

Examination Policies

Session 2023-24



Examination Reform

1.0 Examination Policies

Purpose

This policy is based on the principle which ensures a fair and equitable examination experience for all students and meets academic requirements and providing an efficient examination system. It should clearly defined roles for both staff and students. This policy refers to all the examinations which take place as part of a student's program of study. To have a transparent and effective mechanism to address any examination-related Student Grievances of the students. To ensure smooth planning, management, and efficient conduct of the internal and external examination processes in the best interests of the students. To have a robust and streamlined mechanism of continuous internal evaluation.

Scope

This policy applies to all staff involved in the planning, organization, and management of examinations to ensure they are conducted efficiently, in a timely manner, and in the best interest of students while maintaining the security of all examination resources and compliance with awarding body or organization regulations.

Statement

In today's time, assessment of performance is an integral part of any process of learning and teaching. Student assessments must not only assess student's achievements but also measure whether the desired learning outcomes have been achieved. The academic quality of examinations in the education system has been a matter of concern for a long time. In recent years, there have been essential changes in education in terms of what to teach, how to teach, and how to assess. The examination office is responsible for creating and displaying the examination time table, coordinating and conducting internal and external examinations, processing marks, and publishing results. The Examination office promotes centralized examinations and evaluations.

2.0
Existing Internal Examination system

As per the ordinance of Dr. APJ AKTU Lucknow, our institute conducts minimum two Class Tests and one Pre University Test per course and per Semester.

1. Class Tests is to be conducted for all those students who fulfill the criteria of minimum attendance as per the norms of Dr. APJ AKTU.
2. For theory courses two Class Tests (Compulsory) and one Pre University Test (PUT) are conducted. These tests are based upon the syllabus covered in particular subject but at least 30% of the whole syllabus should be covered in each test. If any student remain absent in any one test due to any genuine reason like medical, extracurricular activity etc, a Makeup Test can be conducted.
3. The syllabus for the CT/PUT examinations will be as follows:-

Class Test one- 1.5 units of the whole syllabus

Class Test two- 1.5 units of the whole syllabus (excluding the syllabus of the first Class Test)

Pre University Tests (all Units)

Weightage of the marks of the syllabus

	Internal Exam	Weightage		
		50 Marks (30+20) Internal Exam	30 Marks (20+10) Internal Exam	
1	Class Test 1(CT 1)	30% - 9 Marks	30% - 6 Marks	
2	Class Test 2(CT 2)	30% - 9 Marks	30% - 6 Marks	
3	Pre University Test (PUT)	40% - 12 Marks	40% - 8 Marks	
		Viva	Record	Attendance
1	Internal Practical	40%	30%	30%

3.0 Responsibilities distribution

With a supreme degree of devotion and allegiance, the Examination department has taken care of the efficient conduct of all the internal and external examinations of the college, as per the norms.

Responsibilities of examination work have been distributed among all the members.

Sr. No.	Name	Team	Responsibility
1	Mr. Priyesh Tiwari, Mr. Sachin Chaturvedi	Team 1	To prepare the answer sheets for each class test and PUT.
		Answer Sheets	To distribute the answer sheet on day of exam.
			To provide B answer sheet in exam rooms during exam.
			To collect the answer sheets from invigilators after exam.
			To make bundle subject wise and distribution of answer sheets for evaluation work.
		To collect answer sheets after evaluation and maintaining record of the same.	
2	Dr. Shipra Srivastav, Mr. Firoz Warsi	Team 2	To Prepare the Attendance sheet.
		Seating Plan	To prepare shift wise and room wise seating plan of sessional test and PUT. To display the seating plan on the Institute notice boards and student and also to Students class Whats app groups.
3	Dr. Shiv Narain, Mr. Alok Kumar	Team 3	First share the format of question papers to all HODs and faculty members
		Question Paper	To set the syllabus for these question papers subject wise.
			To identify the number of question papers required for the same.
			Receiving the question papers from Departments after moderation.
			After Xerox of these question papers segregate them into envelopes classes wise and shift wise
	Handover the question papers envelopes to Invigilators		
	To keep the record of question papers in hard copy day wise and shift wise		
4	Mr. Anuj Dixit, Mr. Shashikant Shukla	Team 4	To prepare the Date sheet of these sessional tests
		Date Sheet & Invigilation Duties Attendance Complilation	To receive the list of faculty members from HR office which are available for invigilation duty
			Make the duty chart of invigilators
			Make a team of Senior faculty members for Flying duty.
			Attendance compilation of each class test and PUT
	To make and send the report of examinations to Director		
	To keep the record of student attendance in each examination.		
5	Mr. Rahul Dwivedi, Mr. Alok Kumar	Team 5	To receive the observation reported by Flying squad members during flying duty.
		Absent List	To prepare the list of absent students in the Sessional test shift wise and day wise.
6	Mr. Anuj Dixit, Mr. Shashikant Shukla	Team 6	To prepare diffrenet formats for these examinations.
		Central Control room	To receive the detained list from HODs.
			To identify number of students allowed fro these examination.
	To collect the observation of Flying squad team during examination.		
7	Mr. Mohit Giri, Mr. Shripal, Mr. Mayank Chauhan	Team 7	To check the cleaning and availability of all the class room furniture.
		Miscellaneous	To check that all the class room board are clean.
			Stamping on answer sheets.
	Making bundle of answer sheets after examination.		
8	Mr. Rahul Dwivedi, Mr. Alok Kumar	Team 8	To receive examination related grievances from the studnets.
		Students Grievances	To keep record of Malpractice cases during examinations.

4.0 Reform in Examination

1. To Improve the quality of examinations (Internal Exam)

Education is the universal catalyst for qualitative development of effective citizenship and competent workforce required in building a modern dynamic society. Examination department has taken several initiatives to ensure fair and transparent Examination. Purposeful instructional leadership, prudent management of resources and vibrant evaluation of students learning outcomes as a means of quality control could raise appreciable standards toward an improvement of examination process in colleges. Reforms are carried out in the examination and procedure to ensure a transparent and efficient examination system. Areas of improvement are identified through examination audits and feedback mechanism and Examination department initiate the reforms. Various types of formats are used for the transparent internal examination and to improve the quality of education. These formats are:-

1. Form 4.0 Undertaking by invigilators for mobile use in exam room.
2. Form 5.0 Application for late reporting by the students in exam room.
3. Form 6.0 Late answer sheet submission
4. Form 7.0 Internal examination Student Grievances.
5. Form 8.0 Moderation of Question papers.
6. Form 10.0 Unfair means used in examinations.
7. Form 11.0 Sampling of answer Sheets.

a. Examination Calendar: An Examination Calendar is prepared in the beginning of each session. Examination Calendar includes all the exams detail. In the Examination Calendar dates of Class Tests are mentioned in the beginning of the semester.

b. Formation of Internal Assessment Committee (IAC): In order to ensure uniformity and standard in evaluation of answer scripts, an Internal Assessment Committee (IAC) has been constituted. This committee consists of head Examination, other department's heads and senior faculty members evaluating the paper to look after all the student grievances in the Internal examination.

c. Moderation of Question papers: The Moderation Committee task is to review the question papers set by the faculty members and to ensure that the question papers follows the approved pattern and covers the entire syllabus.

2. Examination reforms implemented during the last 5 years

The Institute has initiated the following examination-related reforms:

1. Front page of the examination answer book is printed with COs for attainment.
2. Moderation of question papers before submission to the Examination Cell by the Moderation Committee.
3. Results are published on the notice board and are also available to view online through institute ERP.
4. Availability of Examination Schedule and results on the institute ERP.
5. Same-day selection (among 2 sets of question papers) and approval for the opening of the question papers by Examination head.
6. Same-day printing of question papers.
7. Strict vigilance and penal measures are taken to curb laxities and malpractices in internal examinations. For this purpose, Form 10.0 is used for all the cases of malpractice received in internal examinations.

5.0

Examination Guidelines for students

1. Students should wear **institute uniforms** and to carry their **identity card and admit card** during the examinations without fail. Students are not allowed to write examinations if they do not bring both **their identity card and admission card**.
2. Students are strictly advised against carrying any mobile or tablet and any such electronic devices except non-programmable calculators to the examination hall. As per the examination rules, possession of any such device in the examination hall shall be treated as unfair means or malpractice, and action against such candidates will be taken as per the UFM rules.
3. No student, without the permission of the invigilators, shall leave his or her seat or the examination hall during the examination.

4. Students are not allowed to scribble on the question paper. Scribbling on the question paper is considered an act of cheating. Students are supposed to write only their roll number or college ID on top of their question paper.
5. Be punctual, late entry is not permitted in the examination hall. No student is allowed to enter into the examination room after starting of examination. So reach to your exam hall at least 30 minutes before starting of the examination.
6. Students should check the seating arrangement given in the master seating arrangement for each session of the examination.
7. A student found committing any of the following acts shall be deemed to have used unfair means and his/her examination result shall be with held.
 - a. Having in possession book(s) notes, papers or any other material, connected with the examination.
 - b. Smuggling in or out of the examination hall Question papers, answer book etc. and tearing leaf/leaves from the Question papers, answer book or tampering with the answer book in any way.
 - c. Using abusive language orally or in the answer book/against the / Examiner/ Invigilator or threatening/ using violence towards / Examiner/ Invigilator.
 - d. Using mobile phone during examination.
 - e. Borrowing of writing materials, calculators, scales etc.

6.0

Guidelines for invigilation duty

1. During invigilation duty, carrying mobile phones or any reading material by the invigilator is strictly prohibited. The invigilator is expected to be vigilant and take frequent rounds in the exam hall. The invigilators should not chit-chat with each other, as it will distract the student concentration while writing the examination.
2. The invigilator should arrive at the Examination Cell at least 30 minutes before the start of the examination. Late reporting in the Examination Cell and in the exam room is not being entertained.
3. An adjustment in the invigilation duty should be informed to the head Examination one day prior to the date of duty assigned, with alternative arrangements made in case of absence.

4. Do not leave your room without the permission of the Examination Cell during invigilation duty for any reason.
5. Do not grant permission to the candidate to go to the toilet during the first 30 minutes or the last 15 minutes of the examination. In case of any emergency in this regard, the invigilator should accompany the candidate.
6. Check all the student entries on the front page of the answer sheets very carefully, and sign them after that.
7. The student should sit in the exam room as per the seating plan. Check the seating of students carefully before the distribution of answer sheets. The invigilator should announce the time at each hour and at the last half an hour.
8. If any student is resorting to unfair means or malpractice at any point in time, it should be reported to the Examination Cell with a written complaint (Form 10.0) mentioning the incident and handing over the answer booklet, question papers, and forbidden material, if any. The process should be completed by any one invigilator in the exam room. The unauthorized material should be properly tagged in the answer script.
9. Arrange the answer sheets according to roll number and subject code before submission in the exam cell.
10. All invigilators appointed in a hall are required to report back to the examinations cell after completion of the examination, and the members are collectively responsible for the return of the answer books.
11. Flying squad members should also keep watch on the movement of students (if any) outside the exam room or in corridors. No student, for any reason, is allowed to move in corridors except for drinking water and washrooms.

7.0**Examination procedure**

The institute follows a centralized policy of examinations and the same pattern of examinations for all students of UG (B.Tech., 1st to IVth year) and PG (MBA, M.Tech., MCA., 1st to IInd year), in which it is mandatory to appear in all Class Tests by a student as per the norms. Examiners designated by the Examination head evaluate the answer sheets. All precautions are taken to minimize any error during

paper-setting, moderation and printing of question papers, examination, collection of answer sheets, assessment, posting of marks on the answer sheets, award lists, result processing and declaration, issue of statements of marks, and various certificates, including degree certificates.

- One day before the examinations, seating arrangements are also displayed on each department notice board so that there is no confusion about seating.
- For differently abled students, a proper seating arrangement (preferably on the ground floor) is made prior to the commencement of the examination to avoid confusion or distraction during the day of the exam. As far as possible, the examination for persons with disabilities is held on the ground floor so that the examination room can be accessible for persons with disabilities.
- For theory courses, two Class Tests (CTs) and one pre-University test (PUT) are conducted. If any student remains absent from any one test due to any genuine reason like a medical condition, extracurricular activity, etc., a retest is conducted. Class Tests (CT) will comprise 30% of total theory and practical marks, with two mid-term tests of equal weight. The syllabus for CT 1 will be 30% of the whole syllabus (out of the 5 units), and for CT 2, it will be again 30%, excluding the syllabus for CT I.
- After examinations are over, the HoD discusses the evaluation process with their faculty members and sets a time limit for the evaluation. Usually, it takes 5–6 days to complete the evaluation.
- Once the evaluation process is completed by subject teachers, answer sheets are shown to students, and marks are also displayed on the concerned department notice board so that the students can check their marks. If they find any Student Grievance regarding internal marks, it is solved by the HoD and Examination Cell. Records of these marks are kept by individual subject teachers. Finally, answer sheets are deposited in the Examination Cell.
- Final marks are prepared by the subject teacher, of which 10 are for teacher assessment. Presently, internal assessment for theory papers is 30 marks. 20 marks are from the Class Test (CT) and 10 marks from teacher assessment (TA) out of a total 70 marks (including end-of-semester examinations conducted by the University).
- In the whole process a students should attain a minimum of 75 % attendance on each theory paper, then only he/she can appear for the University Examination.
- Following the review of answer scripts, the marks are entered in a excel sheet before forwarding them to the University. All Student Grievances are therefore solved with utmost care to student

sensitivity. Institute level Student Grievances are solved within 6-7 days. The Institute is dedicated to provide students with time-bound, transparent and efficient solutions for their examination related Student Grievances.

➤ Internal Marks are then uploaded on University portal by faculty member as the date is announced by the University.

Preparation of Examination Calendar:-

1. The Examination Calendar is prepared at the beginning of each session following the Academic Calendar.
2. The Examination Calendar includes all the planned activities, examinations and break times. In the Examination Calendar, dates for CT are mentioned at the beginning of the semester.
3. Internal examinations are conducted as per the schedule. The calendar is made available to all the students at the beginning of the semester.
4. The conduct of two Class Tests, i.e., CT-1, CT-2, and PUT (Pre-University Test), adheres to the schedule mentioned in the Academic Calendar, issued before the commencement of every semester by the office of the Dean (Academics).

Sharing information to students:-

Students are informed about the syllabus and date of examinations well in advance so that they are prepared for them. Students are made aware of various parameters of the internal evaluation system. The internal marks are based on the Class Tests and assignments for theory courses.

Making of Examination schedule:-

1. A schedule of examinations also declares a few days before the examinations, mentioning the date and time of the exams.
2. The exam schedule is displayed on departmental notice boards.
3. The exam schedule is circulated to the offices of HoDs, Dean Academics Office and Director.
4. The examination schedule is also uploaded to the institute ERP.

Preparation of Question papers and submission:-

For theory courses, two Class Tests (compulsory) and one pre-University test (PUT) are conducted. All HoDs are requested to send the question papers of their department at least 1 week before the start of the examinations.

1. The Moderation Committee moderates the question papers before sending them to the Examination Cell office. A report of the moderation is maintained by the HoDs.
2. Question papers are received by the Examination Cell.
3. Question papers are xeroxed.
4. Different faculty members may teach the same course to different sections or branch students. In such cases, internal Question papers for the descriptive examination are collected separately from each faculty member and selected among them before the start of the examination. The assignment scripts are returned to the students for further reference.

Receiving of faculty members list from HR Office for invigilation duty:-

1. A list of faculty members is received from HR office available for invigilation duty.
2. Faculty invigilation duty chart is prepared and shared to all HoDs in advance.

List of eligible students for examination:

1. A list of students is received from the Dean's Academic Office who are eligible to appear in the Class Test (CT).

Allocation of exam rooms:

1. A team from the Examination Cell office allocates the rooms available for Class Tests (CTs).
2. It is also ensured that rooms are cleaned and that there is sufficient furniture for these tests.

Preparation of the seating plan:

1. The seating plan is prepared by the Examination Cell team under the Joint Head examination.
2. One day before the examinations seating arrangements are also displayed on each department notice board so that there is no confusion about seating.
3. The seating plan is emailed to the Dean's academic office as well as all HoDs.

Sharing Guidelines of the Examinations:

1. Guidelines for the examinations are shared with all the invigilators in advance.
2. Student's guidelines for the examinations are shared with them, like what a student can carry during the exam and rules for using unfair means in examinations.

Preparation of duty chart:-

1. Duty charts are prepared day- and shift-wise.

2. A duty chart is shared with faculty members one day before the start of the examination.
3. Instructions on invigilation duty are also shared.

Reporting of faculty for exam duty:-

1. On the day of exam a faculty member have to report in exam cell at least 30 minutes earlier before starting of exam and in exam room 15 minutes of starting the exam.
2. After completion of exam a faculty member will arrange the answers sheets according to roll number and subject code before submission in exam cell.

Collection and distribution of Answer Sheet:-

1. As the exam is over, invigilators collect the answer sheets from students and check that each and every student submits the answer sheet before leaving the exam room. Then they are arranged as roll numbers.
2. Answer sheets are collected by the Examination Cell from invigilators, mentioning the number of present and absent students in their room.
3. Bundles are made according to the subject code or sec. by Examination Cell team members after collecting this answer sheet.
4. Answer sheets are then issued to the faculty members teaching in the particular subject as soon as the soon as the exam is over.

Evaluation of Answer Sheets:-

1. As examinations are over, HoDs discuss the evaluation process with their faculty members and set a time limit for the evaluation.
2. Usually, it takes 5–6 days to complete the evaluation.
3. After evaluation, answer sheets are shown to students so that they can see the mistakes.
4. A record of these marks is kept by individual subject teachers.
5. Once the evaluation process is completed by subject teachers, marks are displayed on the concerned department notice board so that the students can check their marks.
6. If they find any queries regarding their internal marks, they are solved by the HoD. In some cases, students can approach the Examination Cell if their Student Grievance is not resolved at the HoD level.

7. Answer sheets are then deposited in the Examination Cell, and marks are uploaded to the college ERP.
8. Finally, internal marks are uploaded to the University portal as per the University circular.
9. As examinations are over, answer sheets are submitted to the Examination Cell. For the submission of answer sheets, a separate Form 9.0 is used.

Students Grievances in Internal Examinations:-

1. After evaluation work is over all the student grievances related to Internal Examination are received from students. For the Student Grievances related to Internal Examination, a student can approach to Examination Cell with a prescribed student grievances Form (Form 7.0) or through institute ERP. In order to ensure uniformity and standard in evaluation of answer scripts, an Internal Assessment Committee (IAC) has been constituted to look after all the student's student grievances in the internal examination. This committee consists of Examination Head, Other department HoDs and senior faculty members.
2. After receiving the student grievances a notice is shared mentioning date and time of the Internal Assessment Committee meeting. Internal Assessment Committee takes all the cases one by one and final report is prepared as per the Examination policies. The result is conveyed to the students. For any other Exam related student grievances students can use Email ID:-
examgrievances@gniot.net.in
3. All the queries are responded to by the Internal Assessment Committee, which is part of the Examination Cell at the college level.
4. The students are made aware of the assessment scheme, internal examinations (theory and lab work), projects, and seminars. Internal marks are displayed on the department notice board. Any discrepancy is resolved by the department head.
5. The student grievances related to discrepancies in marks are also discussed in the examinations cell; if needed, a written application from the student is taken for the same.
6. The monthly attendance of each theory paper is published by the concerned HOD on the department notice boards in order to inform the students about the same.
7. Internal examinations are conducted by the institute. As part of internal examinations, internal assignments and Class Tests (CT) are conducted. The examinations are conducted with the utmost

care given to transparency and fairness. The issues of the students are dealt with high priority and solved as soon as possible.

8. After internal examinations, students are given back their evaluated answer scripts. These answer scripts are corrected by the teachers under the supervision of a HoD/in-charge. Students are permitted to assess their own performance and seek any clarifications from the teacher. In case they are entitled to more marks, teachers do the needful.

9. The Student Grievances of the students with reference to assessment are made clear by showing them. If any student remains absent in that subject, he or she can appear for the makeup test, but for this, a written application from the candidate is required with a genuine reason for absence.

10. After preparing the assessment report, it is shown to the students; if any Student Grievances are present, they can be resolved immediately and submitted by the concerned faculty to the department performance in the answer sheet.

11. If the candidate is not satisfied with the result, he or she can approach the Office of Head examination with a written application (Form 7.0).

12. Following the review of answer scripts, the marks are entered in an Excel sheet and institute ERP before being forwarded to the University. All Student Grievances are therefore solved with the utmost care for student sensitivity. Institute-level Student Grievances are solved within two to three days. The Institute is dedicated to providing students with time-bound, transparent, and efficient solutions to their examination-related Student Grievances.

13. During internal examinations, UFM (unfair means) cases are handled as per the UFM policy of the Examination Cell. The decision of evaluating the answer sheet or deduction of marks is taken at the centralized level. Such UFM cases are forwarded to the Department of HoD to comply according to the action defined. The student is also called to be present before the Internal Assessment Committee (IAC) to present his own point of view. The message is conveyed to the student about the decision of the committee. Then a compliance report is sent to the offices of the Director and Dean of Academics.

There are two types of Student Grievances that are received by the exam cell:

Pre-examination issues

- Papers opted for by the students are not reflected in the date sheet.

- Appearing late for the exam.

Post-examination issues

- The marks displayed are not correct.
- The evaluation of the answer sheet is not transparent.
- The student is wrongly marked absent in the result.
- Matters related to students found using unfair means.



Student Grievances in External Examinations:-

1. For external examination re evaluation, all the Student Grievances of the students are handled as per the policy of Dr. APJ AKTU. The entire circular regarding this is shared with students from time to time. At the University level, if any student is not satisfied with the marks awarded, he can apply for re-evaluation. The University notifies students about re-evaluation from time to time following the end of semester examinations. The results of the re-evaluation are announced as per the University norms. The revaluation fee is reimbursed by the University to the students in cases of improvement in grades in comparison to the first evaluation.

7.0 Internal Assessment System (IAS)

Internal assessment of the learner is done through attendance, Class Tests, self-assessment, academic activities, projects, assignments, etc. The internal assessment system is carried out in a systematic manner and is transparent. Theory courses, laboratory courses, seminars, and project work are evaluated internally. Every student has to complete the entire practical, which is prescribed by the University as per norms. Each practical has equal marks. A record of students is also maintained, describing the number of practical completed by each individual. The final internal assessment is done on the basis of this record. Final marks are prepared by the subject teacher. Internal marks are then uploaded to the institute ERP by faculty members.

Program B.Tech/MCA	Theory Class Test/PUT (30)			Mean CT	TA	Total
	CT-1	CT-2	PUT			
B.Tech-1 st & 2 nd year	CT-1	CT-2	PUT	20	10	30
B.Tech-3 rd & 4 th year				30	20	50

8.0 UFM

The invigilator reports any cases of unfair means during the Class Test (CT) to the Examination Cell. For this purpose, a separate form (Form 10.0) is used. If any student is registered under the UFM case, a new answer sheet will be issued at that time. The incident is reported in UFM form, and both answer sheets (one new and one original) are separately submitted to the Examination Cell office after the examination. The Internal Assessment Exam Committee investigates the case as per policy.

Type UFM case:-

Level	Offences
1	1. Whispering/speaking or both with the other students during exam.
2	2. Writing notes on the desk before the start of the examination. 3. Copy or transfer any examination material but not limited to using. 4. Attempt to write on paper, desk, table, etc. during the examination. Any information written on hands, arms, dress, admit card etc.
3	1. Use of materials of all kind (including paper slips) containing examination relevant material, except for those specifically allowed under exam policies. 2. Use of electronic communication devices (e.g. mobile phone, Bluetooth or similar devices, earphone, headphone, etc.) for any purpose. 3. Leaving the Examination Room without the permission of the invigilator for any purpose whatsoever.
4	1. Attempt to threaten or abuse the Invigilator to influence him/her during exam. 2. Repeating offence(s) of Level 2 & 3 both of which cognizance has been taken earlier, in the same or subsequent attempt.

SR. No.	Type of Level	Disciplinary Action
1	Level 1	Warning to the student
2	Level 2	10% of marks secured by student
3	Level 3	20% of marks secured by student
4	Level 4	Cancelation of answers sheet
5	Level 1, Level 2, Level 3 & Level 4	Detention from exam and call parent

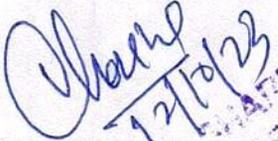
Ref.No.: GNIOT/ COE/ODD SEM/2023-24/CT 1/3.4

Date: 12/10/2023

Circular

INTERNAL EXAMINATION GRIEVANCE IN FIRST CLASS TEST

It is informed to all the B.Tech-3rd & 4th year students that the last date of applying for any Examination related grievances of First Class Test (CT-I), ODD Semester 2023-24 is 15/10/2023.


12/10/23
Dr. V. K. Sharma

(Controller of Examinations-132)

- Copy to: 1. Hon'ble Chairman, Vice Chairman for their kind information.
2. Director-132/Registrar/HOD's/Placement Cell/ERP incharge/Transport incharge/Admin Officer and all concerned.

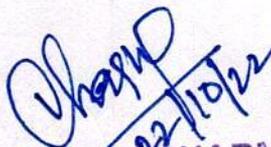
Ref.No.: GNIOT/ COE/ODD Sem/2022-23/CT-II/4.2

Date: 22/10/2022

Circular

INTERNAL EXAMINATION GRIEVANCE IN CT-2

It is informed to all the B.Tech-2nd, 3rd & 4th year students that the last date of applying for any Examination related grievances of First Class Test (CT-II), ODD Semester 2022-23 is 24/10/2022.


Dr. V.K. SHARMA
Controller of Exams
(Controller of Examinations-132)
Greater Noida Inst. of Technology Gr. Noida

- Copy to:
1. Hon'ble Chairman, Vice Chairman for their kind information.
 2. Director-132/Registrar/Deans/HOD's/Placement Cell/ERP incharge/Transport incharge/Admin Officer and all concerned.



GNIOT
ENGG. INSTITUTE

ग्रेटर नौएडा इंस्टिट्यूट ऑफ टेक्नोलॉजी (इंजीनियरिंग इंस्टिट्यूट)
GREATER NOIDA INSTITUTE OF TECHNOLOGY (Engg. Institute)

Form-7.0

(Examination Grievance Redressal Form)

To
The Controller of Examinations
Greater Noida Institute of Technology
Greater Noida-201306

Date:- _____

Sir

I, the undersigned _____, University Roll No. _____, College ID _____ is a student of _____ year & Class/Sec _____, in the Session _____.

In the sessional exam (CT1/CT2/PUT) _____ i kindly request you to as follows:-

Description of Grievance:-

1. Allow me to give makeup test in Class test/PUT due to-

- Medical condition
- Extra Curricular activity
- Other reason

2. To make correction in marks on ERP

3. To make correction in the status of absent in class test.

4. To re evaluate the answer sheets of class test.

5. There was a discrepancy in question paper in-

- Misprint
- Distribution of marks
- Toughness of question paper
- Out of syllabus
- Other

6. UFM

7. Others (To be mentioned by student)

Dr. V. K. ...
Controller of Examinations
Greater Noida Inst. of Technology Gt. Noida

Signature of the Student

Name of the student:

Recommendation by HoD with Signature

Action Taken of Grievance:-

Controller of Examination





GNIOT
ENGG. INSTITUTE

ग्रेटर नौएडा इंस्टिट्यूट ऑफ टेक्नोलॉजी (इंजीनियरिंग इंस्टिट्यूट)
GREATER NOIDA INSTITUTE OF TECHNOLOGY (Engg. Institute)

Form 5.0

(Application for late reporting in exam room)

Date:- _____

Myself _____ of class/sec _____ year _____

Deptt. _____ was late in _____ test due to the
reason _____

in the shift _____ on dated _____ My seating arrangement is in
room no _____.

Please allow me to appear in the PUT/CT _____

Time:- _____

Dr. V. S. Sharma
Control Exams
Greater Noida Inst. of Technology Gr. Noida

Signature of the Student _____

Name of the student: _____

Roll No.:- _____

Permitted by:- _____





Greater Noida Institute of Technology

(Approved by AICTE Affiliated to AKTU, Lucknow)

Plot No. 7, Knowledge Park - II, Greater Noida - 201310

Tele.:(0120)2320210,11,12 Fax: (0120)232 6653

Website: <https://www.gniotgroup.edu.in/>

Form 10

(Unfair means used in Examinations)

Note: A separate answer sheet should be used in each case.

(A) To be filled in by the Invigilator(s)

(1) Name of examination: MBA/M.TECH/MCA/ B.TECH..... (2) Roll No. of the student.....

(3) Name of the student.....

(4) Subject Name & Subject Code (5) Date and Time of Incident.....

Type of Unfair Means:

- (i) Copying from the paper/material
- (ii) Possessing materials leading to Unfair-means
- (iii) Copying from the answer booklet of neighboring student
- (iv) Misbehaved with invigilator
- (v) Others

(6) Comments, if any:

Signature of the Invigilator

(B) To be filled by the student after the submission of the answer script.

Student's Statement:

I have read the report of the Instructor/Invigilator(s)/Member(s) of Observer Committee made against me as given in column (A) and submit the following statements:

- (i) I undertake that this statement has been given by me under no pressure or fear.
- (ii) Do you agree with the report of the Instructor/Invigilator(s)/Member(s) of Observer Committee made against you? Yes/No
- (iii) If you agree with the report, then:
 - What explanation have you to offer for possessing/using the unfair-means or for your misconduct/disorderly conduct as mentioned in the report?
 - Have any other thing to say, by way of or clarification?
 - Were the above articles recovered from your possession?
 - Did you make use of them?
- (iv) If you do not agree with the report then give your explanation, if any, in your defence against the report of the Instructor/Invigilator(s)/Member(s) of Observer Committee.
- (v) Comments, if any by the students:

Dr. V.K. Sharma
Control Room Exams
Greater Noida Institute of Technology Gr. Noida

Signature of Student

Instructions:

1. In case of unfair means being suspected by the Invigilator, the reporting to the Exam Controller will be carried out as per form 10.0. Student will be allowed to complete the examination in the new answer script.
2. A committee appointed by the Director shall enquire into cases of attempt at unfair means in the examination. The student will be given an opportunity to present his/her case before the committee. The committee shall decide the level of the offence and submit its recommendation to the Director for consideration.
3. Item(s) found in possession of the student like Books/Papers/Manuscript etc, are to be submitted along with the answer script to the control room.



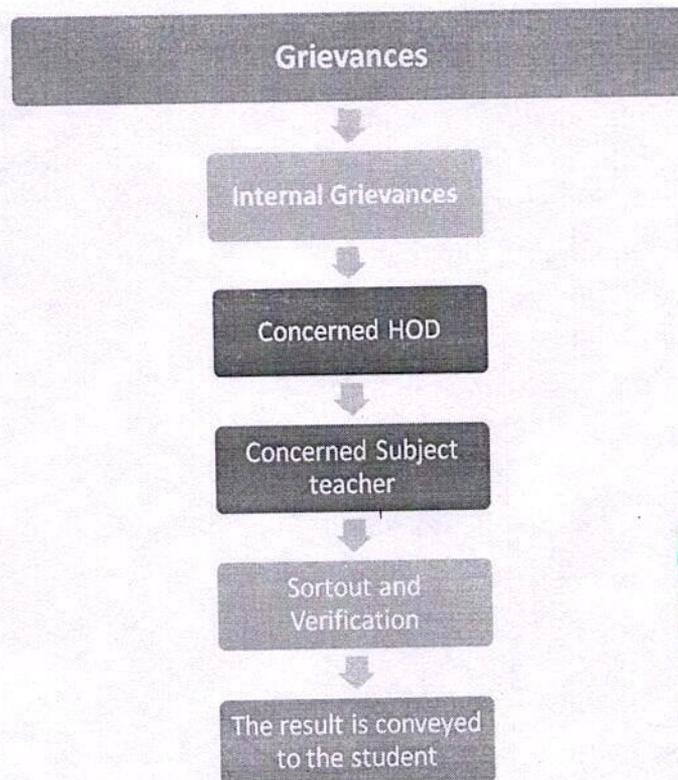
Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

Mechanism to deal with internal examination related grievances:

Grievance may be there due to error in question, incomplete question or question being out of syllabus. If any such grievance is reported at the examination hall then appropriate action is taken by the Controller of Examination. The grievance is at first verified with the respective department. Then at the time of copy evaluation the concerned examiners are notified to give full marks allotted to that question provided the student has attempted that particular question.

Mechanism to deal with marks related grievances:

The mid semester examination copies are shown to students by respective subject teachers of different departments after evaluation. So any grievance related to marks by the student is immediately clarified by the subject teacher and rectified if necessary. After this the mid semester marks are published by the departments.



Students Grievance in Internal Examinations Discrepancy in Marks

Stating from 2018-2022

Sr. No.	Roll Number	Class /Sec	Name of Student	Application No.	Application date	Discrepancy Type	Remark	Status	Status date	Exam/ Session	Session	CT/PUT
1	2001320310004	EC-3A	ANIMESH S DHINGAN	GNIOT.0001	27/09/2022	MARKS ON ERP ARE DIFFERENT FROM ANSWER SHEET	NO CHANGE IN MARKS		28/09/2022	CT1 ODD Sem 2022-23	2022-23	CT1
2	2101320310025	EC-4B	MD NASIR REZA	GNIOT.0002	27/09/2022	MARKS ON ERP ARE DIFFERENT FROM ANSWER SHEET	MARKS UPDATED		28/09/2022	CT1 ODD Sem 2022-23	2022-23	CT1
3	2001321550009	IOT-3	ANKIT YADAV	GNIOT.0003	28/09/2022	MARKS CHANGED AFTER CHECKING ANSWER SHEET BY STUDENT	MARKS UPDATED		29/09/2022	CT1 ODD Sem 2022-23	2022-23	CT1
4	2101320400007	ME-2	MD FAIZI IMAM	GNIOT.0004	28/09/2022	MARKS ON ERP ARE DIFFERENT FROM ANSWER SHEET	MARKS UPDATED		29/09/2022	CT1 ODD Sem 2022-23	2022-23	CT1
5	2001320100121	CS-3C	SANTOSH RAI	GNIOT.0005	29/09/2022	MARKS ON ERP ARE DIFFERENT FROM ANSWER SHEET	MARKS UPDATED		30/09/2022	CT1 ODD Sem 2022-23	2022-23	CT1
6	2001320109015	CS-4E	UTSAV KUMAR	GNIOT.0006	29/09/2022	MARKS ON ERP ARE DIFFERENT FROM ANSWER SHEET	MARKS UPDATED		30/09/2022	CT1 ODD Sem 2022-23	2022-23	CT1
7	1901320000034	CE-3RD	PRANAV KUMAR JHA	GNIOT.0007	12/12/2022	MARKS ON ERP ARE DIFFERENT FROM ANSWER SHEET	NO CHANGE IN MARKS		14/12/2022	PUT Odd Sem 2022-23	2022-23	PUT
8	2001320000010	CE-3RD	LAKSHYA MALVIYA	GNIOT.0008	12/12/2022	MARKS ON ERP ARE DIFFERENT FROM ANSWER SHEET	MARKS UPDATED		14/12/2022	PUT Odd Sem 2022-23	2022-23	PUT
9	1901320100066	CS-3RD	GAUTAM KUMAR	GNIOT.0009	12/12/2022	MARKS ON ERP ARE DIFFERENT FROM ANSWER SHEET	NO CHANGE		14/12/2022	PUT Odd Sem 2022-23	2022-23	PUT
10	1901320100084	CS-3RD	LALIT GUPTA	GNIOT.0010	13/12/2022	MARKS ON ERP ARE DIFFERENT FROM ANSWER SHEET	NO CHANGE		14/12/2022	PUT Odd Sem 2022-23	2022-23	PUT
11	1901320100036	CS-3RD	ARPAN KUMARI	GNIOT.0011	13/12/2022	MARKS ON ERP ARE DIFFERENT FROM ANSWER SHEET	MARKS UPDATED		14/12/2022	PUT Odd Sem 2022-23	2022-23	PUT
12	2001320310018	EC-3RD	MOHIT KUMAR	GNIOT.0012	13/12/2022	MARKS ARE DIFFERENT ANSWER SHEET BY STUDENT	MARKS UPDATED		14/12/2022	PUT Odd Sem 2022-23	2022-23	PUT
13	2101320140062	MCA-2ND	VIJENDRA KUMAR	GNIOT.0013	14/12/2022	MARKS TO BE UPDATE AFTER CHECKING ANSWER SHEET BY	MARKS UPDATED		16/12/2022	PUT Odd Sem 2022-23	2022-23	PUT
14	1901320400023	ME-4TH	MD. ARIF	GNIOT.0014	14/12/2022	MARKS CHANGED AFTER CHECKING ANSWER SHEET BY STUDENT	MARKS UPDATED		16/12/2022	PUT Odd Sem 2022-23	2022-23	PUT
15	1901320200019	EE-4TH	SAKET KUMAR	GNIOT.0015	14/12/2022	MARKS ON ERP ARE DIFFERENT FROM ANSWER SHEET	MARKS UPDATED		16/12/2022	PUT Odd Sem 2022-23	2022-23	PUT
16	1901320400051	ME-3	TAPAN SHARMA	GNIOT.0016	19/3/2023	MARKS CHANGED AFTER CHECKING ANSWER SHEET BY STUDENT	MARKS UPDATED		23/3/2023	CT1 Even Sem 2021-22	2021-22	CT 1



Form-7.0

Grievance in Internal Examination

Date: 31/10/2022

To
The Controller of Examinations
Greater Noida Institute of Technology
Greater Noida-201306

Sir

Myself Neeraj Kumar University Roll No _____, College ID _____ is a student of Class/Sec MCA-2ND, Sem 000 Year Second, Session 2021-22. During the session _____, Semester _____.

I request you to please:-

1. Allow me to give makeup test in Class test due to-
 - a. COVID-19
 - b. Medical condition.
 - c. Extra Curricular activity
 - d. Other reason
2. To make correction in marks on ERP.
3. To make correction in the status of absent in class test.
4. To re evaluate the answer sheets of class test.
5. There was a discrepancy in question paper in-
 - a. Misprint
 - b. Distribution of marks
 - c. Toughness of question paper
 - d. Out of syllabus
6. Other reason

Thank You

Name of the student:- Neeraj Kumar

Signature of the Student Neeraj Kumar

