

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)

Secrecy Branch

Amendment-III

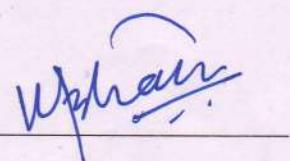
Ref. No.: AGC/SB/ 713

Dated: 08/10/2021

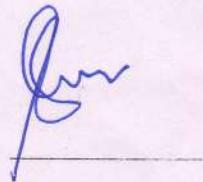
Guidelines & Procedures For Semester End Examinations



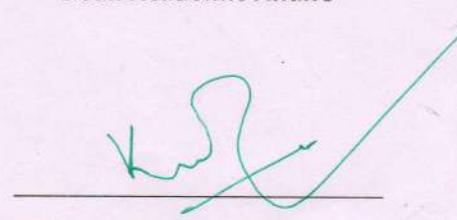
Deputy Registrar



Dean Academic Affairs



Registrar



Approved by Chairman, Academic Council

Agenda discussed on 13th Oct 2021 - Academic
Year 2021-2022

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Secrecy Branch

Understanding the Computation of SGPA & CGPA

Amritsar Group of Colleges, Amritsar has adopted the choice Based Credit System devised by IKG Punjab Technical University. In this system the students have choice to select various core, elective and interdisciplinary courses 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.	$\geq 90 \text{ & } \leq 100$	O	10	5.	$\geq 50 \text{ & } < 60$	B	6
2.	$\geq 80 \text{ & } < 90$	A+	9	6.	$\geq 45 \text{ & } < 50$	C	5
3.	$\geq 70 \text{ & } < 80$	A	8	7.	$\geq 40 \text{ & } < 45$	P	4
4.	$\geq 60 \text{ & } < 70$	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;

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 $\geq 80 \text{ & } < 90$ % age and shall be awarded A+ grade.
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.
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.

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;

Subject Codes	ACAM-16302	ACCS-16301	ACCS-16302	ACCS-16303	ACEC-16302	ACAP 16312	ACCS-16304	ACCS-16305	ACCS-16306	ACCS-16307	ACEC-16305	ACFE-16311
Credits	4	4	4	3	4	2	1	1	1	2	1	2
Grades	A	A+	B+	A	B+	O	A	A	A+	A	0	A

$$\begin{aligned}
 \text{SGPA} = & \frac{8*4+9*4+7*4+8*3+7*4+10*2+8*1+8*1+9*1+8*2+10*1+8*2}{4+4+4+3+4+2+1+1+1+2+1+2} \\
 & = \frac{32+36+28+24+28+20+8+8+8+9+16+10+16}{29} = 8.10
 \end{aligned}$$

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

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

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

$$\begin{aligned}
 \text{CGPA} = & \frac{7.81*28+7.22*30+8.14*26+7.89*27+8.56*28+8.23*29+8.02*26+8.13*27}{221} \\
 & = \frac{218.68+216.6+211.64+213.03+239.68+238.67+208.52+219.51}{221} = 7.99
 \end{aligned}$$

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

Sd/-

Deputy Registrar

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Secrecy Branch

Guidelines for Semester End Examinations

1. The Deputy Registrar (DR) shall publish the schedule for filling the Examination form about one month before the End Semester Examinations, as per the Academic Calendar.
2. The students shall fill the examination forms as per the schedule released.
3. The Deputy Registrar shall propose the Date Sheet and publish the Final Date Sheet minimum 15 days before the Semester End Examinations.
4. The candidates shall take the print out of Exam Forms for their signature and shall get attested by the concerned HOD. The candidates shall ensure that they have no dues in the department before the attestation by HOD. The candidates need to carry this exam form on the day of exam along with Identity Card.
5. The Principal/COE shall appoint Centre Superintendents (for Morning & Evening Sessions), Deputy Superintendents and auxiliary staff one week before the commencement of the exams.
6. The Centre Superintendents shall establish the Examination Centre 2 days before the exams.
7. The Centre Superintendents shall send the requirement of invigilators to the Head of Departments, minimum 2 days before the exams.
8. The Centre Superintendents shall circulate the following instructions to all the members of the faculty for invigilation duty in the exams;

Instructions for Invigilators

- I. Sign an undertaking before being put on first duty of the session in your department.

- II. Report minimum half an hour before the start of the exam to the Centre Superintendent to receive the blank Answer Books.
- III. Inform well in time about the change of duty, due to any emergency.
- IV. If you are exempted from invigilation duty, report back to your HOD.
- V. Check students are seated as per the seating plan.
- VI. Check the I-card and admit card/ photo of students.
- VII. Check students are not having mobile phones or any other objectionable material.
- VIII. Check students have filled all details like Uni. Roll no (words and figure), Course, Sem, Subject Name, Subject Code and Batch correctly before the start of examination.
- IX. Make mandatory announcements before the start of paper:-
 - a) All candidates to read instructions given on left hand side of page 3 of the Answer Book regarding actions which will be considered as UMC case.
 - b) Students not to carry mobile phone in any mode.
 - c) Do not mention your name or any other name in the Answer Book.
 - d) Do not make any identification mark in the Answer Book which may reveal your identity.
 - e) No student should have the incriminating material related to the subject.
 - f) Use only black or blue pen.
- X. Tape the first page of answer book to hide the Uni. Roll No of the student as advised by Superintendent/ Dy. Superintendent.
- XI. Check student has written Uni. Roll No. on the question paper and no other rough work is being done on it.
- XII. Check that the blackboard is clean.
- XIII. 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 Superintendent/Dy. Superintendent.

- XIV. Sign the answer book of each student on the first page at the place provided on right hand side bottom.
- XV. The invigilators are not allowed to carry mobile phone in the Exam Centre.
- XVI. Don't forget to put "**Space Below Cancelled**" Stamp only after student has stopped writing.
- XVII. Do not allow student to leave the examination hall before the half time is over.
- XVIII. The invigilators shall start signing on the ABs after an hour of the exam after checking the detail filled by the candidate.
- XIX. The invigilators shall start sealing the Roll Numbers of the candidates on the ABs after the half time.
- XX. After the completion of the exam, the invigilator shall match the ABs with the present/absent/UMC cases and shall handover the same to the Centre Superintendent/Dy. Superintendent.
- XXI. Follow other instructions given by Superintendent.
- XXII. In case of any confusion or doubt, the invigilator shall contact the Centre Superintendent.

9. The Centre Superintendent from morning session shall send the requirement of stationary and other things to the Deputy Registrar in Secrecy Branch.
10. The Answer Sheets and other material as per the requirements from Centre Superintendent shall be procured and issued (to Centre Superintendent) by the Deputy Registrar.
11. The Centre Superintendents and Deputy Superintendents shall prepare the Seating plan from the data available on AGC-LMS two days before and paste the same (outside the entry point of Examination Centre) on the day of exam, one hour before.
12. All Answer Sheets shall be sort out according to the venue of the exam on the day and same to be distributed to the concerned invigilators.

13. The stamp of date and COE shall be stamped on ABs after 30 minutes of the commencement of the Exam. The stamp of COE shall be put on front page, inside and last page of the answer sheet.

14. The invigilators shall report half an hour before the commencement of the exam, to the Centre Superintendent and shall receive the Answer Sheets.

15. The Centre Superintendents (Morning Session) shall create a WhatsApp group for a particular session which shall include COE, Superintendents and Deputy Superintendent (Secrecy) for sharing the examination related information.

16. The Deputy Registrar (Secrecy) shall share the strength of next day exams along with the subject codes of each exam in the WhatsApp group.

17. The Centre Superintendents shall match the strength of the next day exams along with the subject codes of each exam shared in the WhatsApp group. If there is any discrepancy that shall be intimated in the group and the discrepancy shall be rectified by Deputy Registrar for the smooth conduct of the exams.

18. Collection of Question Papers:

- (i) The Deputy Registrar shall send the requirement of question papers to the concerned HODs, 20 days before the final exams.
- (ii) The HODs shall submit the sealed question papers to the Deputy Registrar.
- (iii) All the received question papers shall be arranged as per the date sheet in the two different almirahs for morning and evening sessions, respectively.
- (iv) Each almirah shall be locked at three different locations and the key of each location shall be retained by COE, Deputy Registrar and Deputy Superintendent (Secrecy).

19. Procedure for Opening the Question Paper:

- (i) The panel of COE/DAA, Dy. Registrar and Dy. Superintendent (Secrecy) shall be present, 1-1/2 hour before the commencement of the examination, for opening of Question Papers.
- (ii) The members of panel shall select, randomly, one question paper from the three sets of the question papers of the same subject.
- (iii) The members of panel shall sign the selected sealed envelope of the question paper.
- (iv) After the signature of all the members, the envelope shall be opened and question paper shall be checked by COE and DR to confirm the Subject Code, Subject Name, Name of the Course, Semester, Pattern of the Question Paper, Duration, and Instructions as per requirements, No Incomplete Question, No Duplication of Questions, No Spelling/Grammatical Mistakes and Maximum Marks/Section Wise Marks.
- (v) 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.
- (vi) Finally selected question paper shall be sent in the printing cell by mentioning the quantity which will include 4 extra copies (one for Central Library, one for Secrecy Branch and two in the bag of Answer Sheets).
- (vii) After the completion of the printing, the question papers shall be packed in an envelope with full detail of the subject of the exam.

- 20. The Superintendent or Dy. Superintendent shall collect question papers 15 minutes before the commencement of the exam.

21. 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.
22. 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.
23. **Packing of the Solved Answer Sheets;**

- For each subject the solved answer sheets must be packed in red bags with the detail as mentioned below;

Course..... Semester..... Exam Type.....

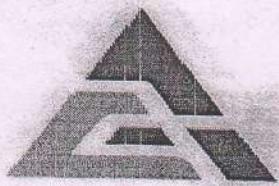
Subject Code..... Date of Exam.....

Session (Morning/Evening) No. of Answer Books.....

- The red bags must contain the 2 copies 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 Dy. Registrar in the Secrecy Branch after the completion of each exam.

24. The Principal/COE shall constitute Flying Squad to overview and supervise the Examination Centre for morning and evening sessions, separately.
25. 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 Secrecy Branch.
26. The guidelines for UMC shall be followed as devised by AGC Amritsar (Refer Page No. 10)



AUTONOMOUS COLLEGE
Under UGC Act-1956 (2(f) and 12(B))

AMRITSAR COLLEGE
OF ENGINEERING & TECHNOLOGY



Office Note

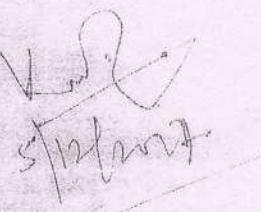
Subject:- Amendment/Review of Regulations for prevention, Punishment and procedure concerning cases of misconduct and use of unfair means in or in relation to examinations.

The subject cited regulations for prevention, Punishment and procedure concerning cases of misconduct and use of unfair means in or in relation to examinations have been reviewed and the amended / updated rules & regulations relating to use of unfair means cases are submitted herewith for your kind approval please.

Encl: Amended rules & regulations
for UMC cases


5.12.17
Prof. P.S. Sidhu
Dean Academic Affairs

Principal


S. Sidhu

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AMENDMENT

PREVENTION, PUNISHMENT AND PROCEDURE CONCERNING CASES OF MISCONDUCT AND USE OF UNFAIR MEANS IN OR IN RELATION TO EXAMINATION

PART I – General

1. The Principal shall annually appoint a Standing Committee consisting of four persons, as follows:

(i) Dean Academic Affairs	-	Chairman
(ii) Registrar	-	Member Secretary
(iii) Two Professor (One female Faculty)	-	Members

Three Members shall form the quorum
2. The **Dean Academic Affairs** or an officer authorized by him in this behalf, shall call Upon the candidate alleged to have used unfair means in the examination or obtaining admission to an examination or false representation has to appear before the Standing Committee to represent his case personally at his own expenses on the date fixed for appearance before the above said committee. If inspite of service of notice, the candidate fails to do so, he/ she will be preceded against ex-parte.
3. Every day, before the examination begins the **Superintendent or the Deputy Superintendent**, as the case may be, shall call upon the candidates to search their persons/ pockets etc, and part with and deliver to him/ her all papers, books and/ or notes which may be having in their possession. Where a late comer is admitted, this warning shall be given to him/her before he/she is permitted to take the examination. The Superintendent or the Deputy Superintendent as the case may be, and both, when there is a Superintendent or the Deputy Superintendent in-charge of the examination, shall forward to the COE/Dy. Registrar (Secrecy) every day a declaration certifying compliance with the provision.
4. The Superintendent shall report to the COE/ Dy. Registrar (Secrecy) without delay and on the day of occurrence, if possible, each case where the use of unfair means in the examination is detected, giving details of the evidence and explanation of the candidate concerned on Form UFM provided that in case of non- availability of form UFM, they may be reported on Photostat copy of Form UFM or on a plain paper.
5. Soon after the detection, the Superintendent shall require the candidate to make a statement explaining his /her conduct. In case the candidate refuses to do so, the fact of his/her refusal shall be recorded by the Superintendent, which should be attested by one member of the supervisory staff or a clerk on duty, present at the time of refusal.

6. While reporting a case of use of unfair means in the Examinations detected by or in the presence of the member of flying squad both the member of flying squad/ observer and the Centre Superintendent shall be required to sign the incriminating papers recovered from the possession of the candidate and those papers should also be got signed by the candidate.
7. The answer book in which the use of unfair means is alleged shall be seized by the Superintendent, and the candidate concerned shall be permitted to answer the remaining part of the question paper on a separate answer book. The Superintendent shall forward both the answer books, along with his/ her report in Form UFM to the COE/Deputy Registrar (Secrecy). The candidate shall not forfeit his/ her right to appear in the rest of examination in subsequent papers.
8. If a candidate is found having in his/her possession papers, books notes or other material, which do not relate to the subject of the examination of the day and which could not possibly be of any assistance to him/her, **no action shall be taken against him/her. The Superintendent shall promptly report the case to the COE/Dy. Registrar (Secrecy) and all the papers shall be sent along with the report.**

PART - II - Offences and Punishment

9. The use of unfair means in or in relation to the examination shall include the following facts or omissions on the part of the candidate, viz:

- (a) Being in possession in the examination hall, of papers, books, notes or writing on any part of the candidate's clothes or any writing on his/ her body or table or desk or on a foot rule and/ or instruments like set squares, protractors, slide rules or any other material with notes or hints written thereon or any such material accessible to him / her which may be, or intended to be of possible help to the candidate in the examination.
- (b) Talking to another candidate or any person inside or outside the examination hall without the permission of the supervisory staff.
- (c) Presenting to the examiner a practical or class work note book not prepared by himself / herself.
- (d) Leaving the examination hall without delivering to the supervisor concerned the answer book or any part thereof or taking away the same or tearing it or otherwise disposing of it or tearing the answer-book of other candidate or otherwise disposing it of.
- (e) Refusing to obey the legitimate orders of the Superintendent and / or any other member of the Supervisory Staff.
- (f) Changing the seat without the permission of the supervisory staff or occupying the seat not allotted to him / her.
- (g) Coming to the examination hall under the influence of alcoholic drink or drugs.
- (h) (i) Copying or attempting to copy from the objectionable material found in his / her possession; Or
 - (ii) copying or attempting to copy from another candidate : or
 - (iii) assisting another candidate to copy from the objectionable material in his / her possession or from his / her answer-book.
- (i) Receiving help or attempting to receive help for answering the question paper from any source in any manner, inside or outside the examination hall.
- (j) Swallowing or attempting to swallow a note or paper or running away with it or causing its disappearance or destroying it in any manner.
- (k) Writing on any piece of paper or blotting paper or on any other material any question or a

- (l) part thereof set in the question paper or anything connected with it or a solution thereof.
- (l) Passing or attempting to pass on to any one a copy of the question set in the question paper or the question itself, or a part thereof, or a solution to a question set in the question paper.
- (m) Possessing a solution to a question set in the question paper with or without the connivance of any person including a member of the supervisory staff.
- (n) Smuggling an answer book of a continuation sheet or any part thereof in or outside the place of examination.
- (o) Replacing or getting replaced answer books or any of its leaves or a continuation sheet during or after the examination.
- (p)
 - (i) Misbehaving towards the Superintendent or any other member of the Supervisory staff or any member of the inspection team or the flying squad, or with another candidate inside the examination hall or outside, before, during or after the examination: or
 - (ii) Creating disturbance in the examination hall or in its vicinity; or
 - (iii) Organizing a walk out; or instigating others to walk out; or mis- conducting oneself in any manner in or outside the examination hall; or
 - (iv) Disturbing or disrupting the examination in any manner whatsoever; or
 - (v) Carrying into the examination hall fire-arms or any other weapon.
- (q) Deliberately disclosing one's identity or making any distinctive mark in the answer book for that purpose.
- (r) Using abusive or obscene language in the answer book.
- (s) Forging another person's signature on admission form or using a forged document knowing it to be forged with the view to seeking admission to a college or to an examination.
- (t) Obtaining admission to an examination on a false representation made in the admission form or any document or suppressing material information relating to the candidate's eligibility and / or obtaining admission to a course in an affiliated College to eventually appear in a University examination and such admission has been found to have been obtained on the basis of the false representation.
- (u) Getting oneself impersonation by someone in the examination or impersonating another candidate.
- (v) Communicating or attempting to communicate, directly or through person, with an examiner with the object of influencing him / her in the award of marks.
- (w) Making an appeal to the examiner in the answer book.
- (x) Knowingly writing another person's Roll Number on one's answer book.
And / or
- (y) Engaging in any other act or omission which amounts to use of unfair means or misconduct or has the tendency to disrupt the orderly conduct of the examination.
- (z)
 - i) Carriage of mobile or other means of electronics communication inside the examination hall (even in off condition).
 - ii) Communicating or trying to communicate, by any means whatsoever, through electronic media or otherwise with any other person in a manner that is indicative of help being sought/ given in an examination."

10. A candidate found guilty of committing any one or more of the offences under Regulation 09 supra shall be disqualified from appearing in any examination of the University for the period specified as under:

Nature of Offence/ Malpractice	Quantum of Punishment
I. For offences under clauses (b),(i),(c),(e),(f),(q),(r) and (w)	Cancellation of candidate concerned paper with a fine of Rs 5000/- per semester.
II. For offences under clauses (g), (h), (i), (j), (l), (v) (x) and (z)	Cancellation of candidate's concerned paper or debarred from appearing in examination up to next two semesters depending upon gravity/repetition of the case with a fine of Rs 5000/- per semester.
III. For offences under clauses (b) (ii)	Cancellation of candidate concerned paper with a fine of Rs 5000/- per semester.
IV. For offences under clauses (d) , (n) and (o)	Cancellation of candidate's concerned paper or be debarred from appearing in examinations from two to four semester if warranted with a fine of Rs. 5000/- per Semester.
V. For offences under clauses (s) , (t) and (u)	Cancellation of candidate's concerned paper and or be debarred from appearing in examinations from two to five semesters with a fine of Rs 5000/- per semester be imposed upon impersonator & the candidate.
VI. For offences under clause (p)	Cancellation of candidate's concerned paper or be debarred from appearing in examinations from two semester if warranted with a fine of Rs 5000/- per Semester.
VII. For offences under clause (y)	Cancellation of candidate's concerned paper or be debarred from appearing in examinations from two semester and legal action if warranted with a fine of Rs 5000/- per Semester.

Note: All cases in which disqualification has been ordered for a period of five years shall be reported to the Board of Governors by the Dean Academic Affairs.

11. If during a examination, a candidate is found having in his/her possession or notes which could be of assistance to him/her in the examination but he/she has not made use of them, and if the committee is satisfied that these papers, books or notes, as the case may be, remained with the candidate out of inadvertence, he/she may as a disciplinary measure and without any implication of moral turpitude, be debarred from passing in that paper.
12. If the answer book of a candidate shows or it is otherwise established that he/she had received or attempted to receive help from any source and in any manner, or has given help or attempted to give help to another candidate in any manner, he/she shall be disqualified from appearing in any examination for a period of not less than two years.
13. If a person, including a member of the supervisory staff or menial, helps the candidate to copy from certain material or from the answer-book of another candidate or helps in any other manner, he/she shall be disqualified from appearing in any examination for a period of not less than two

years, and shall not be given any remunerative work of the Institute for a period to be determined by the Principal.

14. An appeal against the decision of the Committee shall lie to the Principal only if a candidate, or a Branch dealing with Unfair Means Cases, is in a position to put up some new facts which are likely to be crucial in the sense that they might induce the Committee to come to a decision other than the one taken by it. The candidate may go in for appeal within thirty days from the date of receipt of information about the decision whereas the Branch may also initiate the cases.

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Form UFM

1. Name of the Candidate: _____
2. ID No. _____
3. Course Code : _____ Course Name: _____
4. Date and Time of incident: Date (DD/MM/YYYY) ____/____/____ Time: _____
5. Mode of Unfair Means in examination and circumstances in which he/ she is caught
(Attach extra Sheet, If necessary):

6. Explanation of the Candidate (Attach extra Sheet, if necessary):

7. Any other information: _____

Name of Candidate

Address

Signature

Name and Signature of Invigilator/Flying Squad

Name and Signature of Centre Superintendent

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Secrecy Branch

Guidelines regarding the setting of question papers

1. Deputy Registrar shall prepare a department-wise list of required question papers before the upcoming Semester End Examinations. The Secrecy Branch must have 03 set of question papers for each subject.
2. (i) Deputy Registrar shall send the list of required question papers (through e-mail) to the HODs. The mail shall include the attached files viz., List of required question papers, General Instructions (which are already being discussed in these guidelines), Points observed during last examinations, pattern of the question papers and Undertaking Proforma (given below) by the paper setters.
(ii) Deputy Registrar shall send an invitation (through e-mail) to the external examiners (as approved by Examination Committee) for paper setting with required documentation. It is the responsibility of the Deputy Registrar to arrange the changes of external examiners.

UNDERTAKING by PAPER-SETTER (TO BE SENT ALONGWITH QUESTION-PAPER)

Examination- _____

I hereby certify that:

The Question-Paper(s) was/were kept under lock and key, while in my possession. I also certify that none of the questions have been set by me for any examination of another University.

The papers have been typed by me without any external help.

None of my blood relation / relative is appearing in the paper I am submitting.

I am not conducting any private tuition in this subject to the students of AGC, Amritsar.

I have checked the question-papers and I am satisfied that the papers are strictly in accordance with the syllabus prescribed for the _____ exams 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.

The question papers set by me shall be the exclusive property along with the copyright therein shall vest with AMRITSAR GROUP OF COLLEGES, AMRITSAR.

Subject: _____ Subject Code: _____

Course (B.Tech/MCA/MBA/M.Tech/MHM/UGC Courses/B.Voc.):

Branch (In case B.Tech/M.Tech/UGC Courses/B.Voc.): _____ Sem: _____

Name of Paper Setter:

Designation: _____

Dept.: _____

Signature (in full) of the paper setter _____ Date: _____

3. BOS shall recommend the paper setters who have minimum 3 years of experience or have taught the subject for twice.
4. 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.
5. Nomenclature of the paper must commensurate with the one as mentioned in the syllabus.
6. Generally, 30% of the questions in the paper must be numerical or problem based.
7. 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.
8. 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.
9. Try to complete the Question Paper in as less as possible pages but as per the prescribed format.
10. The printed copy of the paper should be very clear, so that Xerox copy done later on is equally good.
11. All correspondence relating to setting of question papers may kindly be addressed to the COE/Deputy Registrar, Amritsar Group of Colleges, Amritsar.
12. Paper should be submitted in a sealed envelope provided in the kit.
13. Points observed during the last Exams for paper setting must also be kept in mind while setting the paper.
14. Case study must be included where applicable.

15. 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	E
3.	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.)	J
14.	BHMCT/MHMCT	L
15.	B.Sc. (Fashion Designing)	O
16.	BAJMS	P
17.	AI & ML	Q
18.	B. Voc (SD)	R
19.	B. Voc (AS)	S
20.	B. Voc (HCM)	T

16. All types of envelopes shall be signed by HODs only.

17. HODs shall mention the session on the envelopes.

18. HODs shall keep the record of all paper setters for all sessions.

19. Question Paper setting by External Examiners

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. 1500/- shall be given for AICTE & Non-AICTE courses, respectively. The plan of action to follow is given below:

- I. The Board of Studies shall prepare a list of external examiners (at least 02 per subject) and recommend them to the examination committee for every semester end exams.
- II. The Examination Committee shall finalize the subject-wise external examiner subject to approval by Chairman, Academic Council.

III. The Deputy Registrar (Secrecy Branch) shall send the invitation for paper setting to the concerned external examiners which shall include the following;

- i. Covering letters
- ii. Syllabus of the subject
- iii. Pattern and format of the question paper
- iv. General guidelines for the paper setter
- v. Blank self-addressed envelope

AMRITSAR GROUP OF COLLEGES

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Secrecy Branch Guidelines for Evaluation

Evaluation of Answer Books for all examinations shall be done centrally. All the concerned shall follow the below mentioned guidelines for evaluation.

1. The Deputy Registrar (Secrecy Branch) shall establish Evaluation Centre in the Secrecy Branch, for table marking system, immediately after the first examination.
2. The HODs shall submit the approved list of internal examiners by examination committee to the Deputy Registrar (Secrecy). The list of examiners shall be submitted confidentially in the prescribed format as given below.

Amritsar Group of Colleges Secrecy Branch

Examination _____
Department _____

Dated: _____

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		
1.										
2.										
3.										
4.										
5.										

HOD

.....
For Examination Committee only

Deputy Registrar

Dean Academics

Registrar

.....
Approved by Principal/COE

3. The HODs shall take an undertaking (given below) from all the examiners and same shall be submitted in the Secrecy Branch along with the above detail.

Amritsar Group of Colleges
Secrecy Branch

Undertaking by Examiner
Examination _____

I hereby certify that:

- (i) I will evaluate the answer sheets honestly.
- (ii) I will not share anything related to evaluation with anybody.
- (iii) If I will find any illegitimate comments or any identification remarks in the Answer Sheets, I will immediately bring into the notice of the Deputy Registrar in the Secrecy Branch.
- (iv) None of my relatives or blood relation has appeared in the exam which I will evaluate.

Name _____ Designation _____

Department _____ Mobile Number _____

Date: _____ Signature of Examiner _____

4. The HOD or examiner deputed by HOD or senior most examiner among the examiners 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 examiners.

5. The Answer Books may be issued to any of the 3 examiners after the submission of the answer key. The examiner must count the Answer Sheets while receiving.

6. HODs must ensure that the Faculty Members who have minimum three years of service shall be appointed as examiner. Each examiner shall evaluate minimum 200 Answer Books per Semester examination and maximum of 60 Answer Books per day.

7. The concerned Clerk in the Evaluation Centre shall allot the codes to the examiners 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

examiners deputed for Section A, B & C have written their identity codes along with signature at the space provided on the answer books.

8. The Examiners shall use BLACK PEN only for evaluation.
9. The examiners 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 examiner shall mark each attempted question on the same page where the answer was started. The concerned examiners shall put the marks (question by question) of their section in the space provided on the third page. The examiner of the Section-C shall complete the process of total marks of all sections and shall put the same in the space provided on the first and third page, in figures and in words.
10. The Head Examiner shall check 10% of the Answer Sheets after the complete evaluation of a particular bag. If Head Examiner finds any discrepancy, it must be rectified with red pen. If the passing result comes out to be less than 40 % in particular packet, the respective examiners are required to recheck that packet and give certificate (specimen given below) that the evaluation is correct and fair and if marking is wrong, he must direct the concerned examiner(s) to re-evaluate these again.

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

Note: - This practice is to be done before tearing of award slips so that any change if needed could be done on the award slips. Otherwise, discrepancy to awards will be generated.

11. The Junior most examiner among all the examiners of Section A, B and C shall act as Checking Assistant and he/she shall 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).
12. All the examiners shall sign on the space provided in the answer books.
13. Priority should be given to evaluate the answer books of final year of all courses.
14. Checking Assistant should be allowed to check maximum of 300 answer books per day (8 hours).
15. The Head Examiner shall maintain the proper record/stock regarding received/returned answer books and checked/unchecked answer books.
16. All the Examiners or other concerned officials must make an entry in the Visitors' Register before entering the Secrecy Branch. All the visitors must submit their mobiles and other belongings to the Security Guard sitting outside the Secrecy Branch.
17. The concerned clerk in the Evaluation Centre shall not issue the Answer Sheets to the examiners until they submit the Answer key or solution scheme.
18. While evaluating, if examiners 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 Deputy Registrar.

The Deputy Registrar 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.

19. If the candidate has over attempted in the exam, the examiner shall consider the answer with higher marks.

20. Examiners Responsible for total Check at the time of evaluation must ensure that;

- a) Signatures of all the examiners along with identity codes have been written on the answer books and on award slips.
- b) Overwriting / cutting if any on the answer books has been signed by him/her.
- c) All the parts of award slips are duly filled and signed by him/her and by the examiner performing the duties of checking assistant.
- d) No part of answer book has been left unchecked. He/ She must cross/ cancel all the blank spaces / pages left in answer books.
- e) The pass %age has been specified at the appropriate place on the bag/packet.
- f) No part of answer book has been evaluated after the "Space below cancelled stamp".
- g) The Head Examiners have followed the step marking in each answer book. The examiners have awarded proportionately to the correct part/ step of the answer attempted by the students.

NOTE: (i). One examiner shall evaluate one section only. If there is any problem regarding the availability of examiners for a particular subject the HODs may take the prior approval from Controller of Examinations.

(ii) In case a question paper includes total 8 questions then 1 to 4 questions shall be evaluated by one examiner and 5 to 8 questions by another examiner.

21. After the completion of evaluation, process of a particular bag of Answer Sheets the Deputy Registrar shall invite the external examiner (as mentioned at point 26 in the Evaluation Centre for random evaluation of Answer Sheets. The Deputy Register must record the visit of the external examiner.

22. After the random evaluation by external examiner the examiner/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 envelops available with clerk in Evaluation Centre.

23. The examiner/Checking assistant shall return the bag of answer sheets to the clerk along with the sealed envelope of team B. The Examiner shall hand over the envelope of award slips of team A to the other examiners (who evaluated the same bag of answer sheets) for uploading awards at AGC LMS. After uploading the awards, the examiner shall return the sealed envelope of Team A to the concerned official in the result section.

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

26. Evaluation by External Examiners

The Examination Committee has decided to include external examiners for evaluation of the answer sheets. The remuneration of Rs. 3000/- & Rs. 2000/- plus TA/DA shall be given for AICTE & Non-AICTE courses. The concerned shall follow the given below procedure:

- I. The Board of Studies shall prepare a list of external examiners and recommend them to the Examination Committee for every Semester End Exams.
- II. The Examination Committee shall finalize the subject-wise external examiners subject to approval by Chairman Academic Council
- III. The Deputy Registrar (Secrecy Branch) shall send the invitation to the concerned external examiners.

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Secrecy Branch

Procedure to Show the Answer Sheets

The Examination Committee has decided to show the answer sheets to the students before the declaration of the results. The concerned shall follow the following procedure for the same;

- I. The evaluation must be completed within 5 days after the last exam of a particular semester.
- II. The concerned examiners shall upload the marks on the AGC-LMS.
- III. The HOD shall display a schedule on notice board to show the answer sheets, well in time.
- IV. The HOD may depute any teacher who will get issued the Answer Sheets from Secrecy Branch and the same teacher shall show the Answer Sheets to the students as per the schedule released.
- V. The department must keep the record of showing the answer sheets to students.
- VI. If there is any change in the total count of the marks, the student shall fill a Total Marks Discrepancy proforma.
- VII. If any student is not satisfied with the evaluation, he/she may apply by filling the Re-evaluation form with a payment of Rs. 700/- in the account office.

The above procedure shall be accomplished within 05 days after the last exam of a particular semester of a course.

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Secrecy Branch

General Guidelines for Result Preparation and Declaration

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 shall be uploaded by the Secrecy 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 verify the uploaded marks. The working procedure of both the teams is explained below;

1. Uploading of marks by Team A;

- (i) The team-A shall include the concerned examiners of the Answer Sheets of a particular subject.
- (ii) Team members shall sign an undertaking to keep the result related information highly confidential.
- (iii) Team members shall receive the envelope of the award slips A from the checking assistant of that particular bag of Answer Sheets.
- (iv) Team members shall count the number of slips which must be equal to the number of slips mentioned on the packet.
- (v) 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.

- (vi) Team members are authorized to remove the tapes from the slips and if there is any slip without tapping such matter must be brought into the notice of Deputy Registrar.
- (vii) Team members shall start uploading the marks on the AGC-LMS, after log-in and as per the detail on the packet.
- (viii) 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.
- (ix) After the completion of regular results, the Team A shall follow the same process for uploading of the awards of re-appear exams.

2. Verification of marks by Team B

- (i) Team members shall sign an undertaking to keep, the result related, information highly confidential.
- (ii) 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 Deputy Registrar.
- (iii) Team members are authorized to take out Award slips from 'Team B packet'.
- (iv) 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 Deputy Registrar.
- (v) 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.
- (vi) Team members are authorized to remove the tapes from the slips and if there is any slip without tapping such matter must be brought into the notice of Deputy Registrar.

- (vii) Team members shall start verifying the marks on the College Dashboard Portal, after log-in and as per the detail on the packet.
- (viii) Team members shall mark on the portal if they find any discrepancy of the marks uploaded by Team A.
- (ix) 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.
- (x) After the completion of regular results, the Team B shall follow the same process for uploading of the awards of re-appear exams.

3. The discrepancies marked by Team B shall be rectified by Deputy Superintendent in the presence of Deputy Registrar by log-in on the AGC-LMS.
4. The 10% of the results shall be verified by Dy. Superintendent.
5. Some of the results shall be, randomly, verified by Dy. Registrar.
6. The printout of the result in marks shall be taken in the format attached herewith at page no. 51.

Result Declaration

1. A noting along with the results shall be get signed by COE for the provisional notification of results in the college.
2. The result may also be forwarded to Examination Committee by COE for the moderation of marks.
3. In case of any representation from students regarding some question paper, etc the result shall be represented to the Examination Committee.
4. Once the above process is completed, the result shall be provisionally notified in the college.
5. The provisionally notified results shall be prepared in the format provided in PTU Result Excel Sheets.
6. After viewing the study scheme the PTU Result Excel Sheets shall be uploaded & Locked on the PTU portal for the declaration of the results.

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Secrecy Branch

Instructions/Guidelines for Students

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

1. All the students shall know that the first step in the Examination Process is to fill the Examination Form;
 - (i) In case of regular exams, the Examination Form shall be automatically generated in the AGC-LMS.
 - (ii) In case of re-appear exams, the students shall fill the Examination Forms on the AGC-LMS. While filling the re-appear exam forms, the students shall keep in mind the following points;
 - (a) they must ensure that they are not missing any subject to be filled.
 - (b) they must ensure that the internal or external of a particular subject are filled correctly.
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.
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.
 - (i) On the day of exam, the students shall report at 9:00 am and 12:45 pm in the morning and evening sessions, respectively.
 - (ii) The students are not allowed to leave the examination hall before half time.

4. Usually the date sheet of a particular semester remains in the same session only. But sometimes to settle the clashes, one semester may have multiple sessions. So the students shall double check that whether the exam falls in morning or evening session.
5. The students shall read all the instructions carefully which are mentioned at page number 3 of the Answer Sheet and shall act accordingly.
6. The students shall fill the required information carefully. Generally, the following fields are to be filled by the students;

Course/Branch _____	Sem. _____	Subject _____	
Sub Code _____	Batch _____	Uni. Roll No (in figures) _____	Uni. Roll No (in words) _____
Date _____	No of pages written _____	Signature of student _____	

7. Students shall be given an Answer Sheet of 32 pages. The students shall know that no supplementary sheet will be provided. Further students are advised to ensure that

- (i) No page in the answer sheet is damaged.
- (ii) Except first 4 pages rest all pages are blank.

If there is any problem with the Answer Sheet that must be brought into the notice of the concerned invigilator. The students shall ensure that this process shall take place before writing anything on the Answer Sheet.

8. The moment, students get the question papers they shall ensure that;
- (i) the course and semester mentioned are correct.
- (ii) the subject name and subject code are correct.
- (iii) the batch mentioned is correct.

9. The students shall use BLACK or BLUE pen only.

10. The students are required to keep in mind the following instructions to avoid the Unfair

Mean Cases;

- (i) Don't mention your University Roll No. inside the Answer Sheet except at the place provided
- (ii) Don't write your name or mobile number anywhere in the Answer Sheet
- (iii) Don't write the name of your department anywhere in the Answer Sheet
- (iv) Don't make an appeal in the Answer Sheet to the Examiner for pass marks etc.
- (v) Don't carry the mobile or any unwanted material in the Examination Hall
- (vi) Don't write your name or other name or address in letter or essay writing
- (vii) Don't make any other identification remark which reveals your identity
- (viii) Don't use any other colour pen except blue or black
- (ix) Don't copy from other students around or help other students to copy

11. The students will get the information about provisional result declaration on the official

FB page of AGC, Amritsar.

12. The students may view the provisional result notification in their login ID on AGC-LMS

at <http://112.196.50.43/login.asp>. They shall keep a copy of the same with them.

13. It's very important for candidates to check their results in their login on the PTU portal

at 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. It is expected the result shall be declared by PTU within 15 days after the college provisional notification.

14. If there is any observation or discrepancy in the point 12 or 13 the students need to

bring into the notice of the respective Teacher Class In-charge, immediately.

15. If the students are not satisfied with the result and evaluation, they may apply for re-

evaluation within 24 hours after viewing the answer sheets. The general instructions regarding re-evaluation of Answer Books are given ahead;

Instructions regarding Re-evaluation of Answer Books

The students may apply for re-evaluation within 24 hours after viewing the Answer Sheets. The students shall apply for re-evaluation in a prescribed application form available in the department or in main office by paying a fee of Rs. 500/- per Answer Book. The instructions for re-evaluation have been given below;

- 1) The students may apply for all the External Theory papers.
- 2) No application form shall be accepted after the given stipulated period.
- 3) No refund of fee shall be admissible.
- 4) The HOD shall not appoint the examiner who has already evaluated the same Answer Sheet for re-evaluation. If there is non-availability of the examiners, the HOD may take prior permission for one of the same examiners from Principal/COE.
- 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;
 - a) The higher of the two nearest awards shall be awarded.
 - b) If the difference of original & 1st evaluation and original & 2nd evaluation is equal then the average of highest values will be awarded.
- 6) The student shall be bound to the re-evaluation result whether favorable or unfavorable.
- 7) No further evaluation will be allowed after the result of the re-evaluation has been declared.
- 8) In case of any doubt or confusion the decision taken by the Examination committee shall be considered as final.

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

17. General guidelines/information for students;

- (i) 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.

- (ii) Always try to give 100% while attempting the question paper
- (iii) In case of any query contact your Teacher Class In-charge
- (iv) Do not contact any official in the Secrecy Branch
- (v) All types of forms are available in your department
- (vi) You have to complete your course 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.
- (vii) 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.



Amritsar College of Engineering & Technology

A UGC Autonomous College of PTU

SECRECY BRANCH

Dated: 05th April, 2019

Schedule for filling of Examination Forms for Regular & Re-appear exams for May-2019

S. No	Examination Fee	Batches 2011 onwards
		Important dates
1.	Without late fee Rs. 700/- per semester	08/04/19 to 19/04/19
2.	With Late fee of Rs. 1000/- per semester	20/04/19 to 26/04/19
3.	With Late fee of Rs. 2000/- per semester	27/04/19 to 30/04/19
4.	With Late fee of Rs. 5000/- per semester	01/05/19 to 02/05/19

Instructions:

1. Examination forms of Regular & Re-appear will be filled by students Online through ERP Portal 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.
2. Re-appear fee challan (Exam Form) will be submitted in the Accounts Branch along with requisite fee by the students.
3. 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.

Note: The Students of January Admission & EEE (for Batches 2011, 2012 & 2013) need to contact in their department for filling the Exam Forms manually, as per previous practice.

Sd/-

Deputy Registrar



Amritsar College of Engineering & Technology, Amritsar
A UGC Autonomous College of PTU

A UGC Autonomous College of PTU

FORM NO.:

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

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

ement 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 _____



REAPPEAR EXAM FORM CUM PROVISIONAL ADMIT CARD FOR EXAMINATION: May/November, 2018

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

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

ment 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 _____



Amritsar College of Engineering & Technology, Amritsar
 (A UGC Autonomous College of PTU)
Secrecy Branch

Final Date Sheet for Examination May-2019

Department of Applied Sciences (1st year)

Morning Session-9:30 am to 12:30 pm

Date	Sess	Sem	Sub Code	Sub Title	Batch	Type
3-May-19	M	2	ACAM-102	Engineering Maths-II	2016 onwards	Reg/Rp
3-May-19	M	2	BTAM-102	Engineering Maths-II	2011-2015	Rp
6-May-19	M	1/2	ACPH-101	Engineering Physics	2016 onwards	Reg/Rp
6-May-19	M	1/2	BTPH-101	Engineering Physics	2011-2015	Rp
8-May-19	M	1/2	ACCH-101	Engg. Chemistry & Environmental Sciences	2016 onwards	Reg/Rp
8-May-19	M	1/2	BTCH-101	Engineering Chemistry	2011-2015	Rp
10-May-19	M	1/2	ACEE-101	Basic of Electrical & Electronic Engg.	2016 onwards	Reg/Rp
10-May-19	M	1/2	BTEE-101	Basic of Electrical & Electronic Engg.	2011-2015	Rp
13-May-19	M	1/2	ACME-101	Elements of Mechanical Engineering	2016 onwards	Reg/Rp
13-May-19	M	1/2	BTME-101	Elements of Mechanical Engineering	2011-2015	Rp
15-May-19	M	1/2	ACHV-101	Human Values & Professional Ethics	2016 onwards	Reg/Rp
15-May-19	M	1/2	HVPE-101	Human Values & Professional Ethics	2011-2015	Rp
17-May-19	M	1/2	ACFC-101	Fundamental of Computer Programming and IT	2016 onwards	Reg/Rp
17-May-19	M	1/2	BTCS-101	Fundamental of Computer Programming and IT	2011-2015	Rp
21-May-19	M	1	ACAM-101	Engineering Maths-I	2016 onwards	Rp
21-May-19	M	1	BTAM-101	Engineering Maths-I	2011-2015	Rp
23-May-19	M	2	ACHU-102	Communicative English-II	2016 onwards	Reg/Rp
25-May-19	M	1	ACHU-101	Communicative English-I	2016 onwards	Rp
25-May-19	M	1/2	BTHU-101	Communicative English	2011-2015	Rp
28-May-19	M	1/2	BTME-102	Engineering Drawing	2011-2015	Rp
29-May-19	M	1/2	EVSC-101	Environmental Sciences	2011-2015	Rp

NOTE: 1. If any discrepancy found the same be brought to the notice of Controller of Examinations.

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

Sd

Deputy Registrar
 (Secrecy)



Secrecy Branch

Requirement of Question Papers for Examination May-2019

Department of Applied Sciences (1st year)

Sem	Sub Code	Sub Title	Batch	Requirement
1,2	ACAM-101	Engineering Maths-I	2016 onwards	1
1,2	ACAM-102	Engineering Maths-II	2016 onwards	1
1	ACCH-101	Engg. Chemistry & Environmental Sciences	2016 onwards	1
1	ACEE-101	Basic of Electrical & Electronic Engg.	2016 onwards	1
1,2	ACFC-101	Fundamental of Computer Programming and IT	2016 onwards	1
1,2	ACHU-101	Communicative English-I	2016 onwards	1
1,2	ACHU-102	Communicative English-II	2016 onwards	1
1,2	ACHV-101	Human Values & Professional Ethics	2016 onwards	1
1,2	ACME-101	Elements of Mechanical Engineering	2016 onwards	1
1,2	ACPH-101	Engineering Physics	2016 onwards	1
2	BTAM-101	Engineering Maths-I	2011 to 2015	1
2	BTAM-102	Engineering Maths-II	2011 to 2015	1
1,2	BTCH-101	Engineering Chemistry	2011 to 2015	1
1,2	BTCS-101	Fundamental of Computer Programming and IT	2011 to 2015	1
1,2	BTEE-101	Basic of Electrical & Electronic Engg.	2011 to 2015	1
1,2	BTHU-101	Communicative English	2011 to 2015	1
1,2	BTME-101	Elements of Mechanical Engineering	2011 to 2015	1
1	BTME-102	Engineering Drawing	2011 to 2015	0
2	BTPH-101	Engineering Physics	2011 to 2015	1
1,2	EVSC-101	Environmental Sciences	2011 to 2015	0
1,2	HVPE-101	Human Values & Professional Ethics	2011 to 2015	1

Amritsar College of Engineering & Technology
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Secrecy Branch

Codes for Various Courses/Branches

S. No	Course/Branch	Code
1.	Applied Science	A
2.	CIVIL	E
3.	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. (Prof./Hons.)	K
13.	B. Sc. (Agri.)	J
14.	B. Sc. (HMCT)	L
15.	B.Sc. (Fashion Designing)	O
16.	BAJMC	P
17.	AI & ML	Q



Amritsar College of Engineering & Technology, Amritsar

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UNDERTAKING FROM PAPER-SETTER (Internal) (TO BE SENT ALONGWITH QUESTION-PAPER IN THE OUTER COVER)

Examination- May - 2019

I hereby certify that:

- (a) The Question-Papers were kept under lock and key, while in my possession. I also certify that none of the 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 ACET.
- (d) I have checked the question-papers and I am satisfied that the papers are strictly in accordance with the syllabus prescribed for the May - 2019 exams 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 COLLEGE OF ENGINEERING TECHNOLOGY AMRITSAR.

Subject: _____ Subject Code: _____

Course (B.Tech/MCA/MBA/M.Tech/M.Sc/UGC Courses/B.Voc.): _____

Branch (In case B.Tech/M.Tech/B.Sc/B.Voc.): _____ Semester: _____

Name of Paper Setter: _____

Designation: _____

Dept.: _____

Signature (in full) of the paper setter _____

Dated : _____



Secrecy Branch

Points observed during last examinations

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.
- Circuit diagram was not printed as per the question requirement.
- At time the framing of the question was not clear and some questions were repeated in other sections of the question papers.
- Paper was not set as per the contents of syllabus given in study scheme.
- No. of questions must be as per the requirement of Sections - A, B & C mentioned in sample papers enclosed as guidelines. 30% of numericals/Algo/programs were not set as per the instructions.
- 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.
- If one faculty member is setting more than one question paper, the HODs must take the prior approval from Principal/Controller of Examination. Before taking the approval, please ensure there is no other teacher of the same subject in all departments of the college.

Note: Paper setters are requested to kindly keep in mind the above mentioned observations while setting the question paper.

Sd/-

Deputy Registrar



Ref. No: ACET/PO/3166

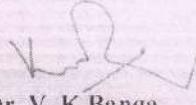
Notice
(Examination Superintendent)

ACET has established an examination center in Applied Sciences block for May 2019. Examinations commencing from 03.05.2019 onwards.

There would be two session morning & evening.

The following faculty members have been appointed for the smooth functioning of the examination center.

S NO.	Name of the faculty members	Responsibility
1	Mr. Ajay Sharma, Assoc. Prof CSE	Suptd. Examination Center (Morning)
2	Dr. Narinder Sharma	Suptd. Examination Center (Evening)


Dr. V. K. Banga
(Principal)

CC: - PA to Chairman Sir (For information please)

PA to MD sir (For information please)

Registrar (Through Mail)

Deputy Registrar

All HOD's (Through Mail)



Amritsar College of Engineering & Technology
A UGC Autonomous College of PTU

(Secrecy Branch)

Undertaking by Invigilator

Certified that I _____ S/o, D/o _____

Designation _____ Department _____ 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 not carry mobile phone in the Examination Centre.
- c) I will perform my duty sincerely and honestly.
- d) I will follow the "Instructions to Invigilators" given in Amendment-II ref. no. ACET/SB/585 dated 21.10.2019 in Guidelines & Procedures for End Semester Examinations.

In case of any lapse relating to (a to d), any disciplinary action can be taken against me by the DR/COE.

Dated: _____

Signature of the Individual



Amritsar College of Engineering & Technology, Amritsar

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Attendance Sheet cum Secrecy Memo for Examination May - 2019

Branch	Sem	Sub Code	Sub Name	Date	Session	Exam Type
						Regular

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.



Amritsar College of Engineering & Technology, Amritsar

(A UGC Autonomous College of PTU)

Attendance Sheet cum Secrecy Memo for Examination May - 2019

Branch	Sem	Sub Code	Sub Name	Date	Session	Exam Type
						Re-appear

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.



Ref. No: Acet/P0/3176

Dated: 02/05/19

Office Order

May - 2019 Examinations

The following committees of flying squad have been constituted to monitor the end semester examinations.

Committee-A		Session Morning
S.No	Faculty Name & Designation	
1	Prof. PS Sidhu, Dean Academic Affairs'	
2	Ms. Dipti Malhotra, Dean UGC Courses	
3	Dr. Upain Bhatia, HOD CE	
4	Mr. PS Pannu, HOD ME	
Committee-B		Session Evening
S.No	Faculty Name & Designation	
1	Dr. Maninder Singh Gill, HOD MBA	
2	Ms. Binod Kaur, HOD App.Sci	
3	Mr. Gurkiran Singh Mann, HOD HMCT	
4	Mr. Vinod Kumar, HOD CSE/IT	
5	Mr. Sachin Khurana, HOD MCA	

The committee A and B will conduct at least one visit daily in the Examination Centre & report to the undersigned.

Sd/-
Dr. V. K. Banga
Principal

Amritsar College of Engineering & Technology

A UGC Autonomous College of PTU

Evaluation Centre: Section wise Faculty List

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		
1.										
2.										
3.										
4.										
5.	*									
6.										
7.										
8.										
9.										
10.										
11.										
12.										
13.										
14.										
15.										

Dated: 15.04.2019

Amritsar College of Engineering & technology

A UGC Autonomous College of PTU

SECRECY BRANCH

Undertaking

Certified that I _____ S/O, D/O _____

Designation _____ Department _____ do Undertake

That I will:

- a) Switch off and hand over my Mobile to the Security person on duty while entering the Secrecy Branch.
- b) Not enter the Secrecy Branch unless I am assigned any job/ officially deputed.
- c) Ensure the security & Safety of ABs and Bags handed over to me for evaluation.
- d) Carry out the evaluation of ABs as per the solution key provided for each question paper, along with step wise marking scheme for each question.
- e) Carry out this work with total integrity and be fair in marking.
- f) Not disclose the result to anyone, particularly the student till it is formally declared by the Secrecy Branch.
- g) Avoid cutting and over writing and if it takes place will initial the same.
- h) Once the packet drawn it must be checked at the earliest and not later than a week.

In case of any lapse relative to (a to h), any disciplinary action can be taken against me by the Principal.

Dated: _____

Signature of Faculty Member

Amritsar College of Engineering & Technology, 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 College of Engineering & Technology, 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 College of Engineering & Technology, 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 College of Engineering & Technology
A UGC Autonomous College of PTU

(Secrecy Branch)

Undertaking

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 Secrecy 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 DR.

Dated: _____

Signature of the Individual



Amritsar College of Engineering & Technology

(A UGC Autonomous College of PTU)

SCHEME:

Notification No:

Ordinance 8, Schamra soon thereafter may be disclosed and published in

Prepared by
Result Section (Secrecy Branch)

Denity Sundt

DRAFT

Ab - Absent D - Detained UMC - Unfair Mean Case RP - Reappear in Ext. Paper RT - Reappear in Int. & Ext. Paper
RTI - Reappear in Int. Paper RL-Result Late Z-Zero NS - Not Satisfactory

Note: 1. In case of any discrepancy, the same be brought to the notice of Secrety Branch, within 10 days.
2. College Result Notification is Provisional subjected to the final result notification by IJKC PTU Kanurthala.



Amritsar College of Engineering & Technology

A UGC Autonomous College of PTU

Secrecy Branch

Subject: - Declaration of Result of B.Tech. - 8th Sem, B.Sc. (Agri.) - 7th & 8th Sem, MCA/B.Com. (Prof.)/BBA/BCA/B.Sc. (HMCT) - 6th Sem and MBA - 4th Sem (Regular), of the Examination held in May - 2019.

Result of B.Tech. - 8th Sem, B.Sc. (Agri.) - 7th & 8th Sem, MCA/B.Com. (Prof.)/BBA/BCA/B.Sc. (HMCT) - 6th Sem and MBA - 4th Sem (Regular), of the Examination held in May - 2019 are ready for provisional notification by the institute.

The Examinations held in May - 2019 was conducted under overall supervision of Mr. Ajay Sharma, Associate Prof. (Department of CSE) and Dr. Narinder Sharma, Associate Prof. (Department of ECE), 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 have been done by the Evaluation branch headed by Mr. H.S. Sarkaria, appointed by competent authority of the institute. Accordingly, the marks of the subject cited scheme have been uploaded by Team A which has been cross checked by Team B and further cross checked by the checking assistant deputed for the purpose. The entire result has again been randomly cross checked by Mr. Harinder Singh Sarkaria, Deputy Registrar (Secrecy).

Uploading of marks is complete and it is submitted for approval by the competent authority. Results will be dispatched to the concerned HODs for displaying it on the notice board for the information of the students.

Deputy Registrar

Approved by Principal/COE

PTU Portal Excel Sheets Format