



# AMRITSAR GROUP OF COLLEGES

Autonomous status conferred by UGC under UGC act-1956, (2f), NAAC-A Grade,  
(Formerly Known as Amritsar College of Engineering & Technology | Amritsar Pharmacy College)

## Examination Branch

### Amendment-IV

Ref. No.: AGC/CoE/299

Dated: 03/04/2024

**Guidelines**

**&**

**Procedures**

**For**

**End Semester Examinations**



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## **Guidelines & Procedures For End Semester Examinations**

**Ex-officio Member  
(Head, Department of CA)**

**Ex-officio Member  
(Head, Department of AS)**

**Ex-officio Member  
(Head, Department of CSE)**

**Dean Academic Affairs  
(Member)**

**Controller of Examinations  
(Member Secretary)**

**Approved by Chairman, Academic Council**

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## 1. Introduction

The End Semester Examinations (ESEs) play a vital role which serve as an essential evaluation of the knowledge and understanding acquired by our students throughout their academic term along with the continuous evaluation. To ensure a fair and organized examination process it is essential to establish comprehensive guidelines that outline the procedures, responsibilities and expectations for stakeholders involved in it.

The Examination Branch of AGC, Amritsar has come up with more reforms in the Guidelines & Procedures for ESEs as Amendment-IV. The time-to-time reforms in our examination system play a crucial role to create an environment that promotes academic excellence and fairness in the system. The purpose of this document viz., "Amendment-IV Guidelines & Procedures for ESE" is to provide clear and comprehensive details for each and every aspect of the ESEs.

In addition, this document also emphasizes the importance of academic honesty, ethical conduct, and the need for a standard examination environment. We strongly urge all the concerned officials to familiarize themselves with these Guidelines & Procedures thoroughly to ensure a smooth and productive examination system. Our commitment to maintain the highest standards of academic excellence drives us to implement these guidelines rigorously. We expect all the concerned members of faculty and staff to abide by these guidelines & procedures with the utmost sincerity and dedication. By following these guidelines diligently, we can collectively ensure the credibility of the examination process, uphold the reputation of our academic institution and foster an environment of trust and fairness.

Let's work for excellence to provide an academic environment that inspires, empowers and prepares our students for their academic & career pursuits.

**Note:** All the guidelines and procedures for End Semester Examinations (ESE) have been meticulously crafted in various meetings of the Examination Committee held from time to time. Accordingly, the document was submitted to the Chairman of the Academic Council for final approval, and it was subsequently approved during the meeting of the Academic Council held on 03.11.2023.

## 2. Understanding the Computation of SGPA & CGPA

Amritsar Group of Colleges, Amritsar has adopted the Choice Based Credit System. In this system the students have choice to select various core, elective, interdisciplinary and some of the courses in minor degree offered by various departments. We are using Absolute Grading System for calculating the grades on the basis of the following criterion;

Sr. No.	Marks	Grade	Grade point	Sr. No.	Marks	Grade	Grade point
1.	≥ 90 & ≤ 100	O	10	5.	≥ 50 & < 60	B	6
2.	≥ 80 & < 90	A+	9	6.	≥ 45 & < 50	C	5
3.	≥ 70 & < 80	A	8	7.	≥ 40 & < 45	P	4
4.	≥ 60 & < 70	B+	7	8.	< 40	F	0

O=Outstanding      A+ =Excellent      A =Very Good      B+ =Good      B=Average  
 C =Marginal      P=Pass      F= Fail

Some of the important key terms related to this grading system has been explained below;

- 2.1 **Absolute Grading System** means grade a subject on the basis of the % age falls in a specific range as mentioned above e.g., 82% marks shall fall in the range of ≥ 80& <90 % age and shall be awarded A+ grade.
- 2.2 **Grade Point** is numerical weightage corresponding to the grade obtained for the subject as mentioned above in the table. This numerical weightage is given to each Grade Letter (e.g., O, A+, A, B+, B, C, P & F) on a 10-point scale.
- 2.3 **SGPA** stands for Semester Grade Point Average. SGPA is a numerical weighted average of the grades secured in all the subjects of a particular semester. It is calculated on a 10-point scale up to 2 decimal place.

$$\text{Calculation of SGPA} = \frac{w_1g_1 + w_2g_2 + w_3g_3 + \dots}{w_1 + w_2 + w_3 + \dots}$$

w = Credits of a subject

g= Grade Point of each grade obtained as mentioned in the above table

**Example:** Suppose a student of B. Tech-CSE, 3rd Semester obtained grades as under;

<b>Subject Codes</b>	ACA M- 1630 2	ACC S- 1630 1	ACC S- 1630 2	ACC S- 1630 3	ACE C- 1630 2	ACA P 1631 2	ACCS - 16304	ACC S- 1630 5	ACCS - 16306	ACCS - 16307	ACEC - 16305	ACF E- 1631 1
<b>Credits</b>	4	4	4	3	4	2	1	1	1	2	1	2
<b>Grades</b>	A	A+	B+	A	B+	O	A	A	A+	A	0	A

$$\text{SGPA} = \frac{8*4+9*4+7*4+8*3+7*4+10*2+8*1+8*1+8*1+9*1+8*2+10*1+8*2}{4+4+4+3+4+2+1+1+1+2+1+2}$$

$$= \frac{32+36+28+24+28+20+8+8+8+9+16+10+16}{29} = 8.10$$

2.4 **CGPA** stands for Cumulative Grade Point Average. CGPA is the overall academic performance for all the complete semesters.

**Calculation of CGPA=**  $\frac{\text{SGPA (Sem1)} * \text{Credits (Sem1)} + \text{SGPA (Sem2)} * \text{Credits (Sem2)} + \dots}{\text{Total credits throughout all the semesters}}$

Total credits throughout all the semesters

**Example:**

Sem	Credits	SGPA	Sem	Credits	SGPA
1	28	7.81	5	28	8.56
2	30	7.22	6	29	8.23
3	26	8.14	7	26	8.02
4	27	7.89	8	27	8.13

$$\text{CGPA} = \frac{7.81*28+7.22*30+8.14*26+7.89*27+8.56*28+8.23*29+8.02*26+8.13*27}{221}$$

$$= \frac{218.68+216.6+211.64+213.03+239.68+238.67+208.52+219.51}{221} = 7.99$$

**Conversion into %age**

1. Batches pass-out till April 2019: Multiply SGPA or CGPA with 9.5
2. Batches pass-out in April 2020 and onwards: Multiply SGPA or CGPA with 10

### **3. Guidelines for setting of question papers**

With effect from May 2023 End Semester Exams, we have started new system of examination in regard to pattern of question paper and new answer sheets. All the concerned need to know the following changes in the examination system and abide by the same to act accordingly;

#### **3.1 In case of Question Bank Portal**

3.1.1 The HoD shall assign the subjects to subject experts through admin login and the subject experts shall upload the questions through their individual login on the question paper module.

3.1.2 As per the new pattern of the question paper, the subject expert shall upload 10 questions for each CO in Section A and 05 questions for each CO in Section B.

3.1.3 Subject experts shall also upload the course outcomes of the subject after uploading the questions.

#### **3.1.4 Pattern of Question Paper;**

The question paper will have section A and section B. Section A will have 12 questions which will carry 02 marks each and Section B will have 06 questions which will carry 06 marks each as shown below;

<b>Section A</b>	
1 - CO1	7 - CO4
2 - CO1	8 - CO4
3 - CO2	9 - CO5
4 - CO2	10 - CO5
5 - CO3	11 - CO6
6 - CO3	12 - CO6
<b>Section B</b>	
13 - CO1	16 - CO4
14 - CO2	17 - CO5
15 - CO3	18 - CO6

**Note:** All the questions are compulsory and there will be no choice.

#### **3.1.5 Process of updating the Question Bank:**

The questions shall be regularly updated in the Question Bank to ensure that it remains current and relevant. All the questions must be updated after every 02 years or as per the new study scheme (if any).

3.1.6 Process of downloading the question paper:

- 3.1.6.1 The Controller of Examinations & Deputy Controller of Examinations shall get downloaded the automatic generated question paper one day before the exam as per the date sheet.
- 3.1.6.2 Each question paper will be checked & verified and further sealed properly.
- 3.1.6.3 All the sealed question papers shall be kept in locked safe custody as per previous practice.
- 3.1.6.4 On the day of exam all the question paper shall get printed as per the strength of each exam.
- 3.1.6.5 Each question paper must have 2 extra copies; one for Examination Centre, 01 for evaluator in the bag of answers sheets (on the day of exam, the scanned question papers will be sent to Central Library & concerned department).

**3.2 In case of manual submission of question papers**

- 3.2.1 The CoE shall send the requirement of question papers to the concerned HODs. The requirements shall be sent through e-mail, 20 days before the ESEs. The mail shall include the attached files viz., List of required question papers, General Instructions, Points observed during last examinations, pattern of the question papers and \*Undertaking Proforma to be filled by the paper setters.

\* Annexure I

- 3.2.2 The Examination Branch must have 3 sets of question papers for each exam.
- 3.2.3 Question paper shall be set in accordance with the instructions as given in the study scheme and also as per contents of syllabus. Uniform distribution of questions should be done from the syllabus. No question should be repeated.



- 3.2.4 Nomenclature of the paper must commensurate with the one as mentioned in the syllabus.
- 3.2.5 Mathematical symbol / figures may-be written/drawn distinctively so that these are quite clear. Microsoft Word Equation editor should be used in case equation (if any) is required in the question paper.
- 3.2.6 Paper to be submitted should be printed on both sides of an A4 size sheet only and as per instructions in the sample or pattern/format provided. The paper setter shall not make any changes by hand. If any change of one, two or more words is required the paper setter shall take the new print out.
- 3.2.7 Try to complete the Question Paper in as less as possible pages but as per the prescribed format.
- 3.2.8 The printed copy of the paper should be very clear, so that Xerox copy done later on is equally good.
- 3.2.9 All correspondence relating to setting of question papers may kindly be addressed to the CoE Amritsar Group of Colleges, Amritsar.
- 3.2.10 Case study must be included where applicable.
- 3.2.11 The HODs shall submit the sealed question papers to the CoE.
- 3.2.12 All the received question papers shall be arranged as per the date sheet in the two different almirahs for morning and evening sessions, respectively.
- 3.2.13 Each almira shall be locked at three different locations and the key of each location shall be retained by CoE, Deputy CoE & Assistant Registrar in the Examination Branch.
- 3.3 List of Secrecy Codes for all departments is given below; HODs shall allot the Secrecy Code randomly to the concerned paper setter prefixed with departmental Secrecy Code

followed by a numeric allotted to a particular faculty member, which will remain unique for a particular session. Same unique code will be mentioned on envelope (provided to a paper setter) in the space provided for Faculty Code (eg. Department of Civil Engineering is having Department Secrecy Code as E. The faculty code may be E-1, E-2, E-3 etc.). This record shall be kept secret by the HOD and shall not be disclosed to the faculty members.

### Codes for Various Courses/Branches

S. No	Course/Branch	Code
1.	Applied Science	A
2.	CIVIL/M.Tech. (CE)	E
3.	CSE/AIML/M.Tech. (CSE)	C
4.	ECE	B
5.	EE	F
6.	IT	G
7.	ME	D
8.	MBA	H
9.	MCA	I
10.	BCA	M
11.	BBA	N
12.	B. Com (Hons.)	K
13.	B.Sc.-Agri./B.Sc.(Hons.) Agri.	J
14.	BHMCT/B.Voc. (HCM)/BTM	L
15.	B.Sc. (Fashion Designing)/B.Voc. (FDGT)	O
16.	BAJMC	P
17.	B.Pharmacy & B.Sc. (MLS/ND)	PH

### **3.4 In case of external paper setters**

The Examination Committee has recommended to have 25% of the total setting of question papers by the external examiners. The remuneration of Rs. 3000/- and Rs. 2000/- shall be given for AICTE & Non-AICTE courses, respectively. The plan of action to follow is given below:

- 3.4.1 The approved list of External Paper Setters shall be submitted by Chairperson, Board of Studies to CoE.
- 3.4.2 The Examination Committee shall finalize the subject-wise external paper setters.
- 3.4.3 The CoE shall send the invitation for paper setting to the concerned external paper setters which shall include the following;
  - 3.4.3.1 Covering letter
  - 3.4.3.2 Syllabus of the subject
  - 3.4.3.3 Pattern and format of the question paper
  - 3.4.3.4 General guidelines for the paper setter

### **3.5 Procedure for Opening the Question Paper:**

- 3.5.1 The panel of COE/DAA, Centre Supdt. and Dy. CoE shall be present, 1 hour before the commencement of the examination, for opening of Question Papers.
- 3.5.2 In case of manual question papers, the members of panel shall select, randomly, one question paper from the three sets of the question papers of the same subject.
- 3.5.3 The members of panel shall sign the selected sealed envelope of the question paper.
- 3.5.4 After the signature of all the members, the envelope shall be opened and question paper shall be checked by the panel to confirm the Subject Code, Subject Name, Name of the Programme, Semester, Pattern of the Question Paper, Duration, Instructions as per requirements, No Incomplete Question, No Duplication of



Questions, No Spelling/Grammatical Mistakes and Maximum Marks/Section Wise Marks.

3.5.5 In case of a question paper is taken from Question Bank Portal, the sealed envelope will be opened for sending the question paper, directly, for printing.

3.5.6 In case the question paper is rejected due to any of the above reasons, the same procedure is followed for the selection of another question paper. The rejected question paper is placed back in the envelope by mentioning the reason of rejection on the top of the envelope.

3.5.7 Finally, selected question papers shall be sent in the printing cell by mentioning the quantity which will include 02 extra copies (one for Examination Centre and one in the red bag of Answer Sheets).

3.5.8 After the completion of the printing, the question papers shall be packed in an envelope with full detail of the exam.

#### **4. Guidelines for Conduct of End Semester Examinations (ESE)**

The Controller of Examinations (CoE) shall plan the different processes for the forthcoming ESEs and obtain approval from the Examination Committee by conducting a meeting in the Examination Branch.

##### **4.1 Conduct Branch**

- 4.1.1 The CoE shall publish the schedule for filling the examination forms about one month before the ESEs, as per the Academic Calendar.
- 4.1.2 The CoE shall adhere to the process of preparing the Date Sheet and ensure that the Final Date Sheet is published at least 15 days prior to the commencement of the ESEs.
- 4.1.3 The COE shall appoint Centre Superintendents (for Morning & Evening Sessions), Deputy Superintendents (DS) and auxiliary staff one week before the commencement of the exams.
- 4.1.4 The CoE shall add mobile numbers of new CS/DS in the already created WhatsApp group. Accordingly, the old CS/DS shall leave the group.
- 4.1.5 The CS shall establish the Examination Centre 2 days before the exams.
- 4.1.6 The CS shall send the requirement of invigilators to the Head of Departments, 2 days before the exams.
- 4.1.7 The CS shall circulate the following instructions to all the members of the faculty for invigilation duty in the exams;
- 4.1.8 The Centre Superintendent from morning session shall send the requirement of stationary and other things to the Deputy CoE in Examination Branch.
- 4.1.9 The Deputy CoE shall procure all the required material and issue to the CS in the conduct branch.

- 4.1.10 The CS/DS shall prepare the seating plan based on the data available on AGC-LMS. It shall be prepared one day before the exam. The seating plan shall be pasted, one hour before the exam, outside the entry point of Examination Centre.
- 4.1.11 The CS/DS shall match the daily strength with DS in Examination Branch, if there is any discrepancy that shall be addressed immediately for the smooth conduct of the examinations.
- 4.1.12 All Answer Sheets shall be sorted out according to the strength in a particular venue of the exam on the day and same to be distributed to the concerned invigilators.
- 4.1.13 The Superintendent or Dy. Superintendent shall collect question papers from Examination Branch 15 minutes before the commencement of the exam.
- 4.1.14 All the question papers shall be distributed to the invigilators as per the seating plan at their respective examination venues, 5 minutes before the commencement of the exam.
- 4.1.15 The Centre Superintendents and Deputy Superintendents shall take the print out of the blank attendance sheets from the AGC-LMS on the day of exam only. After getting marked the attendance from the students the same shall be updated on the AGC-LMS.
- 4.1.16 All the solved answer sheets shall be packed, each subject separately, in red bags with the detail as mentioned below of Programme, Semester, Exam Type, Subject Code, Date of Exam, Session (Morning/Evening) and No. of Answer Books. The red bags must contain the 1 copy of the question paper along with the Answer Sheets. The original Attendance Sheets (photocopy of the same may be retained by the Centre Superintendent) along with the Answer Sheets and

Challan for Answer Sheets, shall be submitted to Deputy CoE in the Examination Branch after the completion of each exam.

4.1.17 The Examination Centre must be closed within 2 days after the last exam of the semester. Remaining Answer Sheets, \*Balance Sheet/Consumption of Answer Sheets Proforma and other material/documents duly signed by the Centre Superintendent must be returned in the Examination Branch.

\* Annexure II

#### 4.2 Instructions for Invigilators

4.2.1 Sign an \*undertaking before being put on first duty of the session in your department.

\*Annexure III

4.2.2 Report minimum half an hour before the start of the exam to the Centre Superintendent to receive the blank Answer Sheets and count these Answer Sheets properly.

4.2.3 Inform well in time about the change of duty, due to any emergency.

4.2.4 If you are exempted from invigilation duty, report back to your HOD.

4.2.5 Check students are seated as per the seating plan.

4.2.6 Check the I-card or admit card/photo of students.

4.2.7 Check students are not having mobile phones or any other objectionable material.

4.2.8 Check students have filled all details like Uni. Roll no (words and figure), Course, Sem, Subject Name, Subject Code and Batch, correctly.

4.2.9 Make mandatory announcements before the start of paper: -

4.2.9.1 All candidates need to abide by the instructions given in Answer Sheet.

4.2.9.2 Students shall not carry mobile phone in any mode.

4.2.9.3 Do not mention your name or any other name in the Answer Book.

- 4.2.9.4 Do not make any identification mark in the Answer Book which may reveal your identity.
- 4.2.9.5 No student should have incriminating material related to the exam.
- 4.2.9.6 Use only black or blue pen.
- 4.2.10 Tape the answer book to hide the Uni. Roll No of the student as advised by CS/DS.
- 4.2.11 Check student has written Uni. Roll No. on the question paper and no other rough work is being done on it.
- 4.2.12 Check that the blackboard is clean.
- 4.2.13 The invigilators are not allowed to make any changes in the question papers. If there is any observation the same, please be brought in the notice of CS/DS.
- 4.2.14 The invigilators are not allowed to carry mobile phone in the Exam Centre.
- 4.2.15 Don't forget to put "**Space Below Cancelled**" Stamp only after student has stopped writing.
- 4.2.16 Do not allow the student to leave the examination hall before half time is over.
- 4.2.17 The invigilators shall begin signing the Answer Sheets after one hour of the exam, following a thorough verification of the details filled by each candidate.
- 4.2.18 The invigilators shall start sealing the Roll Numbers of the candidates on the Answer Sheets after half-time.
- 4.2.19 After the completion of the exam, the invigilator shall match the Answer Sheets with the present/absent/UMC cases and shall hand over the same to the CS/DS.
- 4.2.20 Follow other instructions given by Superintendent.
- 4.2.21 In case of any confusion or doubt, the in
- 4.2.22 Invigilator shall contact the CS.



### **4.3 Guidelines for written examination for students with physical disabilities**

On the direction of the worthy Principal, Dr. Gaurav Tejpal, a meeting of the members of the Examination Committee was called to recommend the “Guidelines for written examination for students with physical disabilities”.

The members of the committee showed their commitment to provide an inclusive and equitable examination environment for all the students. The members of the Examination Committee decided to implement all the Guidelines (attached herewith) for written examination for “persons with benchmark disabilities” and “persons having less than 40% disability & having difficulty in writing” as suggested in the Office Memorandum released by the Department of Empowerment of Persons with Disabilities vide F. No. 34-02/2015-DD-III dated 29<sup>th</sup> August, 2018 and F. No. 29-06/2019-DD-III dated 10<sup>th</sup> August 2022, respectively. All the guidelines were read line by line and reviewed in detail. The members of the committee recommended some of the additional guidelines in this regard as mentioned below;

- 4.3.1 The above guidelines shall also be applicable in case of any temporary disability e.g in case of some injury due to accident or otherwise.
- 4.3.2 The examination committee shall select any 10 first year students (5 boys and 5 girls) as scribe, on reporting of any such cases and as per requirement.
- 4.3.3 The English Language Lab shall be the venue to conduct exams for persons with physical disabilities.
- 4.3.4 A special exam form shall be filled by persons with physical disabilities.
- 4.3.5 All such cases shall be, immediately, reported to the Controller of Examinations for further necessary action.



#### **4.4 Guidelines regarding flying squad**

Earlier, there were no established guidelines pertaining to the flying squad for End Semester Exams. However, from now onwards, the Examination Committee has recommended a novel procedure regarding flying squad as mentioned below;

- 4.4.1 Before the commencement of ESEs, the CoE shall invite a list of faculty members from the Heads of Departments for Flying Squad.
- 4.4.2 The CoE shall depute 3-4 members from the pool of such faculty members and convey the concerned through, WhatsApp, one day before the exam.
- 4.4.3 The members of the flying squad shall report to the CoE regarding their visit in the Examination Centre.
- 4.4.4 All such duties will be allocated through a random assignment process among the individuals involved, without any specific preferences or patterns.
- 4.4.5 The duty of the flying squad shall be to ensure smooth conduct in the ESE and take necessary action if there is any observation.



## 5.Guidelines for UMC

The following guidelines for the Unfair Means Cases (UMCs) shall be adopted for all examinations conducted centrally by AGC Amritsar or by any individual teacher of any constituent department of AGC Amritsar:

### 5.1 Unfair Means Case:

Any intentional (or unintentional) act (or mistake) of violation of the guidelines/instructions for examination shall be treated as an Unfair Means Case (UMC).

### 5.2 Initiation of the Process:

On detecting an UM case, the detecting authority shall report the case to the concerned Centre-Superintendent immediately and proceed as per following guidelines:

5.2.1 On detection of the UM case, the detecting authority shall take immediate possession of the following material:

5.2.1.1 Answer book.

5.2.1.2 Relevant material (notes, slips, any other prohibited material).

5.2.1.3 Copy of the admit card.

5.2.1.4 Copy of the seating plan.

5.2.1.5 Any other material in support of the case.

5.2.2 Concerned Centre Superintendent shall get the prescribed form of **\*Proceeding of UM Case** filled including comments and signatures of the following:

5.2.2.1 Concerned student.

5.2.2.2 Concerned Invigilator. (and/or)

5.2.2.3 Detecting authority.

5.2.2.4 Centre Superintendent.

\*Annexure-IV

- 5.2.3 If the student refuses to fill up and sign the prescribed form, the Centre Superintendent shall put the remarks '*Refused to sign*' and put his/her own signature.
- 5.2.4 Confiscated answer book shall be marked as '**Sheet-1**'. The student shall be provided with a fresh answer book (marked as '**Sheet-2**'). The student shall be instructed to continue writing in the fresh sheet from where he/she has left in Sheet-1. Student should not repeat the answers already written in Sheet-1. **No extra time shall be given** for completing the examination as a result of this procedure.
- 5.2.5 The Centre Superintendent shall deliver the sealed envelope containing the following to the CoE immediately after the completion of the examination:
- 5.2.5.1 Answer books, duly marked as **Sheet-1** (confiscated copy) and **Sheet-2** (freshly issued copy).
- 5.2.5.2 The confiscated material found in possession of the student duly signed by the student and the invigilator.
- 5.2.5.3 The prescribed UMC form (***Proceeding of UM Case***) duly filled and signed by the invigilator, detecting authority and the Centre Superintendent.

### 5.3 Constitution of UMC committee

The Principal AGC shall appoint the UMC committee to enquire into the Unfair Means Cases. The constitution of the committee shall be as follows:

**5.3.1 Core Committee:**

- |                                      |                  |
|--------------------------------------|------------------|
| 5.3.1.1 Dean Academic Affairs        | In Chair         |
| 5.3.1.2 Deputy Dean Academic Affairs | Member-Secretary |
| 5.3.1.3 Principal's Nominee          | Member           |

**5.3.2 Additional Members (Case wise)**

- |   |        |
|---|--------|
| 5.3.2.1 Concerned HoD or Subject Expert                     | Member |
| 5.3.2.2 Concerned Centre-Superintendent/detecting authority | Member |

Minimum of three members shall make a quorum with a condition of at least one Female member. If any female member of UMC committee is not available, the Chairman, UMC Committee shall be authorized to invite any senior female faculty member of the Institute.

In addition to the above, No member of the committee shall be related (blood relation/relative) to any of the student appearing before the committee for hearing of his/her UM Case.

**5.4 Convening of UMC committee meeting**

The Member-Secretary of UMC committee shall convene the meetings to enquire into the UM cases in the following steps:

- 5.4.1 Issue a \*notice of hearing to the concerned student mentioning date and time of the hearing. Copy of the notice shall be sent to all the members of the UMC committee.

\*Annexure - V

- 5.4.2 Conduct the hearing of the student as scheduled in step 1.
- 5.4.3 If due to some unavoidable circumstances, any student is unable to appear before the committee on scheduled date, he/she may request to reschedule (only once) through the head of department. Concerned head shall forward the request to member secretary only after verifying the genuineness of the request.

5.4.4 The committee shall submit its recommendations as per **\*prescribed format** to the Principal AGC for consideration and approval as **'Decision(s)'**.

\*Annexure-VI

5.4.5 In case a student is innocent (not guilty), both of his/her answer sheets (marked Sheet-1 and Sheet-2) shall be released for evaluation and result shall be declared. Student's personal belongings (mobile phone etc.) confiscated at the time of detection of the UM case shall be handed over to the concerned student with proper receipt.

5.4.6 If the student is found guilty, Issue the necessary orders in the **\*prescribed format** to the student (through the concerned HoD) as per the **decision**. Student's personal belongings (mobile phone etc.) confiscated at the time of detection of the UM case shall be returned through the concerned HoD with proper receipt only after the payment of penalty amount (if any).

\*Annexure-VII

5.4.7 CoE and Registrar AGC shall be informed of the decisions (Copy of the Annexure-VII) for their records.

5.4.8 After the decision of all the UM cases of an examination session, a file with complete documentation of all the cases shall be submitted to the office of the Controller of Examinations.

### 5.5 Categories of Offences and Punishments:

Category	Nature of Offence	Action to be taken
5.5.1	If during the examination, a student is found a. Whispering/talking to another student in the examination-hall, b. Whispering/talking to a person/another student outside	The <b>invigilator</b> shall immediately do the following: a. Cross the answer to the running question with red pen and put his/her name, signatures and department. The candidate shall not

	<p>the examination-hall while going to the urinal, for drinking water etc.</p> <p><b>Note:</b> clause B-2 and B-5(c) is not applicable in this case; hence the form (<b><i>Proceeding of UM Case</i></b>) is not to be filled.</p>	<p>attempt this question thereafter.</p> <p>b. The space for awards (of the concerned question) on the front page of answer sheet shall also be crossed with red pen.</p>
5.5.2	<p>1. If during the examination, a student</p> <p>a. Writes solutions either on the question paper or anywhere else except the answer sheet.</p> <p>b. Writes abusive or obscene language in the answer book/question paper.</p> <p><b>2. Repeating of offences of Category-I.</b></p>	<p>The first answer book (<b>Sheet-1</b>) to be withdrawn and cancelled. Second answer book (<b>Sheet-2</b>) to be issued and evaluated.</p>
5.5.3	<p>1. If during the examination, a student is found in possession of any of the items listed below, but it is established that he/she has not used it:</p> <p>a. Any hand written or photocopied or printed material or notes or torn page (s) of book.</p> <p>b. Material written on any part of the body/clothing or instrument box or instrument such as scale etc.</p> <p>c. Notes written on chair, table, desk, any other furniture, wall or floor etc.</p> <p>d. Mobile phone(s), programmable calculator, any electronic storage device, any blue-tooth device or electronic communication device (even in off condition)</p> <p>2. If during the examinations a student is found guilty of hiding/placing notes or books or any other aid anywhere inside or outside the examination hall.</p> <p>3. During practical examination, presenting the examiner a practical or class work note book not prepared by him/her.</p> <p>4. If a student is found attempting to influence the examiner by an appeal in the answer-book.</p>	<p>The said examination of the concerned paper to be cancelled.</p>

	<p>5. Deliberately disclosing one's identity or making any distinctive mark in the answer book for that purpose.</p> <p><b>6. Repeating of offences of Category-II.</b></p>	
5.5.4	<p>1. If during the examination a student is found:</p> <p>a. Copying/receiving help from any means enlisted in category III (1 &amp; 2)</p> <p>b. Copying from the answer book of other student or allowing any other student to copy from his/her answer-book.</p> <p>c. Exchanging question papers/ answer sheets during the examination.</p> <p>d. Changing the seat without the permission of the Invigilator.</p> <p>e. Swallowing/destroying any note/paper or any other material found with him/her.</p> <p><b>2. Repeating of offences of Category-III</b></p>	<p>The said examination of the concerned paper to be cancelled and penalty of Rs. 5000/- which need to be paid within two weeks of issuance of decision letter.</p>
5.5.5	<p>1. If student is found guilty of having made previous arrangement through the help of any person, student, supervisory or ministerial staff of the institute or some other agency for obtaining solution of a question (or questions) set in the paper.</p> <p>2. Communicating or attempting to communicate directly or through someone else with the examiner or anybody connected with the examination for influencing them in the awards of marks/grades.</p> <p><b>3. Repeating of offences of Category-IV.</b></p>	<p>All the theory and practical examination of that semester or examination session to be cancelled and penalty of Rs. 5000/- which need to be paid within two weeks of issuance of decision letter.</p> <p>Appropriate disciplinary action to be initiated against the involved person, student, supervisory or ministerial staff of the institute. (applicable to V-1).</p>
5.5.6	<p>1. A student is found guilty of any of the following:</p> <p>a. Smuggling-in (or out) an answer-book, or part thereof.</p> <p>b. Writing deliberately another student's roll number in his/her answer book.</p> <p>c. Leaving the examination hall without delivering the answer book to the invigilator or taking</p>	<p>All the theory and practical examination of that semester or examination session to be cancelled and penalty of Rs. 10,000/- which need to be paid within two weeks of issuance of decision letter.</p>



	<p>it away / disposing it or part thereof.</p> <p>d. Replacing or getting replaced answer book or any of its leaves or continuation sheet(s) during or after the examination.</p> <p>e. Tearing own or other student's answer sheet or part thereof.</p> <p>f. Misconduct or non-compliance with the instructions of the invigilator(s) or the <i>Amendment – IV of Guidelines and Procedures for End Semester Examinations</i> (available at the college website) inside or outside the examination hall before, during or after the examination.</p> <p>g. Unnecessarily arguing/disobeying or misbehaving with the Examination Staff/Flying Squad inside or outside the examination hall before, during or after the examination.</p> <p>h. Creating disturbance in (or around) examination hall.</p> <p>i. Organizing a walk-out or instigating others to walk-out.</p> <p>j. Misconduct in any manner in or around examination hall.</p> <p>k. Disturbing or disrupting the examination in any manner whatsoever.</p> <p>l. Carrying into the examination hall fire-arms or any other weapon.</p> <p>m. Coming to the examination hall under the influence of alcoholic drink or prohibited narcotics.</p> <p>n. Tempering marks during showing of the evaluated answer books.</p> <p><b>2. Repeating of offences of Category-V.</b></p>	
5.5.7	<p>1. Getting oneself impersonated by someone in the examination hall or impersonating another candidate.</p> <p><b>2. Repeating of offences of Category-VI.</b></p>	<p>For both the students involved, All the theory and practical examination of that semester or examination session to be cancelled and both the students to be debarred from</p>

		appearing at all institute examinations during next one semester.
5.5.8	Any student/person who is not a candidate for the examination, is found committing or abetting in committal of any offence(s) mentioned above	To be dealt with appropriately as per law.
5.5.9	Cases not covered by the above guidelines.	To be decided by the Principal on the recommendations of the UMC Committee.

### 5.6 Appeal against the Decision of UMC Committee

If a student is not satisfied with the decision of UMC Committee, he/she may submit a request to the Principal, AGC Amritsar, for the review of the decision. The Principal reserves the right to retain/revert/amend the decision of the UMC Committee. The Principal can also constitute an independent Standing Committee to review and decide the case. Under no circumstances the student shall approach (directly or indirectly) any of the members of UMC Committee (or the Standing Committee) before or after the hearing, to influence the decision. Failing which, the student shall be liable to be penalized for the next higher offence category as per Clause-E of these Guidelines for Unfair Means Cases.

## 6. Guidelines for Evaluation

The centralized evaluation of answer books shall be implemented for all End Semester Examinations. All the concerned who are involved in the evaluation process are expected to follow the guidelines as given below;

6.1 The CoE shall establish Evaluation Centre in the Examination Branch, for table marking, immediately after the first examination of the End Semester Examinations.

He shall act as Prof. In-charge of the Evaluation Centre.

6.2 The HODs shall submit the approved list of section-wise internal evaluators one week before the ESEs to the CoE. The list of evaluators shall be submitted confidentially in the \*prescribed format.

**\*Annexure-VIII**

6.3 The HODs shall take an \*undertaking from all the evaluators and same shall submit in the Examination Branch along with the above detail.

**\*Annexure-IX**

6.4 The HOD or evaluator deputed by HOD or senior most evaluator among the evaluators of all sections shall act as Head Examiner. The Head Examiner shall submit Answer key or solution scheme (part distribution of marks to each question) of the question papers to all the evaluators.

6.5 The Answer Books may be issued to any of the concerned evaluators after the submission of the answer key. The evaluator must count the Answer Sheets while receiving.

6.6 Each evaluator shall evaluate minimum 200 Answer Books during each End Semester Examinations.

- 6.7 The concerned Clerk in the Evaluation Centre shall allot the codes to the evaluators starting from 01 with prefix as CSE for Department of Computer Science & Engineering (e.g., CSE-01) and so on for other branches/courses as well. The Head Examiner shall ensure that the evaluators deputed for various sections have written their identity codes along with signature at the space provided on the answer books.
- 6.8 The evaluators shall use BLACK PEN only for evaluation.
- 6.9 The evaluators shall not mark/tick anywhere in between attempted pages of Answer Book. They shall put the marks where the space is provided (on the top of the page). The evaluators shall mark each attempted question on the same page where the answer was started. The concerned evaluators shall put the marks (question by question) of their section in the space provided on the third page. The junior most evaluator shall complete the process of total marks of all sections and shall put the same in the space provided on the first page, in figures and in words.
- 6.10 The subject-wise variation in marks in the theory between internal and external shall be highlighted. In this context the AGC-LMS shall automatically calculate the different variations such as 10%, 20%, 30% and 40%. Further, it may be given to Head Examiner for further evaluation as Examination Committee decides.
- 6.11 If the passing result comes out to be less than 40% in particular packet, the respective evaluators are required to recheck that packet and give a declaration in the prescribed \*certificate.
- \*Annexure-X
- 6.12 All the evaluators shall sign on the space provided in the answer books.
- 6.13 Priority should be given to evaluate the answer books of final year of all programmes.
- 6.14 Checking Assistant should be allowed to check maximum of 300 answer books per day (8 hours).

- 6.15 All the evaluators or other concerned officials must make an entry in the Visitors' Register before entering the Examination Branch. All the visitors must submit their mobiles and other belongings to the Security Guard sitting outside the Examination Branch.
- 6.16 The dealing official in the Evaluation Centre shall not issue the Answer Sheets to the evaluators until they submit the Answer key or solution scheme.
- 6.17 While evaluating, if evaluators find any illegitimate comments (Mobile No. / Phone No. / request for passing / identification marks / filled pass marks by himself / etc.) in the answer book, it shall be brought, immediately, in to the notice (through a letter) of CoE. The CoE shall get sealed such answer sheet and dispatch to the UMC Committee. The next action shall be taken only after the decision of UMC Committee.
- 6.18 If the candidate has over attempted in the exam, the evaluators shall consider the answer with the possibility of higher marks.
- 6.19 The evaluators responsible for total Check at the time of evaluation must ensure that;
- 6.19.1 Signatures of all the evaluators along with identity codes have been written on the answer books and on award slips.
- 6.19.2 Overwriting/cutting if any on the answer books has been signed by him/her.
- 6.19.3 All the parts of award slips are duly filled and signed by him/her and by the evaluators performing the duties of checking assistant.
- 6.19.4 No part of answer book has been left unchecked. He/ She must cross/ cancel all the blank spaces / pages left in answer books.
- 6.19.5 The pass % age has been specified at the appropriate place on the bag/packet.
- 6.19.6 No part of answer book has been evaluated after the "Space below cancelled stamp".

6.19.7 The evaluators have followed the step marking in each answer book. The evaluators have awarded proportionately to the correct part/ step of the answer attempted by the students.

NOTE: (i) One evaluator shall evaluate one section only. If there is any problem regarding the availability of evaluator for a particular subject the HODs may take the prior approval from Chairman, Examination Committee.

(ii) If a question paper consists of a total of 8 questions and the questions are not divided into any sections, then questions 1 to 4 shall be evaluated by one evaluator and questions 5 to 8 shall be evaluated by another evaluator.

6.20 After the evaluation the concerned evaluator shall return the answer sheet bag to dealing official in Evaluation Centre.

6.21 The Junior most evaluator among all the evaluators of various sections shall act as Checking Assistant and he/she shall get issued the answer sheets to check the totaling of marks thoroughly from in and out pages of Answer Book.

or

HOD may appoint any faculty member/Instructor/DEO as Checking Assistant(s).

6.22 Afterwards, the checking assistant shall tear both award slips (Award Slip A and Award Slip B) of each answer sheet at the place of dotted lines and shall put these award slips into separate envelopes available with dealing official in Evaluation Centre.

6.23 The Checking assistant shall return the bag of answer sheets to the dealing official along with the sealed envelope of team B. The checking assistant shall hand over the envelope of award slips of team A to the concerned evaluators (who evaluated the same bag of answer sheets) for uploading awards at AGC LMS in the result section.

After uploading the awards, the evaluators shall return the sealed envelope of Team A to the concerned official in the result section.

6.24 If at any point of time, it is found that the evaluation is not fair, the strict action shall be taken against the concerned evaluator as per the discretion of the Examination Committee.

6.25 All the concerned in the Evaluation Centre shall keep every information (related to evaluation or examination) highly confidential. The Examination Committee shall take strict action against the defaulters.

6.26 **Instructions regarding Re-evaluation of Answer Books**

6.26.1 The students may apply for re-evaluation within 7 days after the declaration of the result. The students shall apply for re-evaluation in a prescribed application form available in the department or in main office with a fee of Rs. 1000/- per Answer Book. The instructions for re-evaluation have been given below;

6.26.1.1 The students may apply for re-evaluation all the External Theory papers.

6.26.1.2 No application form shall be accepted after the given stipulated period.

6.26.1.3 No refund of fee shall be admissible.

6.26.1.4 The HOD shall not appoint the evaluator who has already evaluated the same Answer Sheet for re-evaluation. If there is non-availability of the evaluators, the HOD may take prior permission for one of the same evaluators from Chairman, Examination Committee.

6.26.1.5 The final marks after re-evaluation shall be as follows;

- a. If the difference between the marks of the original evaluation and re-evaluation is 25% or less, the higher of the two shall be awarded.
- b. If the difference between the marks of original evaluation and re-evaluation is 25% or more, a second re-evaluation shall be done;
  - i. The higher of the two nearest awards shall be awarded.
  - ii. If the difference of original & Ist evaluation and original & IInd evaluation is equal then the average of highest values will be awarded.

6.26.1.6 The student shall be bound to the re-evaluation result whether favorable or unfavorable.

6.26.1.7 No further evaluation will be allowed after the result of the re-evaluation has been declared.

6.26.1.8 In case of any doubt or confusion the decision taken by the Examination Committee shall be considered as final.

6.27 The candidates may apply for the confidential results, for some urgency or career prospects, by paying Rs.1000/- per semester in case of regular and Rs.500/- per subject in case of re-appears.

**6.28 General guidelines/information for students;**

6.28.1 You shall have 75% attendance to appear in the End Semester Exams, otherwise you shall be detained. If you have less than 75% attendance in any of the subjects, even then you may have partial detention. Further, you will



appear after one year in the full semester or in particular subject(s), in case of full detention or partial detention, respectively.

6.28.2 Always try to give 100% while attempting the question paper.

6.28.3 In case of any query contact your Teacher Class In-charge.

6.28.4 Do not contact any official in the Examination Branch.

6.28.5 All types of forms are available in your department.

6.28.6 You have to complete your programme in the double duration of a particular programme e.g. in case of B.Tech. 4+4 years and in case of lateral entry in B.Tech. 3+3 years.

6.28.7 If students give an application in regard to some issue of the examination, they need to keep a copy of the application submitted in the department.

### **6.29 Marking Scheme**

The following factors shall be kept in mind while evaluating the answer sheets for End Semester Examinations;

6.29.1 The evaluator shall follow the **step marking system** and partial marks shall be given for each correct step/heading etc.

6.29.2 The answer sheets shall be evaluated based on the intended sense of the answer and understanding of the student for the course content.

6.29.3 The evaluator shall ignore the mistakes in grammar and spellings, if it is not a language exam particularly when the evaluator is able to make sense out of the given response.

6.29.4 The student's ability to analyse the information according to the question, ability to make genuine arguments, independent judgements, considering different perspectives and original ideas shall be assessed properly by the evaluator.

6.29.5 The evaluator shall assess the content where it has relevance to the question.



### **6.30 Introduction of challenge evaluation**

The Examination Committee has decided to have the provision of challenge evaluation.

The members recommended;

6.30.1 If a student is not satisfied with the evaluation, he/she may apply for the challenge evaluation by remitting a fee of Rs.5000/- per answer sheet.

6.30.2 Afterwards evaluation will be done in the presence of CoE, DAA, Evaluator and student.

6.30.3 If there is a deviation of 25% of marks and the student attains the passing marks, a refund of Rs.5000/- shall be processed.



## 7. Procedure to Show the Answer Sheets

In the pursuit of a fair and accountable education system, the transparency in the evaluation process of examinations is very crucial. However, the evaluation process has long been surrounded in secret manner where answer sheets often treated as confidential documents. In recent years, there has been a growing demand for transparency in the evaluation process for more openness, fairness and accountability. The demand to unveil the answer sheets to the students is a step towards building a transparent, more equitable and accountable educational environment. In the below mentioned section, you will explore the procedures and mechanisms that can be implemented to make the answer sheets accessible to students. It is through these measures that we can truly embrace the ideals of transparency and create an education system that empowers, motivates and develops continuous growth of the students.

The concerned shall follow the following procedure for the same;

- 7.1 The evaluation must be completed within maximum 10 days after the last exam of a particular semester.
- 7.2 The concerned evaluators shall upload the marks on the AGC-LMS.
- 7.3 The HOD shall display a schedule on notice board to show the answer sheets, well in time.
- 7.4 The HOD may depute any faculty member who will get issued the Answer Sheets from Examination Branch to show the Answer Sheets to the students as per the schedule released.
- 7.5 The department must keep the record of showing the answer sheets to students and shall submit the schedule and attendance sheet in the Examination Branch.
- 7.6 If there is any change in the total count of the marks, the student shall fill a Total Marks Discrepancy proforma.
- 7.7 If any student is not satisfied with the evaluation, he/she may apply for re-evaluation within 7 days after the result declaration in the college. The student needs to fill the re-evaluation form with a payment of Rs. 700/- in the account office.

**The above procedure shall be accomplished within 10 days after the last exam of a particular semester of a programme.**

## 8. Guidelines for Result Preparation

As we know each subject has internal and external weightage. The awards for Internal Theory and Internal/External Practical shall be uploaded by the concerned members of the faculty on the AGC-LMS. Whereas the External Theory awards of End Semester Exams shall be uploaded by the Examination Branch as per the following procedure;

Two teams viz., Team A and Team B shall be deputed for the preparation of the results. Team A uploads the marks and Team B verifies the uploaded marks. The working procedure of both the teams is explained below;

### 8.1 **Uploading of marks by Team A;**

- 8.1.1 The team-A shall include the concerned evaluators of the Answer Sheets of a particular subject.
  - 8.1.2 Team members shall sign an \*undertaking to keep the result related information highly confidential.
- \*Annexure-XI
- 8.1.3 Team members shall receive the envelope of the award slips A from the checking assistant of that particular bag of Answer Sheets.
  - 8.1.4 Team members shall count the number of slips which must be equal to the number of slips mentioned on the packet.
  - 8.1.5 The Team A shall start the uploading of awards with the regular exams. Therefore, the Team A shall take out the re-appear slips and these slips must be sealed in the white envelope, separately. The sealed white envelope shall be handed over to concerned official in the Result section.
  - 8.1.6 Team members are authorized to remove the tapes from the slips and if there is any slip without taping such matter must be brought into the notice of CoE.

- 8.1.7 Team members shall start uploading the marks on the AGC-LMS, after log-in and as per the detail on the packet.
- 8.1.8 After the completion of the packet the slips shall be counted again and shall be put in the same packet and then the yellow packet will be sealed in the brown packet with the complete information on it.
- 8.1.9 After the completion of regular results, the Team A shall follow the same process for uploading of the awards of re-appear exams.

## 8.2 Verification of marks by Team B

- 8.2.1 Team members shall sign an undertaking (same as of Team A) to keep, the result related, information highly confidential.
- 8.2.2 Team members shall ensure that the packet given to them is properly sealed and if in case they found unsealed packet or broken seal, they must bring this matter into the notice of the CoE.
- 8.2.3 Team members are authorized to take out award slips from 'Packet of Team B'.
- 8.2.4 Team members shall count the number of slips which must be equal to the number of slips mentioned on the packet. If the numbers of slips are found less or more, the matter must be brought into the notice of the CoE.
- 8.2.5 The Team B shall start the uploading of awards with the regular exams. Therefore, the Team B shall take out the re-appear slips and these slips must be sealed in the white envelope, separately.
- 8.2.6 Team members are authorized to remove the tapes from the slips and if they find any slip without taping such matter must be brought into the notice of CoE.
- 8.2.7 Team members shall start verifying the marks on the College Dashboard Portal, after log-in and as per the detail on the packet.

- 8.2.8 Team members shall mark on the portal if they find any discrepancy of the marks uploaded by Team A.
- 8.2.9 After the completion of the packet the slips shall be counted again and shall be put in the same packet and then the yellow packet will be sealed in the brown packet with the complete information on it.
- 8.2.10 After the completion of the verification of regular results, the Team B shall follow the same process for re-appear results.
- 8.3 The discrepancies marked by Team B shall be rectified by Deputy CoE in the presence of CoE by log-in on the AGC-LMS.
- 8.4 The 10% of the results shall be verified by Dy. CoE.
- 8.5 Some of the results shall be, randomly, verified by CoE.
- 8.6 The printout of the result in marks shall be taken in the prescribed \*format.

\*Annexure-XII

#### **8.7 Incorporation of Pass % age in the guidelines**

As this agenda is already known to everyone but it has not been formally mentioned in Amendment- III, though we are following the rules of IKG PTU and PCI in this regard. The members of the committee have decided to incorporate it in the Amendment-IV as mentioned below;

8.7.1 In case of M.Tech./ B.Tech./ MCA/ MBA/ UGC Courses/ B.Voc.

8.7.1.1 40 % passing marks are required in each internal and external of Theory and Practical of each exam of a particular semester.

8.7.1.2 If the students get re-appear(s) in any of the exams, they will be eligible to take their re-appear(s) for a duration of twice the duration of their programme For example, students enrolled in the B.Tech. Program may pursue re-appear opportunities for a maximum period of 8 years.

8.7.2 In case of B.Pharma.

8.7.2.1 A combination of 50% marks both in internal and external of Theory and Practical of each exam is required to get the passing marks.

8.7.2.2 Rest all the examination regulations of PCI shall be applicable.

**8.8 Guidelines for Result Declaration**

8.8.1 The printout of the results in the marks along with the noting shall be presented to the examination committee by CoE.

8.8.2 In case of any representation from students regarding some question paper, etc the same shall be presented to the Examination Committee along with the results.

8.8.3 Once the above process is completed, the result shall be notified in the students' login and AGC-LMS.

8.8.4 The notified results shall be prepared in the format provided in PTU Result Excel Sheets.

8.8.5 After viewing the study scheme the PTU Result Excel Sheets shall be uploaded & Locked on the PTU portal for the declaration of the results.



## 9. Guidelines/Instructions for Students

All the students must read the following instructions very carefully and follow the same from time to time as per requirements.

9.1 All the students shall know that the first step in the Examination Process is to fill the Examination Form;

9.1.1 In case of regular exams, the Examination Form shall be automatically generated in the AGC-LMS.

9.1.2 In Case of re-appear exams, the students shall fill the Examination Forms on the AGC-LMS as per the schedule released. While filling the re-appear exam forms, the students shall keep in mind the following points;

9.1.2.1 they must ensure that they are not missing any subject to be filled.

9.1.2.2 they must ensure that the internal or external of a particular subject are filled correctly.

9.2 On the day of exam, the students need to ensure that they are carrying the Exam Form or Admit Card and Identity Card for appearing in the exam.

9.3 The End Semester Exams take place in the months of May and November. The exams are conducted in two sessions i.e. Morning and Evening. In the morning and evening sessions the exams are conducted from 9:30 am to 12:30 pm and 1:00 pm to 4:00 pm, respectively.

9.3.1 On the day of exam, the students shall report at 9:00 am and 12:45 pm in the morning and evening sessions, respectively.

9.3.2 The students are not allowed to leave the examination hall before half time.

9.4 Usually, the date sheet for a specific semester remains within a single session. However, in some instances where clashes arise, a semester may have multiple sessions. Therefore, it is crucial for students to verify whether their exams are scheduled for the morning or



evening session. Additionally, students should thoroughly review all the instructions provided on the Answer Sheet and abide to them accordingly.

- 9.5 The students shall fill the required information in the answer sheet very carefully.
- 9.6 Each student will receive a 24-page Answer Sheet. If needed, the students can request an additional supplementary sheet which will include 4 pages. However, the students are permitted to use a maximum of 28 pages for writing an exam. It is strongly advised to ensure that there is no page damage in the answer sheet. If any such discrepancies with the answer sheet arise, students should promptly inform to the invigilator. This should be done prior to writing anything on the answer sheet to ensure a smooth conduct of exam.
- 9.7 The moment, students get the question papers they shall ensure that;
- (i) the programme and semester mentioned are correct.
  - (ii) the subject name and subject code are correct.
  - (iii) the batch mentioned is correct.
- 9.8 The students shall use BLACK or BLUE pen only.
- 9.9 The students are required to keep in mind the following instructions to avoid the Unfair Mean Cases;
- 9.9.1 Don't mention your University Roll No. inside the Answer Sheet except at the place provided
  - 9.9.2 Don't write your name or mobile number anywhere in the Answer Sheet
  - 9.9.3 Don't write the name of your department anywhere in the Answer Sheet
  - 9.9.4 Don't make an appeal in the Answer Sheet to the Evaluator for pass marks etc.
  - 9.9.5 Don't carry the mobile or any unwanted material in the Examination Hall
  - 9.9.6 Don't write your name or other name or address in letter or essay writing
  - 9.9.7 Don't make any other identification remark which reveals your identity
  - 9.9.8 Don't use any other colour pen except blue or black

- 9.9.9 Don't copy from other students around or help other students to copy.
- 9.10 The students will get the information about the result declaration on the official social media pages of AGC, Amritsar.
- 9.11 The students may view the result notification in their login ID on AGC-LMS. They shall keep a copy of the same with them.
- 9.12 It's very important for students to check their results in their login on the PTU portal at [www.m.ptuexam.com](http://www.m.ptuexam.com). Generally, students' University Roll No. is their user name and password. If they are not finding their result on PTU portal, they shall rush to submit an application to the respective Teacher Class In-charge.
- 9.13 If there is any observation or discrepancy in the previous point the students need to bring into the notice of the respective Teacher Class In-charge, immediately.
- 9.14 If the students are not satisfied with the evaluation, they may apply for re-evaluation within 7 days of result declaration in the college by paying a fee of Rs.1000/- per answer sheet.
- 9.15 The candidates may apply for the confidential results, for some urgency or career prospects, by paying Rs.1000/- per semester in case of regular and Rs.500/- per subject in case of re-appears.
- 9.16 General guidelines/information for students;
- 9.16.1 You shall have 75% attendance to appear in the End Semester Exams, otherwise you shall be detained. If you have less than 75% attendance in any of the subjects, even then you may have partial detention. Further, you will appear after one year in the full semester or in particular subject(s), in case of full detention or partial detention, respectively (In case of Pharmacy students, the PCI guidelines shall be followed).
- 9.16.2 Always try to give 100% while attempting the question paper

- 9.16.3 In case of any query contact your Teacher Class In-charge
- 9.16.4 Do not contact any official in the Examination Branch
- 9.16.5 All types of forms are available in your department
- 9.16.6 You have to complete your programme in the double of the regular years spent by you in the college. e.g. in case of B.Tech. 4+4 years and in case of lateral entry in B.Tech. 3+3 years.
- 9.16.7 When students submit an application regarding any examination-related issue, it is essential for them to retain a copy of the application for their records.

**Undertaking from  
Paper Setter**

**Examination  
Branch**

**Examination:**

I hereby certify that:

- (a) The Question-Papers set by me were kept under lock and key, while in my possession. I also certify that none of the same questions have been set by me for any examination of another University. The papers have been typed by me without any external help.
- (b) None of my blood relation / relative is appearing in the paper I am submitting.
- (c) I am not conducting any private tuition in this subject to the students of AGC, Amritsar.
- (d) I have checked the question-papers and I am satisfied that the papers are strictly in accordance with the prescribed applicable study scheme and according to my judgment and belief are up to the standard of the said examination. I accept the full responsibility for the accuracy and secrecy of the said paper/s.
- (e) The question papers set by me shall be the exclusive property along with the copyright therein shall vest with AMRITSAR GROUP OF COLLEGES, AMRITSAR.

Programme: \_\_\_\_\_

Subject: \_\_\_\_\_

Subject Code: \_\_\_\_\_ Semester: \_\_\_\_\_

Name of Paper Setter: \_\_\_\_\_

Designation: \_\_\_\_\_ Dept. : \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**Proforma for Answer Sheets Received**

Dated	Starting Serial No.	Ending Serial No.	Total

**Answer Books Day wise Summary**

Date	Consumed	Damaged	Missing Serial No.	Without Serial No.

**Daily Consumption Record**

Starting Serial No.	Ending Serial No.	Consumed	Damaged	Without Serial No.

**Balance Answer Sheet Proforma**

Answer Books Balance		
Starting Serial No.	Ending Serial No.	Total
Answer Books Damaged		
Starting Serial No.	Ending Serial No.	Total




Examination:

Certified that I \_\_\_\_\_ S/o, D/o \_\_\_\_\_

Designation \_\_\_\_\_ Department \_\_\_\_\_,

Deputed as \_\_\_\_\_

do Undertake that:-

- a) I will not perform any duty in the examination where any of my blood relation or relative is appearing.
- b) I will perform my duty sincerely and honestly.
- c) I will follow the instructions given in "**Amendment-IV in Guidelines & Procedures for Semester End Examinations**".

In case of any lapse relating to the above points, any disciplinary action can be taken against me by the Principal/COE.

Dated: \_\_\_\_\_

Signature

 

**Proceedings of UMC**

**Examination  
Centre**

**Examination:**

1. Name of the Candidate: \_\_\_\_\_ Univ. Roll No. \_\_\_\_\_

2. Program: \_\_\_\_\_ Current Semester: \_\_\_\_\_

3. Session (M/E). \_\_\_\_\_ Exam Type (Reg/Rp): \_\_\_\_\_ UMC Semester: \_\_\_\_\_

Gender (M/F/T): \_\_\_\_\_

4. Subject Code: \_\_\_\_\_ Subject Title: \_\_\_\_\_

5. Date and Time of incident: Date (DD/MM/YYYY) \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Time: \_\_\_\_\_

6. Mode of Unfair Means in examination and circumstances in which he/ she is caught  
(Attach extra Sheet. If necessary):

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7. Explanation of the Candidate (Attach extra sheet if necessary):

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Name of the Candidate

Contact No.

Signature

8. Any other information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Name and Signature

\_\_\_\_\_  
Name and Signature

\_\_\_\_\_  
Name and Signature

**(Invigilator)**

**(Detecting Authority)**

**(Centre Superintendent)**

Contact No. \_\_\_\_\_

Contact No. \_\_\_\_\_

Contact No. \_\_\_\_\_





**Examination:**

**1. Notice of hearing issued to (Details of the student):**

Name		Uni. Roll No.	
Programme		Current Semester	
Department			

**2. Details of UMC:**

Examination Type	Regular / Reappear
Date	
Session (M/E)	
Subject Title	
Subject Code	
Semester	
Alleged Offence	




**3. Schedule of Hearing:**

The student is required to appear before the UMC committee as per the below mentioned schedule to defend his/her case. The student shall carry his/her College photo identity card during the hearing.

Date	
Time	
Venue	Office of the Dean Academic Affairs (Chairman, UMC Committee)

If the student fails to appear before the UMC committee, the case will be decided on the basis of available evidences/statements of the detecting authority, as per the regulation of the ***Guidelines for Unfair Means Cases*** adopted by AGC Amritsar.

**4. Additional Attendees (Copy to):**

- Concerned Head of Department
- Subject Expert (to be nominated by concerned Head of Department)
- Invigilator ( \_\_\_\_\_ )
- Detecting Authority ( \_\_\_\_\_ )
- Centre Superintendent ( \_\_\_\_\_ )

**Member Secretary, UMC Committee**

**(Deputy Dean Academic Affairs)**

**Decisions of Hearing of UMCs  
(Recommendation)**

**Examination  
Centre**

**Examination:**

The UMC Committee, after hearing the UM cases as per the schedule, shall compile its recommendations in tabular form with the following columns:

1. Serial Number
2. Case reference number (as conveyed by Examination Branch) with date
3. Name of Student
4. University Roll No. of the student
5. Gender (M/F/T)
6. Department
7. Date of Hearing
8. UMC semester
9. Regular/Reappear (R/Rp)
10. Subject Title
11. Subject Code
12. Alleged Offence
13. Decision

The compiled sheet shall be duly signed by all the present members of UMC committee and the same shall be put up before the Principal AGC for approval as '**decision(s)**'.

**Examination:**

The competent authority of the institute has given its approval on the recommendations of UMC Committee, with regards to the below mentioned student who has been found guilty of using unfair means during the examinations:

Name		Uni. Roll No.	
Programme		Current Semester	
Department			

**1. Details of UMC:**

Examination Type	Regular / Reappear
Date	
Session (M/E)	
Subject Title	
Subject Code	
Semester	
Offence	




Decision	

**Important Note:** The student shall deposit the penalty amount, if any, within two weeks of issuance of this decision letter. Failing which, fine of Rs. 100/- per day shall be applicable with a maximum fine of Rs. 5000/-.

**Chairman, UMC Committee  
(Dean Academic Affairs)**

**Copy to:**

1. Principal AGC for Information
2. Registrar AGC
3. Controller of Examinations (with complete case file)
4. Concerned Head of Department, to inform the student about the decision of UMC committee and direct the student to strictly abide by the same.

**Section wise Faculty List**

**Evaluation  
Centre**

**Examination:**

S. No	Date of Exam	Subject	Branch	Sub. Code	Sem	Faculty Name for Evaluation			Responsibility of Total Check (Faculty Name out of A, B, C)	Head Examiner
						Sec. A	Sec. B	Sec. C (if applicable)		
1.										
2.										
3.										
4.										
5.										
6.										
7.										
8.										
9.										
10.										

*Handwritten mark*

*Handwritten signature*

Signature of HOD

**Amritsar Group of Colleges, Amritsar  
Certificate (in case of result less than 40%)**

Certified that I have rechecked the ABs of Packet No. \_\_\_\_\_  
Subject \_\_\_\_\_ and Subject Code \_\_\_\_\_ and found that the evaluation done by the  
Examiner Name \_\_\_\_\_ Designation \_\_\_\_\_ Deptt. \_\_\_\_\_ is  
correct and fair.

**Name & Signature of Head Examiner**

.....

**Amritsar Group of Colleges, Amritsar  
Certificate (in case of result less than 40%)**

Certified that I have rechecked the ABs of Packet No. \_\_\_\_\_  
Subject \_\_\_\_\_ and Subject Code \_\_\_\_\_ and found that the evaluation done by the  
Examiner Name \_\_\_\_\_ Designation \_\_\_\_\_ Deptt. \_\_\_\_\_ is  
correct and fair.

**Name & Signature of Head Examiner**

.....

**Amritsar Group of Colleges, Amritsar  
Certificate (in case of result less than 40%)**

Certified that I have rechecked the ABs of Packet No. \_\_\_\_\_ Subject  
\_\_\_\_\_ and Subject Code \_\_\_\_\_ and found that the evaluation done by the Examiner  
Name \_\_\_\_\_ Designation \_\_\_\_\_ Deptt. \_\_\_\_\_ is correct and fair.

**Name & Signature of Head Examiner**



Session: \_\_\_\_\_

Certified that I \_\_\_\_\_ S/o, D/o \_\_\_\_\_

Designation \_\_\_\_\_ Department \_\_\_\_\_ do Undertake

that:-

- a) I will not temper with the data being uploaded for notification of results as a member of Team 'A' or Team 'B'.
- b) I will not temper with the password.
- c) I will not discuss/disclose about my task with/to anybody outside the Examination Branch.
- d) I will not deal with the students regarding examination marks.
- e) I will not leave till task given to me is completed.

In case of any lapse relating to (a to e), any disciplinary action can be taken against me by the CoE.

Dated: \_\_\_\_\_

Signature of the Member







S. No	Examination Fee	Important dates
1.	<ul style="list-style-type: none"> <li>Without late fee Rs. 700/- per semester (till 2018 batch)</li> <li>Without late fee Rs. 1000/- per semester (till Batch 2021)</li> <li>Rs. 1500/- per semester for UG courses and Rs. 2000/- per semester for PG courses (Batch 2022 &amp; onwards)</li> </ul>	28.09.23 - 11.10.23
2.	With Late fee of Rs. 1000/- per semester	12.10.23 - 18.10.23
3.	With Late fee of Rs. 2000/- per semester	19.10.23 - 23.10.23
4.	With Late fee of Rs. 5000/- per semester (Only with the permission of Principal)	24.10.23 - 25.10.23

**Instructions:**

- The students shall contact in their departments for filling the Regular Exam Forms.
- Examination forms of re-appear will be filled by students Online through AGC-LMS and cross checked by respective Class In-charges as per given schedule. Students are required to contact their concerned class In-charges for filling and submission of the same.
- In case, there is any discrepancy found in the Examination Form after submission on portal, the same may be corrected after depositing a correction fee of Rs. 500/- per form.

**This schedule is applicable to the candidates of the following programmes & batches;**

- B.Tech./B.Sc. (Hons.) Agri./BHMCT/B.Pharmacy** - **Batches 2021 & onwards**
- B.Com./BAJMC/BBA/BCA/B.Sc./BTM** - **Batches 2021 & onwards**
- MBA/MCA/M.Tech.** - **Batches 2021 & onwards**

**Instructions regarding filling of Online Re-appear Examination Form:**

1. The students need to;

(i) Login in dashboard at <http://103.72.171.43/login.asp>

(ii) Pay fee by paying online (through NEFT and IMPS)-

**Payee's name** : Amritsar Group of Colleges  
**Bank Name** : HDFC Bank Ltd.  
**Account No.** : 50100476672275  
**IFSC Code** : HDFC0000856  
**Address** : 100 Ft. Road, Amritsar.

(iii) Take the screenshot of the payment (receipt) and upload in your dashboard login.

2. In case, there is any discrepancy found in the Examination Form the same may be corrected after depositing a correction fee of Rs. 500/- before the start of exams.

**3. In case of pass-out students, only the eligible students shall apply.**

**Note: Before filling the re-appear exam forms, the students are required to be aware of their reappear status as per the IKG PTU result declaration. If any discrepancy in the list of re-appear subjects shown on the portal, the students shall immediately contact to their respective class teacher in-charges for further guidance.**

Sd/-  
Controller of Examinations

Morning Session-9:30 am to 12:30 pm				Evening Session-1:30 pm to 4:30 pm		
Date	Sess	Sem	Sub Code	Sub Title	Batch/Scheme	Type
11-Dec-23	M	1st	AGAM-21101	Engineering Mathematics-I	2021 & Onwards	Reg/Rp
11-Dec-23	M	1st	ACAM 101	Engineering Mathematics-I	2016-2020	Rp
12-Dec-23	M	2nd	AGHU-21102	English-II	2021 & Onwards	Rp
12-Dec-23	M	2nd	ACHU 102	Communicative English-II	2016-2020	Rp
13-Dec-23	M	1st	AGHU-21101	English-I	2021 & Onwards	Reg/Rp
13-Dec-23	M	1st	ACHU 101	Communicative English-I	2016-2020	Rp
15-Dec-23	M	1st/2nd	AGEE-21101	Basics of Electrical & Electronics Engineering	2021 & Onwards	Reg/Rp
15-Dec-23	M	1st/2nd	ACEE 101	Basic Electrical & Electronics Engineering	2016-2020	Rp
17-Dec-23	M	1st/2nd	AGCH-21101	Engineering Chemistry	2021 & Onwards	Reg/Rp
17-Dec-23	M	1st/2nd	ACCH 101	Engineering Chemistry & Environmental Sciences	2016-2020	Rp
18-Dec-23	M	1st/2nd	AGHV-21101	Human Values & Professional Ethics	2021 & Onwards	Reg/Rp
18-Dec-23	M	1st/2nd	ACHV 101	Human Values & Professional Ethics	2016-2020	Rp
19-Dec-23	M	1st/2nd	AGCS-21101	Programming for Problem Solving	2021 & Onwards	Reg/Rp
19-Dec-23	M	1st/2nd	ACFC 101	Fundamentals of Computer Programming & Information Technology	2016-2020	Rp
20-Dec-23	M	1st/2nd	AGPH-21101	Engineering Physics	2021 & Onwards	Reg/Rp
20-Dec-23	M	1st/2nd	ACPH 101	Engineering Physics	2016-2020	Rp
21-Dec-23	M	1st/2nd	AGES-21101	Environmental Sciences	2021 & Onwards	Reg/Rp
22-Dec-23	M	1st/2nd	ACME 101	Elements of Mechanical Engineering	2016-2020	Rp
23-Dec-23	M	2nd	AGAM-21102	Engineering Mathematics-II	2021 & Onwards	RP
23-Dec-23	M	2nd	ACAM 102	Engineering Mathematics-II	2016-2020	Rp

**NOTE:** 1. If any discrepancy found the same be brought to the notice of COE.

2. Students are advised to check the session of each exam carefully. No representation will be entertained at the later stage in case the student fails to appear as per the schedule and timing given in the datesheet.

Sd/-

**Controller of Examinations**



# Amritsar Group of Colleges, Amritsar

A UGC Autonomous College of PTU

FORM NO:

REGULAR EXAM FORM CUM PROVISIONAL ADMIT CARD FOR EXAMINATION: May/November, 20\_\_\_\_\_

<b>Name</b>		<b>Mobile:</b>		<b>Photo to be attested by HOD</b>
<b>Course:</b>	<b>Sem:</b>	<b>Branch:</b>		
<b>Univ. Roll No:</b>		<b>Batch:</b>		
<b>College Roll No:</b> (only in case of University Roll No not allotted)		<b>Group:</b> (In case of 1st year)		
<b>Father's Name:</b>		<b>Mother's Name:</b>		

### Subjects in which appearing

**\*\*\* Note: Write only Yes or No. Do not use sign like ✓ & × or \_ in the Internal & External Column**

S. No.	Sub Code	M-Code	Subjects Name	Theory/Practical	Int. (Yes/No)	Ext. (Yes/No)

I have understood all the regulations and its amendments in regard to examinations and found myself Eligible to appear in Examination. In case Institute declares me ineligible due to my any wrong information submitted in examination form by me, I shall be responsible for the consequence at any stage. It is also certified that I have filled all the regular examination forms of previous lower semester(s)

**Signature of Candidate** \_\_\_\_\_ **Date** \_\_\_\_\_

Certified that the Candidate has completed the prescribed course of study and fulfilled all the conditions laid down in the Regulations for the examination and is eligible to appear in the examination as per norms of College/ Punjab Technical University, Jalandhar. The candidate bears a good moral character and particulars filled by him/her are correct. It is also certified that candidate has filled all regular examination forms of previous lower semester(s).

**Head of Department** \_\_\_\_\_ **Controller of Examinations**

**Note: - Student must carry College Identity Card to appear in the Examination**

.....  
**Acknowledgement of Regular Examination Form May/November, 20\_\_\_\_\_**  
(Student must carry this slip for receiving the admit card)

**Form No.**  
Received Regular Examination Form from Mr./Ms. \_\_\_\_\_ with Univ. Roll No. or College Roll No. (Only in case University Roll No. not allotted) \_\_\_\_\_ date \_\_\_\_\_.



# Amritsar Group of Colleges, Amritsar

A UGC Autonomous College of PTU

FORM NO:

REAPPEAR EXAM FORM CUM PROVISIONAL ADMIT CARD FOR EXAMINATION: May/November, 20 \_\_\_\_

Name		Mobile:		Photo to be attested by HOD
Course:	Sem:	Branch:		
Univ. Roll No:		Batch:		
College Roll No: (only in case of University Roll No not allotted)		Group: (In case of 1st year)		
Father's Name:		Mother's Name:		

### Subjects in which appearing

**\*\*\* Note: Write only Yes or No. Do not use sign like ✓ & × or \_ in the Internal & External Column**

S. No.	Sub Code	M-Code	Subjects Name	Theory/Practical	Int. (Yes/No)	Ext. (Yes/No)

I have understood all the regulations and its amendments in regard to examinations and found myself Eligible to appear in Examination. In case Institute declares me ineligible due to my any wrong information submitted in examination form by me, I shall be responsible for the consequence at any stage. It is also certified that I have filled all the regular examination forms of previous lower semester(s)

Signature of Candidate \_\_\_\_\_ Date \_\_\_\_\_

Certified that the Candidate has completed the prescribed course of study and fulfilled all the conditions laid down in the Regulations for the examination and is eligible to appear in the examination as per norms of College/Punjab Technical University, Jalandhar. The candidate bears a good moral character and particulars filled by him/her are correct. It is also certified that candidate has filled all regular examination forms of previous lower semester(s).

Head of Department \_\_\_\_\_ Controller of Examinations \_\_\_\_\_

**Note: - Student must carry College Identity Card to appear in the Examination**

**Acknowledgement of Re-appear Examination Form May/November, 20 \_\_\_\_**  
(Student must carry this slip for receiving the admit cards)

Form No. \_\_\_\_\_  
Received Re-appear Examination Form from Mr./Ms. \_\_\_\_\_ with Univ. Roll No. or College Roll No. (Only in case University Roll No. not allotted) \_\_\_\_\_ date \_\_\_\_\_.

Sem	Sub Code	Sub Title	Batch/Scheme	Requirement
3	ACCS-16301	Data Structures	2016-2020	1
3	ACCS-16302	Object Oriented Programming using C++	2016-2020	2
3	ACCS-16303	Computer Organisation and Assembly Language Programming	2016-2020	2
4	ACCS-16402	Operating Systems	2016-2020	1
4	ACDS-16402	Discrete Structures	2016-2020	1
4	ACCS-16403	Computer Networks	2016-2020	1
4	ACCS-16404	Programming in Python	2016-2020	2
4	ACCS-16405	Relational Database Management System	2016-2020	2

1st/2nd	ACFC 101	Fundamentals of Computer Programming & Information Technology	2016-2020	2
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*Handwritten signature*

*Handwritten signature*

**Points observed during the last Examinations for Paper Setters:**

- Some Question Papers were not set as per the provided pattern.
- Spelling mistakes were there in the question papers.
- Instructions to students were not properly mentioned.
- Subject code and subject name were not as per the study scheme.
- Papers were not typed as per given format.
- At time the framing of the question was not clear.
- Paper was not set as per the contents of syllabus given in study scheme.
- No. of marks allotted for each question in all three sections must be clearly mentioned in instructions to the candidates.
- Paper was not typed on both sides of leaf (At times it was typed on 2 to 3 pages). At times extra page was used only for one to two extra lines.
- The printing of question papers was very light. Please check the toner before printing of question papers.
- Found one page (last) missing out of 3 pages of the question paper.
- Statement of question paper does not clearly specify what is expected from the examiner.
- Repetition of the questions.
- Questions are same in 2 COs.

**Note: Paper setters are requested to kindly keep in mind the above-mentioned observations while setting the question paper or uploading the question on the portal.**

Sd/-

**Controller of Examinations**

Dear HoDs,  
Greetings of the day!

This is with reference to the upcoming Nov 2023 End Semester Examinations (ESE). It is humbly brought to your kind notice that the following teams have been constituted for the morning and evening sessions, separately. The ESEs will take place from 20<sup>th</sup> Nov to 23<sup>rd</sup> Dec, 2023. You are requested to make the required arrangements to depute your respective members for the smooth conduct of ESEs.

Sr. No.	Name of the Faculty Members	Department	Responsibility
<b>Morning Session</b>			
1.	Ms. Gurveen Kaur, Assistant Professor	DMS	Superintendent
2.	Mr. Robin Mehta, Assistant Professor	DHMCT	Deputy Superintendent
3.	Mr. Amanpreet Singh, Instructor	DCSE	Instructor
4.	Mr. Amanjot Singh, DEO	DEE	Clerk
5.	Mr. Balwinder Singh, Attendant	DMS	Attendant
6.	Mr. Amanjeet Singh, Attendant	DCSE	Attendant
7.	Mr. Jatinder Sandhu	DPS	Attendant
<b>Evening Session</b>			
1.	Dr. Neha Arora, Associate Professor	DAS	Superintendent
2.	Mr. Rajbir Singh, Assistant Professor	DME	Deputy Superintendent
3.	Ms. Rama Sharma	DPS	Lecturer
4.	Ms. Meenu Sharma, Instructor	DCA	Clerk
5.	Mr. Hardeep Singh, Attendant	DCE	Attendant
6.	Mr. Gurjant Singh, Attendant	DHMCT	Attendant
7.	Mr. Inderjit Singh, Attendant	DAS	Attendant

**Controller of Examinations**

**Copy of the circular to;**

1. PA to Principal
2. Registrar
3. Deans
4. Centre Superintendents





NAAC Grade "A" 3<sup>rd</sup> Cycle  
under Autonomous Category

Autonomous College  
(Since 2014) Conferred by UGC

## Attendance Sheet for End Semester Examinations

Examination Branch

Examination: \_\_\_\_\_

Branch	Sem	Sub Code	Sub Name	Date	Session	Exam Type

Sr. No.	Uni. Roll No.	Name of the Students	Serial No. of Answer Sheet	Signature of Student
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

Total Students	Present	Absent	Detained	UMC

Signature of Centre Supdt.

Date of Visit:..... Session (Morning/Evening).....

Time in ..... Time out .....

**Brief Report**

1. Was the seating plan appropriate? (Yes/No) .....
2. Were the invigilators dutiful? (Yes/No) .....
3. Was there any UMC? (Yes/No) .....
4. If there are any unfavorable responses to any of the above questions, please provide a brief explanation in the space below;

.....

.....

.....

.....

.....

.....

.....

5. Any further suggestion(s)

.....

.....

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.....

.....

.....

**Detail of the visitors**

S.No.	Name	Designation	Department	Signature
1.				
2.				
3.				
4.				
5.				

**Prof-In-Charge**




**Subject: - Declaration of Results of B.Tech. (CE/EE) – 7<sup>th</sup> Sem, BCA – 5<sup>th</sup> Sem, M.Tech. (CE/CSE)/MCA and B.Sc. (FD) – 3<sup>rd</sup> Sem (Regular), for the Nov. – 2023 End Semester Examinations.**

Results of B.Tech. (CE/EE) – 7<sup>th</sup> Sem, BCA – 5<sup>th</sup> Sem, M.Tech. (CE/CSE)/MCA and B.Sc. (FD) – 3<sup>rd</sup> Sem (Regular), for the Nov. – 2023 End Semester Examinations are ready for provisional notification by the institute.

The End Semester Examinations held in Nov. – 2023 was conducted under overall supervision of Ms. Gurveen Kaur, Assistant Prof. (Department of Management Studies) and Dr. Neha Arora, Associate Prof. (Department of Applied Sciences), who were appointed as Centre Superintendents for Examinations for morning and evening session, respectively by the competent authority of the institute.

It is submitted that the evaluation of the answer sheets has been done by the Evaluation Centre headed by Mr. H.S. Sarkaria (Controller of Examinations), appointed by competent authority of the institute. Accordingly, the marks of the subject above cited programmes have been uploaded by Team A which have been cross checked by Team B.

All the internal & practical awards have been uploaded by the concerned faculty members on the AGC-LMS.

Accordingly, the marks have been calculated and converted into grades for further calculation of the SGPA. The results are ready for provisional notification in the college.

All the results will be uploaded in students' login in AGC-LMS. The result gazettes of the above mentioned programmes for Nov. – 2023 End Semester Examinations will be uploaded on AGC-LMS to be viewed or downloaded by the concerned authorities in their login under the ESE menu.

**Controller of Examinations**

**Approved by Principal**

**Result Excel Sheets Format**

Mcode	RollNo	IsInternal	IsExternal	Internal/Attendance	External/Attendance	Internal/Award	External/Award	InternalGrade	ExternalGrade	ASheet

*Mu*

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