordance with the syllabus and scheme. Before sending the paper, the paper-setter must satisfy himself/herself through careful scrutiny that no mistakes have crept in.
5. Serial number of questions should be given on the left-hand margin and the marks allotted to each question should be mentioned on the right hand side of the paper. Where a question is divided into parts, the marks assigned to each part should also be shown on the right hand side of the paper. The marking scheme viz marks for definition, figures, explanation etc. must be clearly indicated on the Question Paper itself.
6. No initials or signatures should be put anywhere on the question paper or the instructions. They should be drawn up in a form in which they could be sent to the press.
7. The name of the examination, the course name and course code, the maximum marks and the time allotted as given in the heading should be carefully checked from the syllabus before dispatching the question paper.
8. Any direction to candidates regarding the answering of different sections in different answer books or regarding the number of questions to be answered should be clearly given on the top of the question paper and it should be free from ambiguity.
9. The layout of the paper should be as clear as possible to make it as student friendly as possible.
10. Use the simplest language and structure possible to convey clearly and unambiguously the meaning of the question. Do not use the passive if it can be avoided because it can make a sentence impersonal and complex. Avoid also using the conditional form (sentences starting with “if”) and the double negative.

11. Make sure that introductory statements in questions contain only the information which is required for answering those questions relevantly.
12. Long complex questions are best split up by the use of subsidiary numbering systems.
13. Check that the diagrams, pictures or photographs used are necessary, helpful and of high quality.
14. No question shall be put calling for a declaration of religious belief on the part of the candidates and no answers given by any candidate shall in allotting marks, be objected to on the ground of its giving expression to any particular form of religious belief.
15. Do not use material or put any content in question paper reflecting race, ethnic or sex biased.
16. In setting question-paper, abbreviations of all kinds except those in special subjects should be avoided.
17. The question paper should be fairly distributed over the whole course of study and not concentrated on any one or a few portions only.
18. The evaluation scheme for the prepared question paper must be clear and designed to be easily and consistently applied. The marks should be allocated in proportion with the demands of questions. The total number of marks available for each question and each part of a question should be shown clearly and must tally with the marks shown on the question paper.

FORM No.: E3AU/06/050/102/004
CONFIDENTIAL

(Declaration by Paper Setter)

(To be signed by the Paper-Setter and returned along with the question-paper)

PART-A

(To be signed by all paper setters)

I certify that: -

1) I have destroyed all drafts, notes etc, of the questions set and have retained no copy of the paper with me.
2) The question-paper has been typed/written by me personally.
3) I have very carefully gone through the syllabus prescribed for the examination for which the paper has been set by me. The paper set does not include any question, which is outside the scope of the syllabus. If, it is found by the University, that the paper set includes any question out-side the syllabus sent by the University, I authorize the University and give NOC to take necessary action under University compliance.
4) The questions are distributed evenly over the whole syllabus
5) I have read the instructions carefully and agree to these.

Signature of Paper-Setter

Name of Paper Setter……

Subject …….. Subject Code …….. Paper……..
Examination ……

PART – B

- I certify that I am not the author of any help, book prescribed or recommended in the subject of which I am the paper setter

OR

- I am the author of following books for the subject & I declare that the questions set for this paper are not confined to this/Thesis books only.

1. ……
2. ……
3. ……
4. ……

Signature of the Paper Setter

FORM No.: E3AU/06/050/102/005
CONFIDENTIAL

(Form for Specifying the Material to be supplied to the Student during Examination)

The following material is to be supplied to the candidate for Exam Name……
Course ……Course Code ……
Program …… by the University at the examination center.

S.No.	Material to be Supplied (in detail)	Approx. Quantity (per Student)

Note:

1) Please mention the materials to be provided clearly in detail with exact quantity with unit.
2) If no other material, except the answer-books is to be supplied to the candidates for answering the Paper, the word 'NIL' should be written.

Signature of Paper Setter

Name of Paper Setter……

FORM No.: E3AU/06/050/102/007

Question Paper Scheme and Blueprints

In the meeting of examination committee held on 17-02-2022, it has been decided that for whole curriculum in all the schools there will 3 kinds of theory question papers as per the marking scheme. This profarma provides the blueprints, no of questions and time scheme for these three kind of question papers.

Blue print for 70 marks Question Paper (Time allotted: 3 hours)

Section	Type of Question	Marks per Question	No of Optional Questions to be given	No of Question to be attempted	Marks Allotted
A	**Selection Type Questions:** The selection-type items present the students with a set of possible responses from which they are to select the most appropriate answer. (Attempting all questions are compulsory) ***Multiple Choice, True-False, Matching, Interpretative exercises*** Slow, Average and Fast learners all are able to attempt these questions Such questions are easy to score, while eliminates the chance of bluffing and blind guessing by the student as well as measures the factual information a student have with his/her understanding of the subject.	1	10	10	1 x 10 = 10
B	**Supply Type short answered questions:** The supply type questions requires the students to create and supply their own answers. (Option must be given like attempt any 6 out of 8 questions) These are long answerable questions comprising 6 to 10 points and can be concluded in 150 to 200 words. Average and Fast learners are able to attempt these questions. Supply-type items are easier to construct but more difficult to score. Such questions are more inferential type then the direct answer type.	5	8	6	5 x 6 = 30
C	**Supply type long essay questions:** Such type of questions requires the student to create and supply their own answers again but in a descriptive way. (Option must be given like attempt any 2 out of 4 questions) Mostly the Fast learners are able to attempt these questions. Questions answerable in a very long descriptive way with explanation of case study or a particular complex process or function, comprising 15 to 20 points and can be concluded in 250 to 300 words. Such questions demand higher order skills in students to answer.	15	4	2	15 x 2 = 30
	Total		**22**	**18**	**70**

Blue print for 35 marks Question Paper(Time allotted: 1 hours 30 Mins)

Total No of Questions given: 13

Questions to be attempted: 10

Section	Type of Question	Marks per Question	No of Optional Questions to be given	No of Question to be attempted	Marks Allotted
A	**Selection Type Questions:**The selection-type items present the students with a set of possible responses from which they are to select the most appropriate answer. (Attempting all questions are compulsory) ***Multiple Choice, True-False, Matching, Interpretative exercises*** Slow, Average and Fast learners all are able to attempt these questions Such questions are easy to score, while eliminates the chance of bluffing and blind guessing by the student as well as measures the factual information a student have with his/her understanding of the subject.	1	5	5	1 x 5 = 5
B	**Supply Type short answered questions:**The supply type questions requires the students to create and supply their own answers. (Option must be given like attempt any 4 out of 6 questions) These are long answerable questions comprising 6 to 10 points and can be concluded in 150 to 200 words. Average and Fast learners are able to attempt these questions. Supply-type items are easier to construct but more difficult to score. Such questions are more inferential type then the direct answer type.	5	6	4	5 x 4 = 20
C	**Supply type long essay questions:** Such type of questions requires the student to create and supply their own answers again but in a descriptive way. (Option must be given like attempt any 1 out of 2 questions) Mostly the Fast learners are able to attempt these questions. Questions answerable in a very long descriptive way with explanation of case study or a particular complex process or function, comprising 15 to 20 points and can be concluded in 250 to 300 words. Such questions demand higher order skills in students to answer.	10	2	1	10 x 1 = 10
	Total		**13**	**10**	**35**

Blue print for 50 marks Question Paper(Time allotted: 2 hours)

Total No of Questions given: 20
Questions to be attempted: 16

Section	Type of Question	Marks per Question	No of Optional Questions to be given	No of Question to be attempted	Marks Allotted
A	**Selection Type Questions:**The selection-type items present the students with a set of possible responses from which they are to select the most appropriate answer. (Attempting all questions are compulsory) ***Multiple Choice, True-False, Matching, Interpretative exercises*** Slow, Average and Fast learners all are able to attempt these questions Such questions are easy to score, while eliminates the chance of bluffing and blind guessing by the student as well as measures the factual information a student have with his/her understanding of the subject.	1	10	10	1 x 10 = 10
B	**Supply Type short answered questions:** The supply type questions requires the students to create and supply their own answers. (Option must be given like attempt any 4 out of 6 questions) These are long answerable questions comprising 6 to 10 points and can be concluded in 150 to 200 words. Average and Fast learners are able to attempt these questions. Supply-type items are easier to construct but more difficult to score. Such questions are more inferential type then the direct answer type.	5	6	4	5 x 4 = 20
C	**Supply type long essay questions:** Such type of questions requires the student to create and supply their own answers again but in a descriptive way. (Option must be given like attempt any 2 out of 4 questions) Mostly the Fast learners are able to attempt these questions. Questions answerable in a very long descriptive way with explanation of case study or a particular complex process or function, comprising 15 to 20 points and can be concluded in 250 to 300 words. Such questions demand higher order skills in students to answer.	10	4	2	10 x 2 = 20
	Total		**20**	**16**	**50**

FORM No.: E3AU/06/050/102/008
CONFIDENTIAL

(Statement of Question Paper Received and Vetting Remarks)

Name of the Examination :-

……

S.No.	Name of Program	Course Title	Course Code	Name of Paper Setter	Question Paper Received (Yes/No)	Vetting Remarks

For, Controller of Examination

FORM No.: E3AU/06/050/102/009

CONFIDENTIAL

(Certificate of Opening the packet Containing Question Paper)

To,

Controller of Exams

AAFT University of Media and Arts,

Sir,

The envelope was opened in our presence and was found properly sealed before opening.

Name of the Centre : AAFT University of Media and Arts

Name of the Examination :

_____

Course Code : _____

Course Title :

_____

Date and Day of Examination :

_____

Time of Examination : _____

We certify that this packet is intact and duly sealed at all points, has been opened at _____ a.m./p.m. before the commencement of the examination.

_____ Number of Question Paper were found as per details on the Envelope.

1. Signature _____ Name: _____

2. Signature _____ Name: _____

FORM No.: E3AU/06/050/102/010
CONFIDENTIAL

(Statement of Question Paper Used at the Centre's of Examinations)

The details related to utilization of question papers are as below:

Name of Examination	Course Code with Course Title	Total No of Question Papers used		
		Issued	Distributed	Retained

For, Controller of Examination

FORM No.: E3AU/06/050/102/011
CONFIDENTIAL

(Attendance Record of the candidate for End Semester Theory Exam)

End Semester Examination- (Name of Examination)

Name of Centre-AAFT University, Raipur

School Name: …… **Program Name:**

……..

Course Code: …… **Course Title:**

……..

Room No.: ……. **Date: ……**

Regular / Backlog				
S.No.	Enrollment No.	Roll No.	Serial No of Answer Booklet	Signature
1				
2				
3				
4				
5				

Total Present……Total absent……

Name and Signature of Invigilator (1)

Invigilator (2)

Seal and Signature of controller of Exam/Centre Superintendent with date

FORM No.: E3AU/06/050/102/012
CONFIDENTIAL

(Consolidated report of candidates for Examination held each day-Present & Absent)

NAME OF PROGRAM ……. School

Name:…… Semester……. Course

Title…….. Course Code…… ROOM

NO.…… … .

Date of Examination …… Time of Examination

……

SR NO	TOTAL STUDENT REGISTERED	TOTAL PRESENT	TOTAL ABSENT	ROLL NUMBER OF ABSENTEE CANDIDATE

SEAL AND SIGNATURE OF CONTROLLER OF EXAMINATION WITH DATE

FORM No.: E3AU/06/050/102/013
CONFIDENTIAL

(To be duly filled by Invigilators during Examination for submission to Exam Controller/Centre Superintendent

INVIGILATOR'S DIARY

Name of Examination: Room No_ Time:_

Name of Centre…….

DATE OF EXAMINATION	COURSE/SEM	SUBJECTCODE	SUBJECT	ROLL NO OF CANDIDATES PRESENT	ROLL NO OF CANDIDATESABSENT	ROLL NO OF CANDIDATE PERMITTED FOR	REMARK	SIGN.OF INV. WITH DATE

TOTAL REGISTERED	TOTAL PRESENT	TOTAL ABSENT

(SEAL AND SIGNATURE OF CONTROLLER/CENTRE SUPDT WITH DATE)

FORM No.: E3AU/06/050/102/014
CONFIDENTIAL

Performa for U. F. M. Case

Name of School . …….

Name of Program:…….

Roll No. of the Candidate …….

Enrollment No. of the Candidate ……..

Name of the Examination …….

Name of the Candidate ……..

Semester……Branch…….

Father's Name ……...

Mother's Name ……

Subject Code (in which the candidate was found using unfair means)…….

Subject Name (in which the candidate was found using unfair means) …….

……

Room No. ……

Day and date ……Time …….

1. The pages of book, hand written chit and any other related materials must be attached along with the Answer Book of the candidate and signed by the candidate and center superintendent.

Details of the chits / materials which were found from the candidate

(a) Printed Pages: ---------- Nos. of Pages…….

(b) Hand Written Page: ----------Nos. of Pages……..

(c) Hand written chits / any other material: ---------- Nos……...

2. Statement of the candidate in his own hand-writing

(a) Were the above materials found from you? ……..

(b) Why did you keep the above materials when you knew that it is objectionable?

……..

(c) Did you use the above materials? ……..

(d) Any other ……..

Name & Signature of the Candidate

3. Certified that the candidate has written the above statement before me / certified that the candidate refused to write his / her statement. (Strike out which is not applicable)

Signature of Controller of Examination
Date:
Time:

4. Statement of the invigilator (The invigilator should write the whole incident)

Signature of Invigilator
Date:
Time:

5. Statement of Exam controller

Signature and Seal of Exam Controller
Date:
Time:

FORM No.: E3AU/06/050/102/015

CONFIDENTIAL
School Name: …….. **Program Name: …….**

Course Code:…… **Course Title:……..**

Semester: …….

Date: **Time:**

S.No.	Enrollment No.	Roll No.	Signature	Max Marks	Min Marks	Marks Obtained	
						In Figure	In Words
1							
2							
3							
4							
5							
6							

The details are furnished above pertaining to Practical Examinations and here by forwarded to Controller of Examination, AAFT University of Media and Arts, Raipur.

Total Present:

…….
Name and Signature of Internal Examiner

Total Absent:

Date:

……..
Name and Signature of External Examiner

FORM No.: E3AU/06/050/102/016

CONFIDENTIAL

School Name: …….. **Program Name:** …….

Course Code:……. **Course Title:**……

Semester: **Date of Exam:**

S.No.	Enrollment No.	Roll No.	Present / Absent	Max Marks	Min Marks	Marks Obtained	
						In Figure	In Words
1							
2							
3							
4							
5							
6							

Declaration: I hereby declare that, the marks awarded to the student by me after checking and evaluation of answer script is correct and as per the marking scheme prescribed in university syllabus and the distribution of marks given in the question paper. I have checked the total marks twice after the evaluation and the marks obtained by the student mentioned in this sheet by me is same as the marks obtained by student in his/her answer script.

Valuer Signature:

Valuer Designation:

Valuer Name:

FORM No.: E3AU/06/050/102/017

CONFIDENTIAL

(Proforma for corrections made in question paper, to be filled by the controller of examination)

Name of Exam	
Date of Exam	
School	
Program	
Semester	
Course Title	
Course Code	
Marks Allotted	
Time Allotted	
Name of Invigilator	
No of Questions corrected	
Marks allotted in the correction made	
Extra time provided for attempting answers (if any)	
Details of the Correction Made	
Name and designation of Paper Setter	
Name and designation of faculty who made corrections	
Signature of the corrector	
Signature of the invigilator	
Signature of the concerned HOD/ School Coordinator	
Signature of the COE	
Signature of the Dean Academics	

FORM No.: E3AU/06/050/102/018
CONFIDENTIAL

School Name: …….. **Program Name:** …….

Course Code:…… **Course Title:**……..

Semester: …….

Date: **Time:**

S.No.	Enrollment No	Roll No.	Signature	Project Title (Submission Topic)	Max Marks	Min Marks	Marks Obtained	
							In Figure	In Words
1								
2								
3								
4								
5								
6								

The details are furnished above pertaining to Practical Examinations and here by forwarded to Controller of Examination, AAFT University of Media and Arts, Raipur.

Total Present:

Total Absent:

Date:

…….
Name and Signature of Internal Examiner

……..
Name and Signature of External Examiner

FORM No.: E3AU/06/050/102/019
CONFIDENTIAL

(Statement on review request of question papers post examination by students)

(To be forwarded to the examination committee for review)

Name of the Examination: -

……

S.No.	Name of Program	Course Title	Course Code	Name of Paper Setter	Questions reported for review by students post examination		Vetting Remarks on questions if any
					Section No.	Q. No.	

Detailed description on questions reported for review:

S.No.	Section No.	Q.No.	Description of Question and requested points for review

For, Controller of Examination

FORM No.: E3AU/06/050/102/020
CONFIDENTIAL

(Statement on response on review request of question papers post examination by students)

(As approved by examination committee)

Name of the Examination: -

……

S.No.	Name of Program	Course Title	Course Code	Name of Paper Setter	Questions reported for review by students post examination		Vetting Remarks on questions if any
					Section No.	Q. No.	

Detailed description after review by examination committee:

S.No.	Section No.	Q.No.	Description of Question and requested points for review	Response of Examination committee post review

For Examination Committee:

1……..

2……..

3……..

4……..

Proposed By

For, Controller of Examination

Approved By

FORM No.: E3AU/06/050/102/021
CONFIDENTIAL

(Statement of Moderation on Answer Scripts Evaluated)

Name of the Examination :-
……

Date of
Moderation:……
……..

S.No.	Name of Program	Course Title	Course Code	Name of Paper Setter	No of Answer Scripts Moderated	Moderation Remarks

Moderation Done By:	
Name	Signature
1.	
2.	
3.	

For

Controller of Examination

FORM No.: E3AU/06/050/102/022
CONFIDENTIAL

(Appointment of External and Internal Examiners for Conducting Practical Examinations (External))

Ref. No.: **E3AU/06/050/102/022/…….** **Date: …….**

To,

…….
…….
…….
Dear …….

We are pleased to appoint you as the **External Examiner** for the viva voce of the following subjects, scheduled as follows, under the School of Interior Design at AAFT University of Media and Arts, Raipur:

S.No.	Semester	Program	Course Code	Course Title

Date: …….

Time: …….

Your expertise and experience as …… and a distinguished professional in the field ……. will greatly contribute to the evaluation process. We are confident that your insights will provide valuable guidance to our students during their assessments.

Kindly confirm your acceptance of this appointment at the earliest. For any queries, please feel free to contact the Examination Cell at AAFT University of Media and Arts.

Yours Truly

……
Name and Signature with Seal of
Controller of Examination
AAFT University of Media and Arts, Raipur

FORM No.: E3AU/06/050/102/023

Application Form for Correction in Marksheet

1. Student Details:

Name of the Student	
Enrollment Number	
Program & Batch	
Passed Out/ Studying	
Contact Number	
Email ID	

2. Details of the Marksheet for Correction:

Semester	**Document No.**	**Exam Session**
Sem-1		
Sem-2		
Sem-3		
Sem-4		
Sem-5		
Sem-6		
Sem-7		
Sem-8		

3. Type of Correction Required (tick applicable):

	Sem-1	Sem-2	Sem-3	Sem-4	Sem-5	Sem-6	Sem-7	Sem-8
Name								
Father's Name								
Enrollment No./ Roll No.								
Subject Name/Code								
Grade/Marks								

Other (please specify): _____

3. Existing (Incorrect) Details on Marksheet:

4. Correct Details to be Updated:

5. Reason for Correction:

_____

_____

6. Documents Attached (Self-attested) (If Applicable):

☐ Photocopy of Original Marksheet
☐ Valid ID Proof (e.g., Aadhar/Passport)
☐ Supporting Document for Correction (e.g., 10th Marksheet, Affidavit)

7. Application Fee Details:

- Amount Paid: ₹ _____
- Mode of Payment: ☐ Online ☐ Cash ☐ Bank Transfer
- Transaction ID / Receipt No.: _____
- Date of Payment: _____

Declaration:
I hereby declare that the above information is true and correct to the best of my knowledge. I understand that any incorrect information may lead to the rejection of this request.

Signature of the Student

(Signature): _____

Date: _____

For Office Use Only:

- Verified by: _____
- Date of Verification: _____
- Correction Approved: ☐ Yes ☐ No
- Remarks (if any): _____
- Expected Date of Delivery for Document: _____

Fee Payment Verified By:

Seal and Sign from Accounts Department

Document Correction Verified and Approved By:

Seal and Sign of Controller of Examination

FORM No.: E3AU/06/050/102/024

(APPLICATION FORM FOR RE-VALUATION OF ANSWER SCRIPTS)

(Candidate should carefully go through the rules printed overleaf before filling this form. This application is to be filled in and signed by the candidate only. Application submitted on behalf of the candidate without authorization or incomplete application will be rejected summarily.)

1. Student Details:

Name of Candidate (in block letters): _____

Father's / Guardian's Name: _____

Enrollment No.: _____ Roll No.: _____

School: _____ Program: _____

Semester: _____ Mobile No.: _____

Examination Appeared In: ☐ End Semester ☐ ATKT-1 ☐ ATKT-2

2. Course(s) for Re-valuation Applied:

S. No.	Course Code	Course Title	Date of Exam	Maximum Marks	Marks Obtained
1					
2					

Declaration by the Candidate:

I have carefully read the rules regarding re-evaluation and I agree to be governed by them. I am fully aware that as a result of seeking re-valuation:

- The marks originally secured by me may increase, remain unchanged, or decrease.
- I undertake to surrender my original result and to accept the final result declared by the university after re-valuation.

Date: _____ Signature of the Candidate: _____

Note:

1. Signature must match that on the examination form.

2. Application is accepted provisionally, subject to verification.

3. Incomplete applications will be rejected.

FOR OFFICE USE ONLY

Intimation No.: _____

Date: _____

Received Rs.: _____ Receipt No.: _____Account Dept Seal and Sign:_____

Status after Re-valuation: _____

_____

_____

Controller of Examinations (Signature & Seal)

Rules for Re-valuation:

1. Re-valuation is allowed only in theory papers. Not applicable for Practicals/Dissertation/Viva-Voce.

2. Candidates can apply for a maximum of two (2) papers only per semester.

3. Re-valuation must be applied for within the time period specified in the official notification.

4. A photocopy of the current Admit Card must be attached for verification.

5. Prescribed Fee: ₹1000/- (non-refundable) per paper, to be paid at the University Accounts Department.

6. Re-valuation requests will be processed only after obtaining No Dues clearance from the Accounts Department.

7. The revised result after re-valuation may reflect: No change / Increase / Decrease in marks.

8. The form must be filled and signed by the candidate only. In case of authorized submission, a proper authorization letter is required.

Form No. E3AU/06/050/102/025

CONFIDENTIAL

INSPECTION REPORT BY FLYING SQUAD

Name of Exam:……..Session:…….Month:……

Part-A
(To be filled by Controller of Examination/ Centre Superintendent)

Date:……. Time:……

Name of Centre:…….

Name of COE/ Centre Supdt.:……...

Name of Flying Squad Member-1-……Designation:……

Name of Flying Squad Member-2-……Designation:……

No. of students appearing in the Exam:…….

No of papers for which the exam is conducted on the day: Theory:……..Practical:……..

No. of rooms:……. No of Invigilators:……

……..
Name and Signature of COE/ Centre Supdt

Part-B
(To be filled by any of the flying squad member with their mutual consent)

1. Question paper envelops were properly sealed and verified by the 2 students and invigilators each:……..
2. Question paper envelops were opened after verification by students and invigilators:…….
3. Invigilators reported for the duty in time:……..
4. Question papers were properly distributed as per the seating of the students in the rooms:…….
5. All students were carrying their original hall ticket/provisional hall ticket:…….
6. Seating of the students in the room were properly arranged:……
7. Students were prohibited to carry unfair means mentioned in the exam regulations:……..
8. Answer scripts were duly checked, verified and signed by the invigilators:……
9. Code of conduct was maintained during the examination:……

10. No. of students found with UFM or breaching the code of conduct of the examination:……
(Detailed report to be mentioned in the UFM diary of the COE and the report to be verified by the flying squad member)
11. No. of question papers which were identified for correction required during examination:……
(Detailed report to be mentioned in the correction diary of the COE and the report to be verified by the flying squad member)
12. Records related to the examination were properly maintained:……
13. Time frame for the examination was properly maintained:……..
14. General remark by flying squad members about the conduct of exam:

Member-1 ……...
……...
……...

Member-2 ……...
……...
……...

Name of Signature of Flying Squad Members with Date

Member-1-……..

Member-2-……..

Form No. E3AU/06/050/102/026
CONFIDENTIAL

QUESTION PAPER VETTING REPORT BY HOD/ School Incharge

Name of Exam:…….Session:…….Month:……

School:	
Program Name and Semester	
Course Code	
Course Title	
Maximum Marks	
Name of Paper Setter	
Date of Vetting	

Vetting Parameter Checklist:

S. No.	Parameter	Status (✓/✗)	Remarks
1	Question paper is as per prescribed format/template		
2	Questions are strictly within the prescribed syllabus		
3	Adequate coverage of all units in the syllabus		
4	Course Outcomes (COs) are correctly mapped with each question		
5	Difficulty level is appropriate and balanced		
6	Distribution of marks is appropriate		
7	Questions are clear, unambiguous, and free from errors		
8	Internal choice is properly structured and balanced		
9	Language and terminology are appropriate and academic		
10	Instructions to students are clear and complete		
11	Compliance with OBE guidelines (Bloom's Taxonomy levels, etc.)		
12	Any typographical/formatting errors checked and corrected		

Additional Remarks (if any)

_____

_____

_____

Declaration by HOD/ School Incharge

I hereby certify that I have vetted the question paper for the above-mentioned course. The question paper has been reviewed thoroughly and is found to be in accordance with the prescribed syllabus, examination format, and academic requirements. The mapping of questions with Course Outcomes is appropriate, and all necessary quality parameters have been duly verified.

Date:

Name of HOD: _____

Signature: _____