

MANUAL FOR EXAMINATION CELL

(DRAFT FOR APPROVAL)

(The regulations and norms given in the manual are proposed)



FACULTY OF ARCHITECTURE,
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(ACADEMIC AUTONOMOUS)

*I.C.U
Copy to be given
to him.*

*[Signature]
02.11.2017.*

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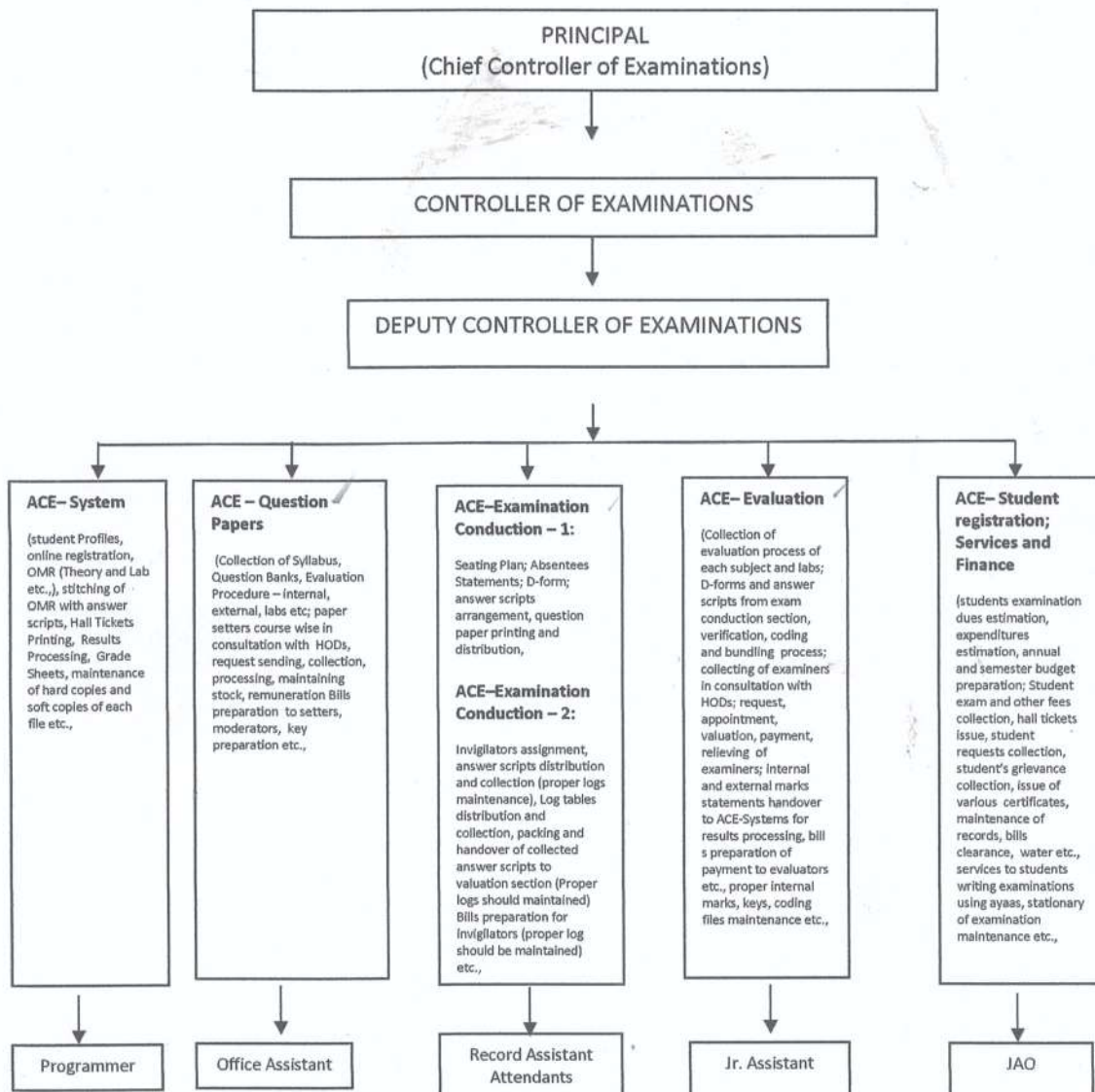
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I. INTRODUCTION

Faculty of Architecture (F.O.A.), Dr. A.P.J. Abdul Kalam Technical University, Lucknow (Formerly known as Lucknow College of Architecture), has been granted Academic Autonomy status by Dr. A.P.J. Abdul Kalam Technical University, Lucknow through their letter no. A.K.T.U./KUS KA/2016-17/10452, Dated 09.02.2017 w. e. f., 2017-18. This facilitates an academic freedom that F.O.A. formulates its own syllabus for all UG and PG courses, starting from the academic year 2017-18 and carries out the examination/assessments also.

The Examination Cell therefore, has been restructured to carry out all the examination activities. The Examination Cell of F.O.A. is a confidential section with the responsibility of conduction of examinations both Internal (Class Tests) and External (End Semester), evaluation, tabulation, publication and display of results, maintenance of student records for all courses being offered by F.O.A.

I.1. ORGANIZATIONAL STRUCTURE



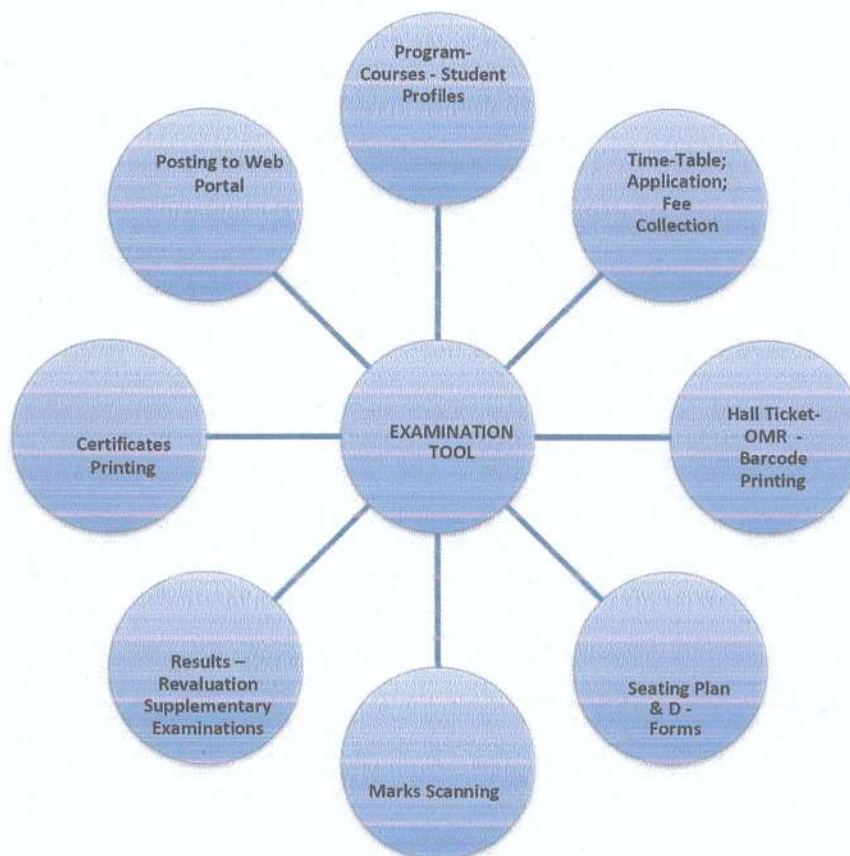
Apart from central examination system every department has departmental examination committee comprising HOD; Examination Coordinators for each year i.e., for B. Arch., First year examination coordinator, Second year examination coordinator, Third year examination coordinator, Fourth year examination coordinator and Fifth year examination coordinator. Similarly, for other courses being offered by F.O.A.

Currently as the numbers and options are less, CE shall be undertaking the additional responsibilities of ACE-Question Papers and ACE-Evaluation; DCE shall be undertaking the additional responsibilities of ACE-System and ACE-Examination Conduction and ACE shall be undertaking the responsibilities of ACE-Student Registration, Services and Finance as well as supporting the CE and DCE in their works.

I.2. AUTOMATION – IN HOUSE

The Examination process is automated with use of examination software. Also, the examination cell has surveillance system for security.

Strategy Model to achieve excellence



I.2.1. INFRASTRUCTURE

SL. NO.	ITEM	NO
1	HP Server	1
2	Printer for OMR with BAR CODE and Variable Data	2
3	OMR Scanner	1
4	Stitching Machine for OMR Sheets	1
5	Barcode Readers	2
6	Xerox Machines	3
7	Systems	12
8	Printers	4
9	UPS	1
10	Surveillance Cameras	9

I.3. ACADEMIC CALENDAR

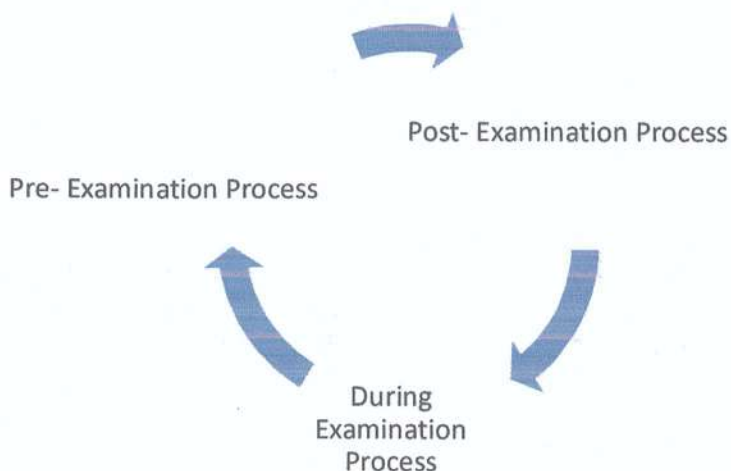
Dean Academics/Principal in consultation with other functionaries of the college prepares the academic calendar before commencement of the academic year and communicates to all the concerned to inform the academic programme and various examinations schedule to be conducted in the semester. The examination cell, based on the approved academic calendar, will prepare a time-table for events to be conducted like mid semester/class tests and end semester, laboratory and practical/viva-voce examinations, evaluation etc. Identification of subject experts is done in communication with respective HOD for Question paper setting and evaluation. Chief Controller of examination: The Principal acts as a Chief Controller of examination.

I.3.1. TIME FRAME

SL. NO.	ITEM	TIME FRAME
1	Preparation of Academic Calendar	First week of that Academic Year
2	Quotations for Examination materials	First week of that Academic Year
3	Requisition of Question Papers Examination	8 weeks before commencement of examinations
4	Examination Fee Notification	4 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	4 weeks after completion of examinations
10	Recounting and Revaluation	Notification along with results

II. EXAMINATION PROCESS

Internal and External Assessment is done as per the norms prescribed in Academic Rules and Regulations / Ordinances of concerned courses i.e., B. Arch. and M. Arch. being offered by the F.O.A.



II.1. PRE-EXAMINATION PROCESS

II.1.1. MID SEMESTER EXAMINATIONS/CLASS TESTS

- a. Controller of Examinations will prepare the schedule of Mid Semester Examinations/Class Tests and the same will be communicated to all HODs concerned, faculty and students through notices, website, etc., HODs of the concerned departments ensure circulation of schedule of Mid Semester Examinations/Class Tests through the faculty concerned and arrange for reading out in the class rooms and display in the departmental notice boards. Two Mid Semester Examinations/Class Tests for each subject/course will be conducted as per academic rules and regulations. A make-up test may be held only for those students who could not appear in any one of Mid Semester Examinations/Class Test due to genuine reasons for which the prior permission from respective HOD/Principal was taken. Make-up test shall ordinarily be held about two weeks before the End Semester examinations.
- b. The departmental examination coordinator (HOD) gives the estimation of answer scripts and stationery to the Examination Cell, sufficient to conduct each Mid Semester Examinations/Class Tests as well as laboratory and practical/viva-voce examinations, in all the subjects two weeks before the commencement of Mid Semester Examinations/Class Tests.
- c. Subject teachers are required to prepare 2 sets of question papers in their subjects for Mid Semester Examinations/Class Tests and submit it in sealed covers to the departmental examination coordinator (HOD) of concerned departments one week before the schedule of the Mid Semester Examinations/Class Tests in that subject. The department examination coordinators (HOD) submit the same to the Controller of Examination one week before the Mid Semester Examinations/Class Tests schedule.

- d. The examination cell makes ready the required material before the examination schedule.
- e. The examination cell prepares the duty chart of invigilators and sends to departments concerned.
- f. The Controller of examination will open one of the sets in the presence of observer (a senior faculty member nominated by Principal) and record the same in certificate of opening the packet containing question paper set that is signed by CE, DCE & Observer. Then the set will be handed over to the DCE for printing the required copies and arranging for distribution to the examination halls.
- g. The invigilators collect the answer scripts hall-wise and other examination material 30 minutes before the scheduled time of Mid Semester Examinations/Class Tests.
- h. The examination cell (DCE - Examination Conduct) hands over question papers to the invigilators in the examination hall before 5 minutes beginning of the examination. The invigilators distribute the same to the candidates.
- i. The invigilators collect the answer scripts and submit the same and unused answer scripts to ACE-2 (Examinations Conduction).
- j. The answer scripts collected from invigilators to be packed according to their subject / class strength and handed over to the ACE (Evaluation) by ACE-2 (Examination Conduction) along with question paper and D-FORM/Absentees Statement.
- k. ACE (Evaluation) validate matching of answer scripts received with D-FORM/Absentees Statement received and makes ready the answer scripts subject/class bundles, question papers and evaluation marks statements to provide to the subject teachers for valuation.
- l. Subject teachers should collect the answer scripts from the examination cell on the day of examination soon after its completion or on the next day; evaluate the Mid Semester Examinations/Class Tests answer scripts, distribute the scripts for personal verification of the students in the class and register the marks in their subject registers. The filled in marks statements signed by the subject teacher concerned and HOD as well as answer scripts should be submitted to the ACE (Evaluation) within three days from the scheduled date of examination.

II.1.2. PREPARATION OF CONSOLIDATED SESSIONAL MARKS STATEMENT AND VERIFICATION

- a. The ACE (Evaluation) should prepare the consolidated marks statements for each Mid Semester Examinations/Class Tests department-wise. The same has to be sent to the HODs concerned for verification by subject teachers. The verified consolidated statement of marks signed by the subject teachers, departmental examination coordinator (HOD) are to be submitted to the ACE-(Evaluation).
- b. Tutorial/Assignments marks, one week before at the end of semester, should be sent by subject teachers to the HODs concerned for verification. The verified Tutorial/Assignments marks should be then submitted to the ACE-Evaluation.
- c. The ACE-Evaluation prepares the consolidated statement of marks of internal examinations (Mid Semester-Examinations/Class Tests, Tutorial/Assignments marks, as per academic rules and regulations) and the same will be sent to the respective HODs to facilitate students and concerned faculty for verification purpose. In case of any discrepancy, it may be brought to the notice of the concerned HOD for rectification.
- d. The representations from the students with regard to discrepancies in the award of marks in any subject(s) must be sorted out by the HOD in the presence of subject teachers in next two days and necessary corrections be made in the consolidated marks statement.
- e. The departmental examination coordinator (HOD) should get the signature of the subject teacher concerned on the final consolidated marks statements of each subject and send the same to the Dean Academic Affairs/Principal; in-turn the Dean Academic Affairs/Principal submits all the consolidated statements of marks of all the departments/courses to the ACE (Evaluation) with his/her signature. ACE (Evaluation) in turn submits the soft copy of the consolidated marks statement to ACE (Systems) through the Controller of Examinations.
- f. The distribution of weightage of marks should as per the academic rules and regulations of the courses.

II.1.3. SYLLABUS/ PROCUREMENT OF QUESTION PAPER SETTERS AND LABORATORY / PRACTICAL / VIVA-VOCE EXTERNAL EXAMINERS FOR END SEMESTER EXAMINATIONS.

The structure and syllabus for all courses of each department is prepared by the Board of Studies which is duly approved by the Academic Council. A panel shall be made of subject experts as well as external examiners for jury of Practical Training and Thesis. The panel shall consist of at least four subject experts (including subject teacher of institute), per subject, from different universities / reputed institutions / eminent professionals based on their experience and should be received by the Controller of Examination from respective Head of Departments at the beginning of the semester to procure question papers in time and appointment of external examiners for conduction of end semester examinations. On receipt

of panel of question paper setters, and external examiners, the selection of examination question paper setters, external examiners for jury of Practical Training and Thesis and external examiners Laboratory / Practical / Viva-Voce for both UG and PG shall be done by the Controller of Examination.

After receipt of the approved copy of the paper setters, the concerned Assistant Controller of Examinations (Question Papers) contacts the paper setters and arranges for setting of the question papers in a most confidential manner.

Care shall be taken that a minimum of 25% of question paper setters are from different universities / reputed institutions / eminent professionals based on their experience. They shall be from other than parent Institution/University.

II.1.4. QUESTION PAPER SETTING

- a. Two different sets of question papers should be prepared from the identified subject experts for both UG & PG courses.
- b. End semester examinations question paper for both UG & PG courses will have time duration in accordance to scheme of teaching and examination of rules and regulations / ordinances. The question paper shall be set out of the entire syllabus of a subject. Care should be taken that every module of the syllabus carries equal weightage. Question paper pattern will be followed as prescribed and fit for the course evaluation by the CCE / Principal.
- c. Question Paper setter is expected to follow the instructions and guidelines made available to them. They shall maintain the secrecy and mail the soft as well as hard copy to CCE / Principal.

II.1.5. QUESTION PAPER MODERATION

- a. A copy of syllabus, scheme of examination, subject wise question bank and any sort of assistance asked shall be made available to Moderation Committee by Examination cell. Also, a separate room shall be provided for confidentiality.
- b. Further, CCE / Principal shall handover the set of two question papers, in sealed envelopes, of each subject to the Moderation Committee. The Moderation Committee shall choose any one out of the set of two question papers of each subject for moderation. If found unfit, the Moderation Committee has the power to modify any one or more questions or whole questions paper. In case, the moderation committee rejects the first question paper, they are expected to open the second for moderation. Further, if they find both question papers are unfit for one or the other reason, they may reject both and prepare a new question paper then and there. The Moderation Committee shall sign all the moderated / newly prepared question papers.

- c. A record of moderated question papers shall be made in a register available in examination cell and shall be signed by the Moderation Committee. The moderated question papers shall be sealed in an envelope and handed over to CCE / Principal for further necessary action by the Moderation Committee.
- d. All packets of question papers shall be kept in strong room with sealed lock. The CCE / Principal shall be solely responsible for the safe custody of the Question Papers.

II.1.6. REGISTRATION OF THE STUDENTS

The attendance, of the students, at the end of semester has to be finalized by the subject teacher and submitted to HOD concerned before two weeks of the end semester examination. On the recommendation of the concerned HOD, the Principal will take the final decision and forward the condonation / detention of the attendance. This list is to be sent, to examination cell, two weeks before the issue of Hall Tickets. Students whose shortage of attendance is not condoned in any semester are not eligible to take their end semester examination and their registration shall be cancelled.

- a. The minimum standards of attendance will be in accordance to the ordinances governing the UG & PG courses of Dr. A.P.J. Abdul Kalam Technical University, Lucknow, which are as follows -
 - i. Every student is required to attend all the lectures, tutorials, laboratory, field surveys, studio classes, practicals and other prescribed curricular and co-curricular activities. The attendance can be condoned up to 25% on medical grounds or for other genuine reasons beyond the control of students.
 - ii. A further relaxation of attendance up to 15% for a student can be given by Head of Institution/college provided that he/she has been absent with prior permission of the Head of the institution/college for the reasons acceptable to him/her.
 - iii. No student will be allowed to appear in the end semester examination if he / she do not satisfy the overall average attendance requirements of Clause Nos. 3.1, and 3.2 and such candidate(s) shall be treated as having failed and will be further governed by clause no. 4.2 & 4.3 of rules and regulations/ordinances.
 - iv. The attendance shall be counted from the date of admission in the college or start of academic session whichever is later.
- b. The list of the Detained candidates duly signed by the Principal shall be displayed on the notice board by the departments.
- c. The notification, calling of applications for registration for end semester examination, is issued at least four weeks before the commencement of examinations. A clear one week time is to be given for payment of fees (regular/carry over) and submission of application. Another one weeks' time is to be given for payment of late fees with fine. If the last date is Sunday/holiday, the next working day shall be considered as last date. The notification should be also displayed on college website.

- d. Students appearing for end semester examination will have to register their names for the examination in the prescribed application form by paying the prescribed fee. The application forms are to be kept available in the examination cell. Arrangement may be made on the college website for downloading the application form.
- e. The ACE (Student registration) dealing with the examination application shall verify the candidate's name, parent's name, class, semester, section, subject(s), subject code(s) for which registration is sought and the amount of fees paid.
- f. List of students, along with courses registered for the end semester examination, has to be prepared. A copy of the list of students is to be sent to Chief Controller of Examinations at least three days before the commencement of examinations for making appropriate arrangements through Controller of Examinations.
- g. Hall tickets are to be prepared in duplicate. In case any student loses his/her original hall-ticket, a copy of hall-ticket will be issued on payment prescribed fee of Rs. 100, such hall tickets will be stamped as "Duplicate".
- h. The original hall tickets are to be issued to candidates by ACE (System) at least three days before the commencement of end semester examination.
- i. Application forms received from the students for registration are to be preserved for future reference.

II.1.7. PREPARATION OF OMR ANSWER SCRIPTS WITH VARIABLE DATA – IN HOUSE.

- a. After receiving the finalized list of registered students for end semester examinations from ACE (Registration), ACE (Systems) generates/prints hall tickets and OMR sheets duly stitched over Answer booklets.
- b. Stitched answer booklets are packed and submitted to the ACE-1 (Examination conduction).

II.2. PROCESS DURING EXAMINATION

II.2.1. CONDUCT OF END SEMESTER THEORY EXAMINATIONS

The process of conducting the end semester theory examinations is as follows:

- a. The Controller of Examinations shall be responsible for the smooth conduct of the end semester theory examinations with the support of Chief Controller of Examinations, Deputy Controller of Examinations, Assistant controller of examinations, Observers, Flying Squad, office staff and Room invigilators (faculty and technical staff (if required) members) drawn from the various departments.

- b. As per the schedule of examinations, the Controller of Examinations will open the sealed envelope containing the question paper(s), duly moderated and printed in format, received from Chief Controller of Examination, an hour before the scheduled time of examination. It shall be opened, in the control room with camera surveillance system, by controller of examinations and deputy controller of examinations, in the presence of observer. In continuation, a certificate of opening, pasted/printed on the sealed packet containing question paper, shall be signed by all three of them while mentioning their name and designation.

The name of examination, subject, paper, date and time noted on the envelope should also be checked with the schedule of examinations and the discrepancy, if any, brought to the notice of the Chief Controller of Examination immediately.

While opening the sealed envelope, the Controller of Examinations should not break the seals but cut the envelope at one end neatly with a pair of scissors. The empty envelopes so opened with the certificates duly signed should be recorded in register by DCE and be returned to the Chief Controller of Examination after the examination.

The question paper(s) should be opened taking into consideration the time required for printing and delivery of question papers to the invigilators in examination halls and distribution to students.

- c. Care shall be taken that the Controller of Examinations will carefully observe the state in which the envelopes reach them. If an envelope appears to have been tampered with or found unsealed, the fact should be reported to the Chief Controller of Examination at once and the envelope must be kept securely in the same condition with him duly sealed in a bigger envelope.
- d. The Controller of Examinations shall make arrangements for printing of question papers as per the number of students taking the examination. The question papers then shall be put in separate closed packets, as per the requirement for each block/each room.
- e. The closed packet with the required number of question papers along with answer books and other stationery supplements shall be handed over to concerned Room Invigilator to take to the examination hall.

- f. Observer, a faculty member appointed by Chief Controller of Examination/Principal who is not from the same Institute, should visit all the examination halls and ensures that the examinations are conducted as per the examination conduction manual of respective session of Dr. A.P.J. Abdul Kalam Technical University, Lucknow.
- g. Flying Squad, a team(s) of two senior faculty members each may be appointed by Chief Controller of Examination/Principal should make surprising visit to all the examination halls and ensures that the examinations are conducted as per the examination conduction manual of respective session of Dr. A.P.J. Abdul Kalam Technical University, Lucknow.
- h. Room invigilators (faculty and technical staff (if required) members) as well as Relieving room invigilator shall be appointed by Controller of examination. They shall be performing their duties and responsibilities as per the examination conduction manual of respective session of Dr. A.P.J. Abdul Kalam Technical University, Lucknow.
- i. Malpractices, if any, identified by room invigilators, observer or flying squad should be brought to the notice of controller of examinations, in writing, for proper action.
- j. On the same day of the completion of examination all the answer scripts are packed and handed over to the ACE (Evaluation) by ACE (Examinations Conduction) along with question papers and D-forms duly signed by hierarchy.
- k. Any other appointment of faculty, technical and administrative staff members shall be made by Chief Controller of Examination/Principal. They shall be performing their duties and responsibilities as per the examination conduction manual of respective session of Dr. A.P.J. Abdul Kalam Technical University, Lucknow.

II.2.2. CONDUCT OF END SEMESTER LABORATORY / PRACTICAL / VIVA-VOCE EXAMINATIONS

The process of conducting the end semester Laboratory / Practical / Viva-Voce examinations is as follows:

- a. As per the schedule of examinations, the Controller of examinations will conduct the end semester Laboratory / Practical / Viva-Voce examinations. It shall be conducted by the subject teacher concerned as internal examiner and external examiner to be appointed by controller of examination out of the panel of examiners made available to him/her by respective H.O.D.'s in the beginning of the semester.
- b. The Controller of Examinations shall inform the concerned external examiner the time and number of students appearing and obtain his/her consent to be the examiner. The internal examiners shall be appointed by the HODs concerned and inform to the Controller of the Examinations.
- c. The examination cell will provide the required stationary (OMR, Answer booklet and D-form etc.) to the examiners.

- d. After the completion of examination, both examiners shall sign the award list and absentees statements and submit it in sealed covers to the CE / ACE (Conduction of Examinations). ACE (Conduction of Examinations) should in turn handover after recording it in his/her register the hand over the same to ACE (Systems) for results processing.

II.3. POST-EXAMINATION PROCESS

II.3.1. PACKING AND CODING

After the expiry of the time of the examination, when the final bell is given, the Room Invigilator shall collect the answer books and shall arrange them roll number wise, subject wise and pack the same, in the envelope provided for the same as per instruction given by Controller of Examination and hand over to the ACE-2 (Examinations Conduction) office along with other reports.

The ACE (Evaluation) should arrange to check the answer scripts received from the Controller of Examination / ACE-2 (Examinations Conduction) with all the D-FORM/Absentees Statement received and malpractice cases, if any.

After verification, ACE (Evaluation) should prepare code serial for each UG and PG courses and their branches to be printed on the answer books and bundle numbers and concerned marks statement.

Shuffle the answer books in bunches of about 05 to 10, and print code number serially, at specified places on each OMR/answer script.

Enter the following in the Coding Register: Name of the course code, Date of the examination, code number beginning and ending, Number of candidates registered, Number of candidates present and Registration number of students who were booked for resorting to malpractice.

Check List / Sequence of operation to be followed -

- A. Check for accuracy of the entries.
- B. Take out the perforated part-I from the OMR/answer booklet.
- C. Pack answer books in bundles each containing 40 - 50 for spot valuation.
- D. Arrange the slips in the order of Script code numbers.
- E. Pack the slips subject wise.
- F. Bundle slip format should be filled and should be paste on the top of the pack.
- G. The bunches of slips should be kept in the custody of ACE (Evaluation) concerned.

II.3.2. CENTRAL EVALUATION

The institute adopts the system of central evaluation of the answer scripts by appointing the external examiners/evaluators from different universities / reputed institutions / eminent professionals based on their experience.

A Coordinator (senior faculty member of the college) for central evaluation will be nominated by the Chief Controller of Examination / Principal. He /She will be responsible for fair conduct of evaluation.

- a. At least fifteen days before the commencement of central evaluation, the ACE (Evaluation) concerned, should contact the examiners, from the approved panels of examiner/evaluator already available with Controller of Examination.
- b. The examiner/evaluator shall have minimum of 3 years of teaching experience and he/she must have taught the subject of evaluation at least once. However, teachers with 2 years' experience may also be considered for scarce specializations. In case of professionals, the experience should not be less than 10 years in the concerned subject.
- c. Central evaluation will be commenced only after preparation of a key/answer script/ solutions, which is prepared by the question paper setter/subject teacher/external expert.
- d. Well in advance arrange the question papers, key/answer script/solutions award lists and other stationary required for the smooth conduct of central evaluation.
- e. On the day of evaluation, the question papers and key/answer script/solutions will be given to the examiner/evaluator along with answer scripts.
- f. The examiner/evaluator can evaluate a maximum of 100 answer scripts per day (i.e. 50 answer scripts in each session).
- g. The examiner/evaluator should evaluate each answer in answer script and fill the boxes in part-II of OMR sheet representing the question numbers with the marks obtained for each question in the respective boxes.
- h. The examiner/evaluator should not correct the marks by scratching and writing. In case of any correction, strike of previous figures by a line and write the new marks aside.
- i. Examiner/evaluator should enter the total marks in the boxes provided for.
- j. Examiner/evaluator should use ball point pen (Blue or Black) for writing alphabets & numerical numbers in boxes and circles.
- k. Examiner/evaluator should not detach any part of the OMR sheet. If detached, that should be reported to the coordinator.

- i. The evaluated answer scripts along with marks sheets signed by the examiner/evaluator should be handed over to the Scrutinizer/ACE (Evaluation). If there is any discrepancy in any evaluated answer scripts identified by the scrutinizer (i.e., non-evaluated answers, wrong total etc.,) that should be reported to the examiner/evaluator and required corrections to be made by the examiner/evaluator with counter signature.

II.3.3. SCRUTINIZER

- a. The work of the scrutinizer starts almost concurrent with the process of evaluation. He/She should verify and ascertain that all the required information entered by the examiner on award list of marks is correct.
- b. He/She should check all the questions answered by the students whether evaluated or not evaluated by the examiners. If any answer is not evaluated, it should be immediately brought to the notice of the examiner and get it evaluated.
- c. He/She should check whether the marks awarded for all answers and are posted in the marks table on the OMR sheet of the answer script. The marks posted should be checked for accuracy. Also, check the bubbling of total marks.
- d. He/She should also check whether same total marks on the answer script evaluated is carried to award list and entered the same in bubbling total. Marks mentioned in the figures on the OMR sheet and award list should tally with bubbling.
- e. The evaluated answer scripts along with marks sheets signed by the evaluator should be handed over to the Scrutinizer / ACE (Evaluation). If there is any discrepancy in any evaluated answer scripts identified by the scrutinizer (i.e., non-evaluated answers, wrong total etc.,) that should be reported to the evaluator and required corrections to be made by the evaluator with counter signature.
- f. If there is no discrepancy, the Scrutinizer should sign on Part-II, detach it and arrange in coding order, pack award list (detached OMR slips) in an envelope with superscription of details.
- g. The Scrutinizer should put signature only on Part-II of OMR sheet.
- h. The Scrutinizer submits answer script bundles to the ACE (Evaluation).
- i. ACE (Evaluation) should maintain all the details of evaluators and scrutinizers in the registers.
- j. ACE (Evaluation) should handover all the OMR award list to the ACE (Systems) for results processing.

II.3.4. TABULATION, PROCESSING AND DECLARATION OF RESULTS

- a. The ACE (Systems) concerned is responsible for tabulation of results.
- b. As soon as the marks in different components of sessional assessment are received from respective HODs, the ACE (Systems) should arrange for course wise data entry of their marks.
- c. After examinations, the answer scripts carrying unique barcode are collected and the first section of the answer scripts with personal details of the student is detached & stored separately. These personal details of the students are entered against the unique barcode on the answer script.
- d. Following this, the Answer scripts without any personal details of the students are sent for evaluation to ACE (Evaluation).
- e. After evaluation, marks are entered in the second section of the cover page in the OMR sheet. The marks of individual answers as well as total marks obtained by the student are entered by the evaluator.
- f. The marks entered in the OMR sheet are directly read by the scanners and entered against the Barcode of the answer script. Thereafter, the system automatically matches and stores the results against the personal details of the students appearing for the Examination with help of same barcodes.
- g. The sessional assessment and End Semester Examination marks obtained in a particular course are clubbed and tabulated for a total in accordance to rules and regulations/ordinances.
- h. The subject wise Letter Grades, Grade Points, Calculation of SGPA and CGPA based on rules and regulations/ordinances, the results/tabulation sheets are to be compiled for each student of the course he/she has registered himself/herself for that semester.
- i. The ACE (Systems) should personally check the entries in the results/tabulation sheets with the concerned staff, for the accuracy in the compilation of results.
- k. ACE (Systems) has to process results and submit completion report/letter to Controller of examinations.
- l. Controller of examination on receiving results processing completion report/letter from ACE (Systems) should submit the request letter to send a validation team to the Principal.
- m. For every department, Principal forms a two member team for validation (HOD along with a senior faculty member) for results processing as well as for validation of results.
- n. All teams will submit their recommendations for publishing results to the Principal.
- o. Based on the recommendations of validation teams and Principals' approval the Controller of examinations will arrange for publishing the results through notification/website of college.
- p. Along with publishing of results, the Controller of examinations will issue notification for Re-counting and Re-evaluation.

II.3.5. PROCEDURE PERTAINING TO RECOUNTING / RE-EVALUATION FOR END SEMESTER EXAMINATION OF UG AND PG COURSES

- a. Re-counting / Re-evaluation of answer scripts are applicable for end semester theory examination only.
- b. Notification for Re-counting / Re-evaluation will be notified by Examination Cell on day of results declaration.
- c. For Re-counting / Re-evaluation, prescribed application given in the notification is mandatory. The Candidate has to apply for recounting or re-evaluation in prescribed application format as specified / notified.
- d. The application for Re-counting / Re-evaluation after last date will not be entertained.
- e. Answer scripts pertaining to the Re-counting / Re-evaluation applicants will have to be picked up for corresponding Hall Ticket Nos. by tallying with Bar code.
- f. A senior faculty member shall be nominated by the Controller of Examination for Re-counting / Re-evaluation.

II.3.5. A. RE-COUNTING

- a. A senior faculty member other than subject expert shall be nominated by the Controller of Examination for Re-counting.
- b. The script may be verified to ascertain whether all questions are evaluated or not. If not, the same may be brought to the notice of the Controller of Examination. The Controller of Examination shall act immediately to call the subject expert in consultation with respective HOD to get the answer script Re-evaluated.
- c. The marks posted by the Re-evaluator are counted and the same may be transferred to a defined place with different color other than blue/ black/ red.
- d. If there is any change in Re-counting and that is more than the previous marks, the re-counting marks will be considered for award/grade in that subject.
- e. In Re-counting, if the marks secured are less than the previous marks awarded then the previous marks awarded holds good and there is no change in the status.

II.3.5. B. RE-EVALUATION

- a. Re-evaluation will be carried out by other than the first examiner.
- b. In the re-evaluation, if the variation in the marks is less than or equal to 15% of the maximum marks allocated to a subject, then previous marks secured by the candidate holds good.

- c. If the variation is more than 15% of the maximum marks allocated to a subject, then the answer script will be sent for third evaluation. The marks obtained in the third evaluation will be compared with the first and the second evaluation. The marks among these two which are closer to the third evaluation are considered. If the marks obtained in third evaluation in mid-way of evaluation one and evaluation two then the case to be considered on lower side.
- d. In revaluation, if the marks secured are less than the previous marks awarded then the previous marks awarded holds good and there is no change in the status.

NOTE: ACE (Registration) has to prepare a consolidated statement of application received for Re-counting and Re-evaluation separately for each branch, subject wise with corresponding Hall Ticket Nos. and the same should be submitted to Controller of Examination.

II.3.6. SUPPLEMENTARY EXAMINATIONS

Supplementary examinations, if required will be conducted as per the instructions of the Vice – Chancellor of Dr. A.P.J. Abdul Kalam Technical University, Lucknow on recommendation of Principal.

II.3.7. SUPPLEMENTARY THESIS EXAMINATIONS

B. Arch. Candidate(s), who fails in Thesis in End Semester Examination 5th year/9th & 10th semester, can appear for supplementary examination, which will be conducted within two months after declaration of the results.

M. Arch. Candidate(s), who fails in Thesis in End Semester Examination 2nd year/4th semester, can appear for supplementary examination, which will be conducted within two months after declaration of the results.

However, those candidates who fail in these supplementary thesis examinations shall appear for subsequent examination along with regular candidates in the examinations which will be conducted at the end of the respective semester.

III.1. GRADING SYSTEM FOR UG AND PG PROGRAMMES

III.1. A. B.ARCH.

Letter Grades, Grade Points, Calculation of SGPA and CGPA will be in accordance to the ordinances governing the degree of Bachelor of Architecture (B. Arch.) of Dr. A.P.J. Abdul Kalam Technical University, Lucknow.

III.1. B. M.ARCH.

Letter Grades, Grade Points, Calculation of SGPA and CGPA will be in accordance to the ordinances governing the degree of Master of Architecture (M. Arch.) of Dr. A.P.J. Abdul Kalam Technical University, Lucknow.

III.2. PRINTING AND ISSUE OF MARKS & CREDIT SHEET

Marks and Credit sheets should be printed on thick paper with multiple security features, verified and issued to students.

- a. After the announcement of results and re-evaluation results, the Controller of Examinations should arrange for the printing of Marks and Credit sheets.
- b. The marks obtained by the student and the credits allocated to the course are to be entered into database using the software server installed in the examination cell.
- c. Once, all the data are entered, the printing of the Marks and Credit sheets will commence.
- d. Before printing the Marks and Credit sheets, the data viewed on the screen should be compared and checked with the data on Tabulation Chart.
- e. A record for Marks and Credit sheets printed must be maintained.
- f. While issuing the Marks and Credit sheet to the student, their signature should be obtained as an acknowledgement.
- g. If any student loses the Marks and Credit sheet issued to him/her, a duplicate Marks and Credit sheets may be issued on application and payment of prescribed fee.
- h. Such Marks and Credit sheets may be oriented prominently as "DUPLICATE".
- i. Once the Marks and Credit sheets of students are prepared, the controller of examination will send these to Chief Controller of Examinations (Principal, Faculty of Architecture (F.O.A.), Dr. A.P.J. Abdul Kalam Technical University, Lucknow (Formerly known as Lucknow College of Architecture)) for his/her signatures. Thereafter, the signed Marks and Credit sheets along with tabulation sheets of all departments, will be send to Controller of Examination, Dr. A.P.J. Abdul Kalam Technical University, Lucknow for his/her signatures.

III.3. ISSUING TRANSCRIPTS, PROVISIONAL DEGREE CERTIFICATES, ORIGINAL DEGREES AND MIGRATION CERTIFICATES.

- a. A transcript is an official document containing the performance of a student, course taken by the student, the marks awarded and credit earned.
- b. A student can obtain transcripts by submitting the application with prescribed fee.
- c. The application should be accompanied by photo copies of all the Marks and Credit sheets issued to the student by the examination cell.
- d. The staff concerned after checking the entries made in the application with the photo copies of the Marks and Credit sheets, will forward the application to the Assistant controller of examination (System) for further checking.
- e. The Assistant controller of examination (System) should check the entries made in the application with entries in the tabulation sheets.
- f. If the entries are found to be correct, the Assistant controller of examination (System) forwards the application to the Controller of Examinations.
- g. The Assistant controller of examination (System) will forward the printed transcripts to Chief Controller of Examinations (Principal, Faculty of Architecture (F.O.A.), Dr. A.P.J. Abdul Kalam Technical University, Lucknow (Formerly known as Lucknow College of Architecture)) for his/her approval, through the channel of Controller of Examination.
- h. Finally, the printed transcripts will be sent to "The Registrar, Dr. A.P.J. Abdul Kalam Technical University, Lucknow" for issuing it. Further, the same may be issued to the students.
- i. A similar process shall be adopted for issuing Provisional Degree Certificates, Original Degrees and Migration Certificates to the students.

IV. PERMISSION FOR SCRIBE TO APPEAR FOR EXAMINATIONS

1. Candidates in need of Scribe should apply with the reason and following evidences.
 - (a) Medical Certificate issued by a Doctor working in a Government Hospital.
 - (b) The medical certificate shall contain photograph of the student / candidate highlighting the inability to writing text for the examination.
 - (c) The Particulars of proposed scribe i.e., name, address, qualifications, photo and present occupation. [The scribe should not exceed intermediate qualification].
 - (d) A letter from the scribe stating that, he / she is willing to act as scribe.
 - (e) A copy of the certificate of scribe's qualification along with recent photograph duly attested by his/her head of the institution.
2. Controller of Examination then approves, after personally verifying the qualification of the scribe, as per norms and provides a separate room and invigilator for writing text examinations of the candidate. If required, the separate room may be video recorded.

V. COMMITTEES FORMED FOR VARIOUS EXAMINATION ACTIVITIES

1. Examination Committee

Sl.No.	Designation	Position
1	Principal	Chairman
2	All H.O.D.'s	Members
3	Controller of Examinations	Member Secretary

- a. The examination committee reserves the right for addition, deletion or modification of any of the clauses mentioned in the manual.
- b. Notwithstanding anything contained in this manual, principal can take an appropriate decision in emergency situation.

2. Moderation Committee (Department wise)

	Designation	Position
1	H.O.D.	Chairman
2	Senior Faculty	Member
3	Subject Expert, if required	Member

The moderators shall observe the following guidelines.

- a. Check course name, course code and session.

- b. Check distribution of marks, vis-à-vis scheme of examinations and see that the distribution of marks of questions asked to be attempted tallies with the maximum marks allotted to the paper.
- c. Keep the level of language of questions moderate which the candidates can understand and ensure that the question paper can be attempted in the given time.
- d. Ensure that the questions are evenly distributed over the entire syllabus in accordance with the scheme of examination.
- e. Check spellings.
- f. The moderator should ensure that the desired learning outcomes which are mentioned in the syllabus are being met in the question paper both at the level of the particular course and at the problem level.
- g. Ensure that questions have not been repeated.
- h. Sign a certificate to the effect that the question paper was given to him/her for moderation in duly sealed envelope and he/she has resealed the same after moderation in the envelope provided for the purpose.
- i. Sign the moderated question paper and a data form for future use by the Examination cell.

3. Malpractice Committee (Department wise)

Sl.No.	Designation	Position
1	Senior Faculty, appointed by Principal	Chairman
2	Observer, a faculty member appointed by Principal and should not be from the same Institute.	External Member
3	Subject Expert	Member

The committee shall decide for the punishment to the student involved, in accordance to Table below.

DISCIPLINARY ACTION FOR MALPRACTICES / IMPROPER CONDUCT IN EXAMINATIONS

	Nature of Malpractices/Improper	Punishment
	If the candidate:	
1(a)	Possesses or keeps accessible in examination hall, any paper, note book, programmable calculators, Cell phones, pager, palm computers or any other form of material concerned with or related to the subject of the Examination (Theory or Laboratory / Practical / Viva-Voce) in which he is appearing but has not made use of (material shall include any marks on the body of the candidate which can be used as an aid in the subject of the examination)	Expulsion from the examination hall and cancellation of the performance in that subject only.
1(b)	Gives assistance or guidance, receives it from any other candidate orally or by any other body language methods or communicates through cell phones with any candidate or persons in or outside the exam hall in respect of any matter.	Expulsion from the examination hall and cancellation of the performance in that subject only of all the candidates involved. In case of outsider, he will be handed over to the police and a case is registered against him.
2.	Has copied in the examination hall from any paper, book, programmable calculators, palm computers or any other form of material relevant to the subject of the examination (theory or Laboratory / Practical / Viva-Voce) in which the candidate is appearing.	Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared (including Laboratory / Practical / Viva-Voce, Practical Training and Thesis work) and shall not be permitted to appear for the remaining examinations of the subjects of that semester/year. The Hall Ticket of the candidate is to be cancelled and sent to the Examination cell.

3.	Impersonates any other candidate in connection with the examination.	The candidate who has impersonated shall be expelled from examination hall. The candidate is also debarred and forfeits the seat. The performance of the original candidate who has been impersonated, shall be cancelled in all the subjects of the examination (including Laboratory / Practical / Viva-Voce, Practical Training and Thesis work) already appeared and shall not be allowed to appear for examinations of the remaining subjects of that semester/year. If the imposter is an outsider, he/she will be handed over to the police and a case is registered against him.
4.	Smuggles the Answer booklet or additional sheet or takes out or arranges to send out the question paper during the examination or answer booklet or additional sheet, during or after the examination.	Expulsion from the examination hall and cancellation of performance in that subject and all the other subjects the candidate has already appeared (including Laboratory / Practical / Viva-Voce, Practical Training and Thesis work) and shall not be permitted for the remaining examinations of the subjects of that semester/year.
5.	Uses objectionable, abusive or offensive language in the answer script or in letters to the examiners or write as to the examiner requesting him to award pass marks.	Cancellation of the performance in that subject.

6.	Refuses to obey the orders of the Controller of Examination/any competent authority on duty or misbehaves or creates disturbance of any kind in and around the examination hall or organizes a walk out or instigates others to walk out, or threatens any staff on duty in or outside the examination hall or indulges in any other act of misconduct or mischief which result in damage to or destruction of property in the examination hall or any part of the College campus or engages in any other act which in the opinion of the staff on duty amounts to use of unfair means or misconduct or has the tendency to disrupt the orderly conduct of the examination.	In case of students of the college, they shall be expelled from examination halls and cancellation of their performance in that subject and all other subjects the candidate(s) has (have) already appeared and shall not be permitted to appear for the remaining examinations of the subjects of that semester/year. In case of outsiders, they will be handed over to the police and police case is registered against them.
7.	Leaves the exam hall taking away answer script or intentionally tears of the script or any part thereof inside or outside the examination hall.	Expulsion from the examination hall and cancellation of performance in that subject and all the other subjects the candidate has already appeared (including Laboratory / Practical / Viva-Voce, Practical Training and Thesis work) and shall not be permitted for the remaining examinations of the subjects of that semester/year.
8.	Possess any lethal weapon or firearm in the examination hall.	Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared (including Laboratory / Practical / Viva-Voce, Practical Training and Thesis work) and shall not be permitted for the remaining examinations of the subjects of that semester/year. The candidate is also debarred and forfeits the seat.

9.	If student of the college, who is not a candidate for the particular examination or any person not connected with the college indulges in any malpractice or improper conduct mentioned in clause 6 to 8.	If the student belongs to the college, expulsion from the examination hall and cancellation of the performance in that subject and all other subject the candidate has already appeared (including Laboratory / Practical / Viva-Voce, Practical Training and Thesis work) and shall not be permitted for the remaining examinations of the subjects of that semester/year. The candidate is also debarred and forfeits the seat. Person(s) who do not belong to the college will be handed over to police and, a police case will be registered against them.
10.	Comes in a drunken condition to the examination hall.	Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared (including Laboratory / Practical / Viva-Voce, Practical Training and Thesis work) and shall not be permitted for the remaining examinations of the subjects of the semester/year.
11.	Copying detected on the basis of internal evidence, such as, during evaluation or during special scrutiny.	Cancellation of the performance in that subject and all other subjects the candidate has appeared (including Laboratory / Practical / Viva-Voce, Practical Training and Thesis work) of that semester/year.
12.	If any malpractice is detected which is not covered in the above clauses 1 to 11 shall be reported to the Examination cell for further action to award suitable punishment.	

4. Discrepancy & Redressal Committee

Sl.No.	Designation	Position
1	Controller of Examination	Chairman
2	A.C.E. (Systems)	Member

The committee shall address to the issues related to discrepancies in examinations and results of the students.

VI. PROCUREMENT OF STATIONERY

Controller of Examination estimates the required stationery for procurement for examinations of that academic year. The requirement will be sent to the Principal (Chief Controller of Examination) for approval. The procured stationery will be maintained in the store room of Examination cell and its log/register to be maintained. The examination cell should maintain stationery required for at least one semester examination, in buffer.

VII. PHYSICAL SECURITY MEASURES

The examination cell is fully under the surveillance system. Any person other than examination cell staff will be allowed into examination cell with prior permission and signature in visitors register.


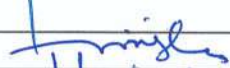
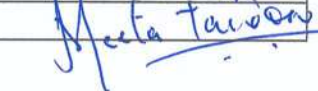
VIII. POWER TO MODIFY

1. The Examination Committee reserves the right for addition, deletion or modification of any of the clauses mentioned in the manual.
2. In case of any clause(s) left for unforeseen reasons in this manual, Academic Rules and Regulations / Ordinances of concerned courses i.e., U.G. and P.G. being offered by the F.O.A. as well as Examination Conduction Manual of respective session of Dr. A.P.J. Abdul Kalam Technical University, Lucknow shall be referred.
3. Notwithstanding anything contained in this manual, Principal can take an appropriate desiccation in emergency situation.

List of Annexures to be prepared by Examination Cell and approved by Examination Committee

- Proforma for Seating Plan.
- Proforma for Hall-wise attendance of candidates & information relating to answer booklets.
- Proforma for D-Form.
- Proforma for Account of Answer Booklets and Supplementary Stationary.
- Proforma for OMR (Top, Reverse & Back Page).
- Proforma for Malpractice Case.
- Proforma for Re-Counting and Re-Evaluation Case.
- Instructions and Guidelines to CE, DCE & ACEs.
- Instructions and Guidelines to Question Paper Setters for U.G. and P.G. Courses.
- Instructions and Guidelines to Moderators.
- Instructions and Guidelines to Observers.
- Instructions and Guidelines to Flying Squad.
- Instructions and Guidelines to Room Invigilators and Relieving Room Invigilators.
- Instructions and Guidelines to Candidates.
- Instructions and Guidelines to Packing and Coding.
- Instructions and Guidelines to Coordinator, Evaluators and Scrutinizers.
- Remuneration Chart for various Officials and Staff involved in examination Process.

Committee to form Rules & Regulations for Examination

Sl.No.	Name	Position	Signature
1	Prof. Rajiv Kacker	Chairman	
2	Prof. Rakesh Paijwar	Member	
3	Prof. Girish Pandey	Member	
4	Prof. Meeta Tandon	Member	

Being submitted for your kind perusal and further necessary action

- Principal