

**2.5.1 Mechanism to deal with internal/external examination related grievances is transparent, time- bound and efficient:**

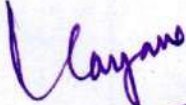
I.T.S Engineering College handles grievances mechanism in a completely transparent way. In the starting of the semester, all faculty members discussed the evaluation process of internal marks and external marks with the students. Internal examination test schedules are prepared and communicated to students in advance.

**Internal Examination Grievances Redressal**

- After evaluation of the answer copies of sessional examinations are available to the students for verification and to clear internal examination grievances (if any). The same is collected back. He/she many times have grievance after comparison with fellow student's answer sheet. This is satisfied by the evaluator/concerned faculty member by explaining the reason for difference in marks.

If a student is unhappy with his or her marks after speaking with the subject faculty, he or she may contact the department head. Following an investigation of the case's validity, the department head may direct to re-evaluate the answer sheet(s) through department another faculty. In case the student is not satisfied with the proceedings, he / she may approach the Institute Director for the redressal of his / her grievance.

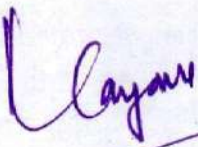
- The time taken by the institute for the declaration of the results of Sessional examinations is around 5 days from the date of the last examination. The award list of the sessional examinations is displayed on the departmental notice board for the students.
- Grievance redressal forums functioning at the Department and Institute levels look into student complaints on internal assessment. Students are free to raise their complaints if any, regarding internal assessment to the subject teacher.
- The regular assessment of the practical conducted by the students is completed by the faculty members either on the same day or on the next turn.
- Final sessional marks are uploaded on the university portal and daily attendance is also uploaded on the university portal by concerned subject faculty members. Detained list is prepared well in advance with common criteria. If any grievance is observed in it, is resolved only for medical reasons/emergency. For lab courses, continuous assessment of every experiment is prepared by concerned faculty member followed by viva voice and lab record.

  
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### External Examination Grievance Redressal

- University End Semester Theory examination is conducted at other centers and for practical examination, the University assigned an examiner from other colleges.
- University examination result may be challenged by scrutiny/re-evaluation. Re-evaluation process is done by another evaluator at University level. This whole process is conducted in such a way so as the student gets updated result within the same semester; hence it is a time-bound process.
- All external examination result related grievances are reported to the university through college registrar. The follow up for the resolution of grievance is taken care by the college registrar level.
- For all the external examination related grievances, the decision of Controller of Examination of Dr. APJ Abdul Kalam Technical University, Lucknow, shall be final and binding to students / officials of the Institute.

  
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# STANDARD OPERATING PROCEDURES


*(INTERNAL EXAMINATIONS)*



ITS Engineering College


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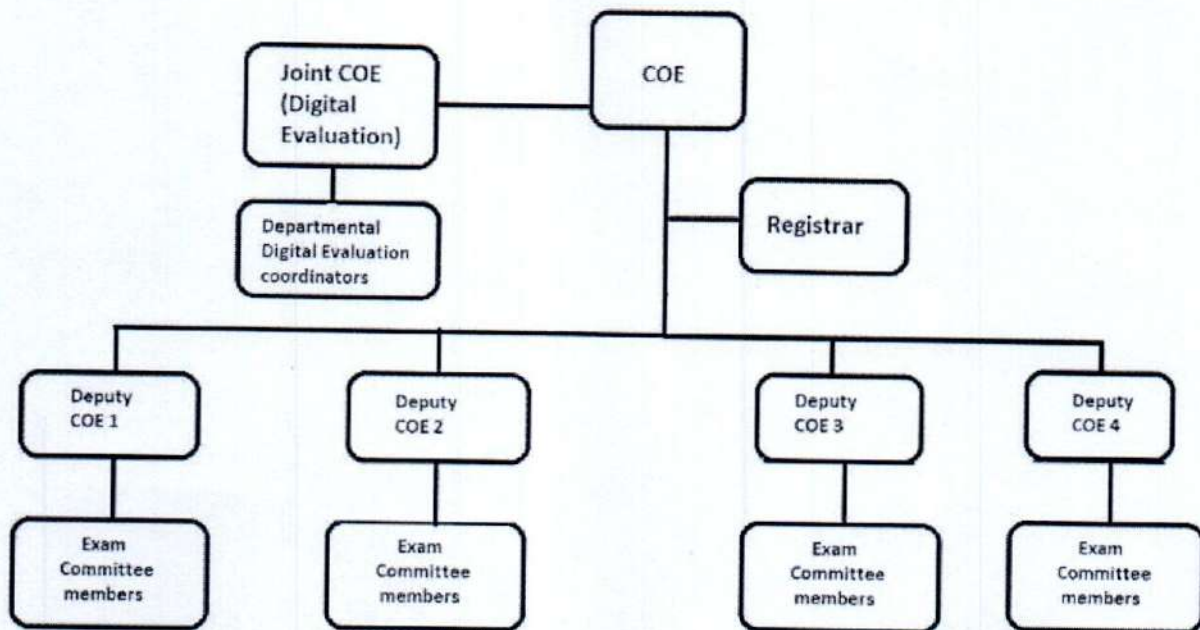
  
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## 1. Constitution of the office of Controller of Examination (COE)

Office of COE constitutes of COE, Joint COE, Deputy COEs and Committee members.  
(Ref. Office No 29/2019 dated 11<sup>th</sup> October' 2019)



### Offline Examination Process

## 2. Formation of Teams, Roles and Responsibilities

A meeting of Examination Committee members to be called by COE, the following teams are formed, and responsibility assigned. At least one Deputy Controller Guides Each Team.

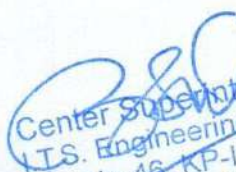
S.NO	Teams	Duties and responsibilities
1.	Seating plan (one Deputy COE and 2 faculty)	Preparation of shift wise Consolidated and room wise seating plan Displaying them at proper places and forwarding them to other teams. Mialing seating plan to students.


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2.	Question Paper (one Deputy COE and 2-3 faculty)	Preparation of room wise / date wise/ shift wise subject codes and numbers of question papers required
		Receiving Question papers from all departments.
		Segregating Question paper and room wise envelop, distributing those before the reporting time of invigilators
		Making a file of question papers day wise/shift wise
		Preparing the day wise/shift wise requirement of log books, data books etc
F3.	Invigilation duty assignment (one deputy COE and 2 faculty)	Sending request to HR for the list of faculty members available for investigation duty.
		Preparing the schedule of class tests and PUE in consultation with principals/Hods.
		Preparation of day wise / shift wise/room wise investigation duty chart based on the seating plan and circulating the same to faculty members and office of Director/ Principals /Hods
		Deputing flying squad teams for overall observation
4.	Miscellaneous activities ( one Deputy COE and 2-3 faculty)	Maintaining Absentee and Detainee record branch wise/ Semester wise/ Day wise/ shift wise.
		Collection of reports from control room and reparation of day wise / shift wise Consolidated report.
		Collection of flying squad reports and interacting with them (COE/Deputy COE).
		Checking the board and furniture cleaning and proper working of lights, fans and air conditioners of the rooms used as examination hall.
5.	Control room Teams (One deputy COE for overall supervision of all control rooms +	Setting up of 04 Control rooms. Each Control room dealing with approximately 20-25 examination halls.
		Assigning one In-charge, two team members and one supporting staff to each control room.

  
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	three faculty members per Team)	Preparing room wise answers script in required numbers and Examination Envelope containing formats for invigilator report/ attendance summary/ answers sheet summary report/ student's attendance format/ instructions to invigilators/ UFM reports/ Records of candidates going out ( <b>Annexure I-IX</b> )
		Issuing room wise all Exam material to invigilators before each shift.
		Receiving Branch wise/ Semester wise Detainee list from COE and entering data in student's attendance format.
		Receiving Question paper envelopes from question paper team.
		Receiving answer scripts and other formats at the end of each shift of examination.
6.	Team of Supporting staffs and lab attendants/ peons	Each of the above team is assigned one/two supporting staffs and one/two supporting staffs and one/two peons.

### 3. Question Paper Setting and Submission

- i. Hods requested to send all question papers of their department in required number of copies as per the format issued by the office of dean academics at least before 3 days of the Commencement of the Examination.
- ii. Hods also requested to set up a **Moderation committee** as per the policy for moderation of the question papers submitted by faculty. A report from the **Moderation committee needs** to be submitted to office of Dean (A) in proper format.
- iii. Question papers to be submitted to exam cell only after moderation.
- iv. The question papers receive by the exam cell to be kept in strong room.

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## **4. Conduction of Examination**

### **4.1 Academic Calendar from Dean Academics**

Office of Dean Academics publishes academic Calendar mentioning dates of internal exams.

### **4.2 Preparation of Schedule for internal Examinations**

- i. Preparation of Examination Schedule by the office of The COE based on dates of internal exam
- ii. Circulation of Examination Schedule to office of Director/ Joint Director/Dean Academics/ Principals/Hods/Registrar/Admin Officer.
- iii. Display of exam schedule in all department notice boards and examination cell notice boards and mailed to students.

### **4.3 Request for Faculty details from HR Department**

Procurement of list of faculty members from HR for the availability of invigilators.

### **4.4 Detained data from departments**

- i. Request for Faculty wise subject details.
- ii. Room Details for conducting examination.
- iii. MIS (student details with Name & Subject Codes)

### **4.5 Rooms identification and intimation to all Hods & Admin officer**


- i. Identify the Examination Hall and intimation the same to concerned Hods.
- ii. Intimation to Admin Officer for the necessary arrangements.

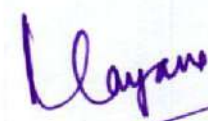
### **4.6 Obtaining Detainee list from Principals/ Hods**

Branch wise/ Semester wise list of students to be detained due to short attendance obtained from principals / Hods at least one day before the commencement of the examination.

### **4.7 Consolidated Examination Halls & Room wise Seating Plan for student display**

- i. Preparation of consolidated and room wise seating plan.

  
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- II. Displaying it in the different notice boards, entry points and Examination Halls.
- III. Mailing the consolidated and Room wise seating plan to Dean Academics/Principals/Hods.
- IV. Mailing the consolidated and Room wise seating plan along with instructions regarding examination to Students.

#### **4.8 Question Paper Segregation**

Day wise/ Shift wise/ room wise question paper segregation done by exam committee members in the strong room and handed over in envelopes to control room just before the reporting time of the invigilators.

#### **4.9 Preparation of Invigilation Duty Chart**


- I. Invigilation Duty chart to be prepared Day wise/ Shift wise/ Room wise and circulated to faculty members and Director Office/ Principals/ HoDs.
- II. Instructions to the invigilators are also circulated with duty chart.

#### **4.10 Reporting of Invigilators**

- I. Invigilators report to control room 45 minutes before commencement of examination and take the examination materials before moving to the examination hall where they have been assigned duty.
- II. After completion of the examination invigilators submit the answer scripts along with other formats to control room.

#### **4.11 Collection of answer scripts from invigilators and distribution to subject teacher**

- I. Branch wise/ Year wise/ Section wise Answer Script collection from invigilators.
- II. Answer Script summary report to be submitted by invigilators along with answer script.
- III. Handing over the answer scripts to the subject teacher after filling the answer script issue format.
- IV. Also keeping a record of answer script received from subject teacher.

  
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#### **4.12 Show cause notice for those invigilators who are violating the rules**

After completion of every internal examination, release the show cause notice to those who violated the examination rules.

#### **4.13 Formation of Flying Squad team and Discipline team**

- I. Forming a team of flying squad constituted of Professors and Additional HoDs for observation.
- II. Forming Discipline constituted of Dean Student Welfare and Chief Proctor for looking after students discipline during examination.
- III. Assigning duty to them in different examination blocks.
- IV. Sending the format for flying squad report (Annexure IX) and receiving the same from them after their duty (Shift wise)

#### **4.14 Day wise consolidated report of all departments**

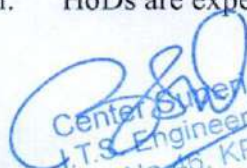
Preparation of Day wise/ Shift wise/ overall examination report by COE and forwarding it to the Office of Director/ Joint Director/ Dean Academics/ Principal/ HoDs.

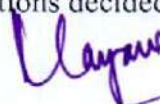
#### **4.15 Absentees Statements for all departments**

After every examination segregation of branch wise/semester wise/section wise absentee records and forwarding a copy of these to HoDs.

#### **4.16 Unfair Means (UFM) Policy Framing and implementing**

- i. The various cases which come under UFM are notified to students in the instruction sheet.
- ii. The current UFM policy is given in section 9.0.
- iii. During the examination if any UFM cases are registered. UFM case guidelines are to be strictly followed.
- iv. Explanation from the student and report from invigilator to be taken in the format provided.
- v. Action decided by COE based on UFM policy.
- vi. Both answer scripts along with the UFM report are sent to respective HoDs.
- vii. HoDs are expected to observe the compliance of the actions decided for UFM cases.

  
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#### **4.17 Bell Timings**

- i. Short Bell 15 minutes prior to commencement of examination.
- ii. Long Bell at start of examination
- iii. Final Bell at the completion of examination.

#### **5. Evaluation of Answer Scripts**

- i. Evaluation of the answer scripts to be done by subject in charges/ experts.
- ii. However, if HoD feels required and appropriate may interchange the evaluators among various sections for the same subject. For example, Faculty A is teaching section A and Faculty B is teaching Section B, but evaluation can be given to faculty A for section B and vice versa.

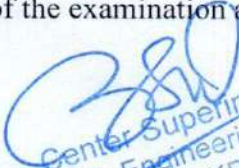
#### **6. Compliance Report of UFM Cases**


- i. At the end of each internal examination a summary report of the UFM cases, decisions taken against individual case and a compliance report needs to be submitted to office of Dean (A) by digital evaluation coordinator.
- ii. Under normal circumstances, no deviation in the decisions taken by COE is expected from any stakeholder. However, if any genuine nonconformity towards decisions made by COE, must be consulted with COE in advance, before implementing any change.

#### **7. Minimum Duration for Answer Script Submission**

It has been observed that many students intentionally come to the examination hall just for marking their attendance in that particular examination. Also, many of them do not fully prepare for the examination. These students finish their work before the duration of examination and create unwanted disturbance in the examination hall. These activities sometimes cause heated arguments or indiscipline by students, leading to multiple types of misbehavior or misconduct in the examination hall.

Therefore, the candidates may be allowed to submit their answer scripts before the duration of the examination as per the timings mentions below:

  
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Duration of Examination	Minimum Duration for Answer Script Submission
3 Hrs.	2 Hrs 15 minutes
2 Hrs.	1 Hr 45 minutes
1Hr. 30 minutes	1 Hr 15 minutes

## 8. UFM Policy

### *Preamble*

Evaluation of students by means of various types of examinations is an integral part of teaching learning process. It is not only allowing teacher to evaluate the students for profession readiness but also make students to learn to obey various “Do’s and Don’t’s”, while he or she is in profession.

In the recent past, number and types of UFM cases has been noticeably increased, which is a very alarming situation. Additionally, misbehavior by students during examination is also rising day by day.

Keeping this in view, following are the proposed policies for curbing and handling such cases in future:

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, any electronic device 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 (intentional cheating).
- B. Copying or attempting to copy from the objectionable. material found in his/her possession or copying or attempting to copy from another candidate or assisting another candidate to copy from the objectionable material in his /her possession or from his /her answer-book. (Intentional Cheating)



- C. Talking to another candidate or any person inside or outside. the examination hall without the permission of the supervisory / invigilation/staff.
- D. Leaving the examination hall without handing over the answer book or a part to the supervisor or taking away the same or tearing or otherwise disposing it of or tearing the answer-book of other candidates or otherwise disposing it off.
- E. Refusing to obey the legitimate orders of the controller of examination and or any other member of the Supervisory Staff.
- F. Changing the seat without the permission of the supervisory staff or intentionally occupying the seat not allotted to him or her.
- G. Coming to the examination hall under the influence of alcoholic drink or drugs.
- H. Swallowing or attempting to swallow a note or paper or running away with it or causing its disappearance or destroying it in any manner.
- I. Writing on any piece of paper or blotting paper or on any other material in question or a part thereof set in the question paper or anything connected with it or a solution thereof.
- J. 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.
- K. Smuggling in answer book of a continuation sheet or any part thereof, in or outside the place of examination.
- L. Replacing or getting replaced answer books or any of its leaves or a continuation sheet during or after the examination.
- M. Misbehaving towards
- i. 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;
  - ii. Creating disturbance in the examination hall or in its vicinity;
  - iii. Organizing a walk out; or instigating others to walk out; or misconducting oneself in any manner in or outside the examination hall;
  - iv. Disturbing or disrupting the examination in any manner whatsoever;
  - v. Making any disrespectful/proactive remarks or gesture during examination to anyone within examination premises.
- vi. Carrying/making unusual absurd sound/ noise individually or in mass.
- vii. Carrying into the examination hall firearms or any other weapon.



- O. Using abusive or obscene language in the answer book in the examination hall.
- P. Forging other person's signature or any document or using a forged document knowing it to be forged with a view to seeking admission to examination hall or for any other purpose.
- Q. Getting oneself impersonation by someone in the examination or impersonating another candidate.
- R. Knowingly writing another person's roll number on one's answer book.
- S. 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.
- T. UFM reporting of same student (repeatedly once/more than once) in the same exam/different exam/alternate exams.

S.No.	Punishment	For offences under the clause
1.	Warning to student, submission of apology letter, information to parents	A-S
2.	Deduction of 10 marks from the concerned ST Examination for particular subject	C, I
3.	Cancellation of one subject examination for concerned ST	E,J,O
4.	Cancellation of two subject examination for concerned ST	D
5.	Cancellation of all subject examination for concerned ST, which can be extended to two STs depending on severity of offences.	A,B,H,M,P,Q,R,S
6.	Cancellation of all subject examination for concerned ST, followed by proctorial action	G
7.	Cancellation of all ST examinations leading to award zero in all subjects in ST marks followed proctorial action	K,L,N
8.	Cancellation of all subject examination for concerned ST, which can be extended to two STs depending on severity of offences	T

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	<p>OR</p> <p>Cancellation of all ST examinations leading to award zero in all subjects in ST marks followed proctorial action</p>	
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**Implementation of punishment\*\***

For understanding of offence, its severity and implementation of punishments, a committee shall be constituted wherever required, which may be as follows-

Parties Means	Means of offender and invigilators
Committee Type I	Three Members - Controller of examination (COE), Two Deputy COE.
Committee Type II	Five Members – Controller of Examination (COE), Two Deputy COE, Head of Department of the department for concerned students, One faculty from concerned department (Preferably Class Coordinator / Mentor).
Committee Type III	Seven Members – Controller of Examination (COE), Two Deputy COE, Head of Department of the department for concerned students, One faculty from concerned department (Preferably Class Coordinator / Mentor) , Chief Proctor, Departmental member of Proctorial board.

*\*\*In all the circumstances, decision of COE would be final.*

**Punishment Type –**

- (A) Warning to students, Submission of apology letter, information to parents.
- (B) Deduction of 10 Marks from the concerned Ct Examination for particular subject.
- (C) Cancellation of one subject examination for concerned CT.
- (D) Display of decision taken by committee on notice boards.

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**Implementation Protocol –**

- (I) Formal receiving of complaint from students/member of the examination committee/ any another member concern.
- (II) Talk to parties, if required.
- (III) Matter forwarded to the committee.
- (IV) Decision by Committee Type I.
- (V) Display of decision taken by committee on notice boards.

**Punishment Type –**

- (A) Cancellation of two subject examination for concerned CT
- (B) Cancellation of all subjects for concerned CT, which can be extended to two CTs depending upon the severity of offence.

**Implementation Protocol –**

- (I) Formal receiving of complaint from students/member of the examination committee/ any another member concern.
- (II) Talk to parties, if required.
- (III) Matter forwarded to the committee.
- (IV) Decision by Committee Type II.
- (V) Information to department for implementation.
- (VI) Display of decision taken by committee on notice board.

**Punishment Type –**

- (A) Cancellation of all subject examination for concerned CT followed by Proctorial Action.
- (B) Cancellation of all CT examination leading to award 'Zero' in all subjects in CT marks followed by Proctorial Board Action.

**Implementation Protocol –**

- (I) Formal receiving of complaint from students/member of the examination committee/ any another member concern.
- (II) Talk to parties, if required.

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- (III) Matter forwarded to the committee.
- (IV) Decision by Committee Type III.
- (V) Information to department for implementation.
- (VI) Display of decision taken by committee on notice board.

## **Online Examination Process**

### **1. Question Paper Setting and Uploading**

- (i) HoD's to ensure uploading of all question papers of their department in the prescribed online platform given by COE, and as per the format issued by the Dean (A) in stipulated time.
- (ii) HoDs to ensure set up a moderation committee as per the policy for moderation of the question papers submitted by faculty. A report from the policy for moderation of the question papers submitted to office of Dean (A) and COE in proper format.
- (iii) All question papers to be uploaded only after moderation.

### **2. Online Examination Process:**

#### **2.1 Academic Calendar from Dean Academics.**

- (I) Office of Dean Academics publishes academic calendar mentioning dates of internal exams.


#### **2.2 Preparation of Schedule for internal examinations.**

- (I) Preparation of Examination Schedule by the office of the COE based on dates of internal exams.
- (II) Circulation of Examination Schedule to the Office of Director/ Joint Director/ Dean Academics/ Principals/ HoDs/ Registrar/ Admin Officers
- (III) Circulation of Examination Schedule among the Students through mail by COE/ respective departments.

#### **2.3 Detailed data from departments**

- (I) Request of faculty wise subject details (Annexure-IV)
- (II) MIS (Students Details with Names & Subject Codes) (Annexure-III)

#### **2.4 Obtaining Detainee list from Principals/ HoDs**

  
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- (I) Branch Wise/ Semester wise list of students to be detained due to shirt attendance obtained from the Principals/ HoDs on last academic day before the commencement of the examination till 04:00 p.m.
- (II) The detainees will be marked 'unchecked' in the prescribed online platform for an exam by the concerned subject teacher and the verification is done by COR & Team.

### 2.5 Question Paper Segregation

- (I) Day wise/ Shift wise question paper segregation done by COE and team in the prescribed online platform.


### 2.6 Day wise consolidated report of all departments.


- (I) Preparation of day wise/ Shift wise overall examination report by the department and forwarding it to the COE. After compilation, the report is sent to the office of Director/ Joint Director/ and Dean Academics.

## 3. Conduction of Online Examination

### 3.1 Examination process through Google Classroom.

- (I) Making two Google Forms per Subjects.
- (II) One for attendance and other form for question paper.
- (III) Attendance form will be sent through Google Classroom at 09:30 a.m. with a time limit of 09:45 a.m. The question paper will be shared from 10:00 a.m. (Annexure-VII).
- (IV) After collection of responses, individual teacher will uncheck students with no attendance from 'Assign Paper' tan. So that paper will not reach to students who have no filled the attendance.
- (V) This attendance will be final for everything ahead.
- (VI) In case if a student is unable to submit attendance form, then He/She can call subject teacher for information, and subject teacher will include the student before 09:55 a.m. manually.
- (VII) The excel Sheet of response must be sent to COE before 10:00 a.m.
- (VIII) A faculty member should not alter any setting other than unchecking of absentee.
- (IX) The edit form option will be on for student in question paper so that he/she can submit even in small portions.

  
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- (X) Closing response receiving and auto mail for response summary, must be set to auto avoid non-submissions. The same will be monitored by COE & Team.

### 3.2 Examination Process using MOODLE Platform.


- (i) Creation of one examination category on the MOODLE server. After this steps creation of creation of category is given below:

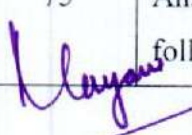


- (ii) Creating Question Paper on MOODLE in the format prescribed by the office of the Dean Academics. The manual for creating question paper is attached in Annexure X.

## 4. Pattern of Internal Examination

Course/ Year	Name of Examination	Total Marks	Time Allotted	Questions	Type of Questions
B.Tech/B.Pharma/ MBA/MCA 2 <sup>nd</sup> , 3 <sup>rd</sup> , 4 <sup>th</sup> .	CT-1 and CT-2	100	1 Hr 30 Minutes	50	MCQ/Multiple Correct Answers/ T-F/ Match the following/ One word fill in the blanks etc.
	PUT	150	2 Hours	75	MCQ/Multiple Correct Answers/ T-F/ Match the following/ One word fill

  
 Center Superintendent  
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 Greater Noida



					in the blanks etc.
--	--	--	--	--	--------------------

### 5. Evaluation of Answer Scripts.

- (I) Evaluation of Answer Scripts to be done by subject in charges/ Experts Manually.
- (II) However, if Principal/ HoDs feels required and appropriate, may interchange the evaluators among various subject. For Example: Faculty A is teaching Section A and Faculty B is teaching Section B , but evaluation can be given to Faculty A for Section B and vice versa.

  
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Director  
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Greater Noida

*Invigilators Report*

Session     -

Semester

Name of Examination Centre \_\_\_\_\_ Centre Code

Room No. \_\_\_\_\_ Date of Examination

Shift (Please Tick  $\checkmark$ ): First  Second

**(A) Details of Answer book**

A1. Number of Answer books Issued

A2. Answer book No. From         to

A3. Answer book consumed

A4. Answer book Returned

**(B) Details of Question Paper**

Sl. No.	Subject Code	Number of Question Paper Issued	Number of Question Paper Consumed	Number of Question Paper Return

(C) C1. Total Number of Students Allotted in the Room

C2. Statement of Detained Candidates (The list should be provided to Room Invigilators by CS)

The following candidates are detained for this examination:

Roll No.	Name	Roll No.	Name

Total No. of Students Detained

नोट: जो लागू न हो उसे काट दे।  
Center Superintendent  
I.T.S. Engineering College (222)  
Plot No-46, KP-III  
Greater Noida (U.P.)

*Wajid*  
Director  
ITS Engineering College  
Greater Noida  
Scanned with CamScanner











**EXAMINATION CONDUCTION MANUALS**  
**INSTRUCTIONS FOR THE GUIDANCE OF THE STUDENTS**


(TO BE SENT TO THE STUDENTS WITH THE ADMISSION CARD)

1. No Supplementary answer-books shall be issued. Please do not waste pages unnecessarily.
2. Make all due entries on the cover page very carefully & only at the space provided for the purpose. PLEASE ENTER YOUR ROLL NUMBER CAREFULLY ON THE ANSWER- BOOK.
3. Leave two line-space after completion of answer of each question or part there of.
4. Bringing cell phone/ programmable calculator (i.e. having memory capacity of more than six steps)/ communication devices in the examination hall is strictly prohibited. Exam conducting authority shall not be responsible for the custody of such articles. However, use of scientific calculator is permitted.
5. The examination shall commence as per programme of Examination to be notified earlier. The doors shall be opened, on the first day half an hour before and on successive days 15 minutes before the scheduled time. No student shall be admitted after half an hour of the commencement of the examination on any day.
6. Seat with your roll number shall be marked for each student and a numbered answer-book to write your answer shall be issued in the examination hall. Student is required to find and occupy the seat allotted to him/her.
7. During the course of examination, the students shall be under the discipline and control of the Centre Superintendent and shall obey all orders issued by the Superintendent in all matters relating to the Examinations.
8. Urinals for use of examinees shall be provided by the centers and every examinee shall be required to use one of those urinals only.
9. Students should note carefully that it shall be deemed an offence amounting to cheating if they write answer to the same question more than once and such cases will be dealt under UFM rule.
10. Students must write the words "The End" at the end of the last answer in their answer book(s).
11. No student should leave any blank page in between answers of two questions in the answer book. If a page or two is/are inadvertently left blank, the letters "P.T.O." must invariably be written on that page or pages for the guidance of the examiner. It is advised to write page numbers.
12. Students should not leave the Examination Hall without handing over his/her answer book(s) to the Room Invigilator.
13. Students are warned against writing their Roll Nos., Names, Enrollment Nos. or make any other sign or mark inside their answer-books. Any breach of this instruction is liable to be penalized under UFM rules of the University.
14. All students are required to bring their own pens and use blue or black ink only for answering question papers. They should not bring any text books or notes with them inside the Examination Hall.
15. Students are forbidden from writing answers (or anything else) on the question paper except Roll No. or on the admission card.
16. STUDENTS SHOULD READ THE QUESTION PAPER AND THE INSTRUCTIONS CAREFULLY BEFORE THEY BEGIN TO WRITE THEIR ANSWERS.
17. A student found guilty of use of unfair means or disorderly conduct at or in connection with the examination or violation of the preceding rules or personal approaches to the examiner concerned shall be liable to sever action under the provisions, contained in Ordinance. The student shall be



supplied with a copy of the charge sheet immediately during the examination and asked to submit his/her written reply on the charge sheet and also to sign the material recovered from him/her before leaving the examination centre. The superintendent, if needed shall also give him personal hearing. If the student refuses to give his/her statement on the spot and/or refuses to sign the material recovered or leaves the centre without giving his/her statement or if he/she is found guilty of showing disorderly conduct, a notice shall be sent to him/her under registered cover calling upon him/her to show cause why action should not be taken against him/her for using unfair means and/or showing misconduct. Such cases shall be decided by the University in absentia on the basis of the report of the room invigilator / centre superintendent and the reply, if any, received from the student and no representation or protest from him/her shall be entertained afterwards.

18. No enquiries by fax, post, telephone concerning results shall be answered by the University. Students must wait for the announcement of their results on the website [www.aktu.ac.in](http://www.aktu.ac.in).
19. No guarantee is given to the students regarding the order of the question papers
20. In case the original Admission Card is lost, its duplicate copy may be issued on receipt of an application through proper channel along with a fee announced separately for the same. However, during the period of examination, the center superintendent shall issue the duplicate admission card only on verification of the same by the university for such cases against a fee of Rs. 25/-. Such admission cards shall be valid only for the day on which issued, provided, the student's name is not in the detained list
21. No student should be allowed to leave examination hall for any purpose within first hour and last hour of the commencement of examination.
22. Students are required to answer his/her question paper in English only.
23. If student/students boy-cott any paper/examination, it shall be at his/ her own risk.
24. Smoking and other intoxicants are strictly prohibited in the Examination Hall.
25. The students must necessarily number the questions, which he/she solves in the Examination Hall.
26. Complaints against question-paper, if any, should be submitted to the University through the Centre Superintendent concerned within 3 days from the date of the examination for the paper concerned, after which no complaint shall be admitted.
27. All Court cases shall be subject to the Jurisdiction of the Dr. APJ Abdul Kalam Technical University i.e. Lucknow and not at any other place.
28. **Write question number clearly in the left margin of answer-book.**
29. No paper is to be brought in the examination hall for scribbling on. A student found talking, copying or using any type of Unfair-means in or outside the examination rooms shall be dealt with in accordance with provisions of Unfair-means.
30. Students are advised to count the number of pages in the answer book. In case of less/more pages, inform immediately to Centre Superintendent or replace the answer book.

  
Center Superintendent  
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Plot No-46, KP-III  
Greater Noida (U.P.)

  
Director  
ITS Engineering College  
Greater Noida



**INSTRUCTION FOR  
FILLING OMR COVER PAGE OF ANSWER BOOK**

OMR cover page of the A answer book has three parts namely Part I, Part II, Part III and Part IV  
various details to be filled in parts are as under.

**Part-1**

- Course : Write the course  
Branch : Write the Branch  
Paper ID : Write the Paper ID  
Date of Exam : Write date of examination as applicable. Format for it should be  
Date / Month / Year : For example in case of examination held on 6th December 2011 write  
06/12/2011 here  
Exam Session : Write session as 2012-13 in case of main as well as carry over  
examination.  
Paper Code : Write subject paper code as applicable and also indicated in Admit Card For  
example in case of Electrical Engineering subject it would be.  
Subject : Write name of the subject as applicable  
Semester : Student has to write Semester in which he/she is appearing in the  
examination  
Shift : Write the shift of Exam.

*Warning : Students should carefully fill up the various entries. Please do not tamper the OMR Cover page as it is to be scanned and any tempering shall hamper to the scanning.*

**PART-II**

Entries to be made by the student at the time of examination. Student should fill entries in this part as follows :


**Course:** Write name of the course as applicable as B.Tech / B.Arch etc. for example, students from MBA, has to write MBA.

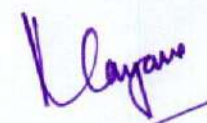
**Branch:** Applicable for B.Tech course students only. Students who must write the name of the branch of their study

**Session:** Write session as 2012-13 in case of main as well as back paper Exam.

**Semester:** Write the digit corresponding to the semester applicable in the box provided. For example in case of the subject of examination being form 1st semester write 1 in the box provided. Also darken the circle corresponding to the digits.

**Paper ID :** Write the Paper ID of the Subject.

  
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### PART-III

Entries to be made by the student at the time of examination

Student should fill entries in this part as follows : Course:

Branch: Session:

Semester:

**Student Roll No.:** Write ten digit roll no. as applicable. Also darken the appropriate circle given below the boxes corresponding to the digit.

**Status of Student:** Student should darken the appropriate circle regarding his/her status. For example, the regular student should darken the circle corresponding to fresh.

**Date of Exam :** Write date of examination as applicable. Format for it should be (DD/MM/YY). For example in case of examination held on 23<sup>rd</sup> May 2016 write 23/05/2016. Also darken the appropriate circles below in boxes corresponding to the digits filled in the respective box.

**Paper ID:** Write four digit Paper ID (as mentioned on the top of left of the Question Paper) in boxes provided for it. Also darken the appropriate circles corresponding to the digit.

**Examination Centre Code: Paper**

**Code:**

**Subject Name: Student**

**Name :**

**Signature of the Student:**

After making above entries, student should put his/her signature in the space provided for the purpose.


**Warning:** Students should carefully fill up the various entries. Please do not cut, fold, tear, tamper the OMR Cover page as it is to be scanned any by doing it scanning shall not be possible.


Entries to be made by the Invigilator

Invigilator should verify that the entries made by the student in Part II & Part III are correct and then he/she should put his/her signature at the space provided for the purpose. Please check the Roll number of the student and the corresponding circles.

Entries to be made by the Centre Superintendent

Centre Superintendent should take care that entries are made properly and then put controller's facsimile marked in the box provided for that purpose

  
Center Superintendent  
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Plot No-46, KP-III  
Greater Noida (U.P.)

  
Director  
ITS Engineering College  
Greater Noida



1. Exam Centre Code :

THEORY/PRACTICAL

3. Subject Code  
(Refer back side for codes)

4. Shift

5. Room No.

2. Exam Date :

Alpha Numeric

I promise that I shall not use unfair means and I swear on Oath that I have nothing in my possession, which may render me liable for a case of unfair means. I do hereby undertake that if I am not found eligible to appear in this Odd Sem Examination May-June, 2017-18 I will myself be responsible and the university holds the right to declare/withhold my result/cancel my examination.

Sl.No	Roll No	Answer Booklet No	Full Signature of Candidate
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

Details of Students

Total No. of Students in

No. of Students appeared

No. of Students absent

Signature of Centre Supdt.  
(with seal)

Signature of Invigilators

*[Signature]*  
Center Superintendent  
I.T.S. Engineering College (222)  
Plot No-46, KP-III  
Greater Noida (U.P.)

*[Signature]*  
Director  
ITS Engineering College  
Greater Noida



**Form for reporting cases regarding Unfair-means or Dishonest Act and Disorderly conduct at or in connection with an Examination**

- Note:**
1. One form should be used for one case only. If printed forms case ID \_\_\_\_\_ are not sufficient, typed copies may be used (leave blank).
  2. Please send one question paper along with the case(s)

**FOR THE USE OF CENTRE OF EXAMINATION**

**(A) To be filled in by the Centre Superintendent/Room Invigilators**

1. Name of Examination 

1	
---	--

2	
---	--

3	
---	--

4	
---	--
2. Name of Candidate
3. Father's Name
4. Roll No.
5. Enrollment No.
6. Full Postal Address of the Candidate (in capital Letters)
7. College of Study \_\_\_\_\_ Code
8. Name of Centre \_\_\_\_\_ Code
9. Subject/Paper in which the candidate is suspected or reported to have used or attempted to use Unfair-means or shown disorderly conduct 

1	
---	--

2	
---	--
10. Day & Date of Examination: Day: 



  
Date:
11. Time of Incident \_\_\_\_\_
12. Name of examination and Roll No. if simultaneously appeared/appearing/due to appear at a lower or a higher examination:

(a) Name of Examination \_\_\_\_\_

(b) Roll No.

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I.T.S. Engineering College (222)  
Plot No-46, KP-III  
Greater Noida (U.P.)

*Rayane*  
Director  
ITS Engineering College  
Greater Noida



(B) Supervisory Staff Report (Room Invigilators/Internal Flying Squad/Centre Superintendent):

1. The material was recovered from the candidate (please tick):

- |   |                                     |                           |                          |
|---|-------------------------------------|---------------------------|--------------------------|
| (i) While copying                         | <input checked="" type="checkbox"/> | (ii) From pocket/Purse    | <input type="checkbox"/> |
| (iii) From around the table               | <input type="checkbox"/>            | (iv) From the Answer book | <input type="checkbox"/> |
| (v) While transmitting to other candidate | <input type="checkbox"/>            |                           |                          |
| (vi) Other                                | _____                               |                           |                          |

2. Unfair-means cases related to recovery of calculators/Mobile communication devices:


- (i) Whether use of calculator is not permitted and the candidate has used the calculator.
- (ii) The candidate has brought a programmable calculator though only a scientific calculator was permitted. In case of recovery of programmable calculator there was material stored/no material was stored in the calculator.
- (iii) The candidate was in possession of a mobile communication device.
- (iv) Any other \_\_\_\_\_

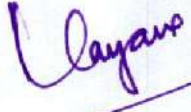
3. Conduct of student after being caught cooperative/aggressive/undisciplined/abusing highly undisciplined.

- Miss conduct
- Chatting with other students
- Misbehaving with officials
- Any other \_\_\_\_\_

Date \_\_\_\_\_

*Munish*  
26/12/18  
*Tunal*  
26/12/18  
Signature and Full name with address  
of Supervisory staff (in Block Letters)

  
Center Superintendent  
I.T.S. Engineering College (222)  
Plot No-46, KP-III  
Greater Noida (U.P.)

  
Director  
ITS Engineering College  
Greater Noida



**(C) Candidate's Statement**

I have read the report of the Room Invigilator/Supervisory staff made against me as given in column No. (B) and submit the following statement:

Undertake that this statement has been given by me under no pressure or fear.

1. Do you agree with the report of the Rom Superintendent/ Supervisory staff made against you? 

Yes	<input type="checkbox"/>
-----	--------------------------

No	<input type="checkbox"/>
----	--------------------------

2. If you agree with the report, then:

(a) Why did you bring the material referred to in the above report?

\_\_\_\_\_

\_\_\_\_\_

(b) Did you make any use of it \_\_\_\_\_

(c) What explanation have you to offer for your misconduct/disorderly conduct as mentioned in the report? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(d) Have any other thing to say, by way of self-defense or clarification? (if necessary, an extra sheet may be used)? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. If you do not agree with the report, then give your explanation, if any, in your defense against the report of the Room Superintendent/Supervisory staff \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Signature of Candidate**

**Note:**

1. The candidate shall be given extra time, if he so chooses, before leaving the Examination Hall in order to compensate him for the loss of time spent during enquiry and filling this form.
2. The University will consider no other representation made later on in this regard.
3. If a candidate refuses to give his/her statement on the spot or runs away from the centre, this/her case will be decided by the University in absentia on the basis of the report of the Room Invigilator/Centre Superintendent, and no representation or protest from him/her will be entertained afterwards.

Centre Superintendent  
ITS Engineering College  
Plot No. 16, K.P. III  
Greater Noida (U.P.)

*L. Gupta*  
Director

ITS Engineering College  
Greater Noida



**(D) Statement of Witness if any:**

Statement of the witness, if any, in case the candidate denies the allegation of the Room Invigilator or refuses to give his/her statement on the spot or runs away the Centre without giving his/her statement.

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**(E) Remarks of the Centre Superintendent**

**Note:**

1. The Centre Superintendent should personally make any an enquiry into the above matter and give his statement/observations in details.
2. If a candidate denies the allegation of the Room Invigilator or refuses to give his/her statement on the spot or runs away from the Centre without giving his statement, the Centre Superintendent should record the statement of the witness in the matter in Para- D.
3. In case the Unfair-means/misconduct of the candidate is such that documentary proof is not possible, please mention the details (after recording the statements of witness, if deemed necessary).

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Date \_\_\_\_\_

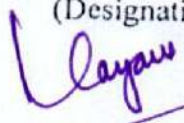
Place \_\_\_\_\_

  
Center Superintendent  
I.T.S. Engineering College (222)  
Plot No-46, KP-III  
Greater Noida (U.P.)

**Signature of the Centre Supdt.**

Name of CS \_\_\_\_\_  
(in block letters)

(Designation & Address)

  
Director  
ITS Engineering College  
Greater Noida



D1. The following candidates are absent in the Room:

S.No.	Roll No.	Subject Code	S.No.	Roll No.	Subject Code

D2. Total Number of Absentees (In figures):

In words \_\_\_\_\_

(E) Records of candidates going out Under Escort:

S.No.	Roll No.	Time Out	Time In	Remark, if any

Signature of Room Invigilators

1 \_\_\_\_\_

Name:

2 \_\_\_\_\_

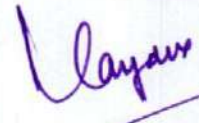
Name:

3 \_\_\_\_\_

Name:

Counter Signed by Observers

Signature of Centre Superintendent  
 (with seal)



Director

ITS Engineering College  
 Greater Noida

नोट:- जो लामू न हो उसे काट दे।

Center Superintendent  
 I.T.S. Engineering College (222)  
 Plot No-46, KP-III  
 Greater Noida (U.P.)





The Education Group  
GHAZIABAD - G. NOIDA

# I.T.S Engineering College

Session 20 / 20

Sessional Test I/II/III

Name Rideeh kumar Roll No. 1622231037

Course B.Tech Branch ECE Sem. 4th Sec. \_\_\_\_\_

Subject Digital Signal processing Sub. Code REC-503

Signature of Student Rideeh kumar Date 30/02/2018

No. of 'B' Ans Sheets used \_\_\_\_\_ Room No. 308

Name of Invigilator (S) 1 ABHISHEK RAI Sign. of invigilator 1 [Signature]

2 \_\_\_\_\_ 2 \_\_\_\_\_

Q.No. Parts	1	2	3	4	5	6	7	8	9	10			
A	2	2	2	1	0	2	0	2	2.5	5	3 (Director's Seal)		
B							0					Total Marks Obtained	Max Marks
C												19/23	50
D													
E													
Total													

Signature of Examiner





The Education Group  
Tel: 4214840 - 4214024

# I.T.S Engineering College

Session 20 18 / 20 19

Sessional Test I/II/III

Name Mohd. Faizou Siddiqui Roll No. 1822210099

Course Ps.Tech Branch ECE Sem 3 Sec A

Subject Signal & Systems Sub. Code REC-303

Signature of Student Faizou Date 31/08/18

No. of 'B' Ans Sheets used ..... Room No. 403

Name of Invigilator (S) 1 ..... Sign. of invigilator 1 [Signature]

2 ..... 2 .....

Q.No. Parts	1	2	3	4	5	6	7	8	9	10		
A	1			0		0		2.5	2.5	5	(Director's Seal)	
B								2.5	2.5	1		
C											7	50
D											Marks in Words	
E												
Total											Signature of Examiner	



# डा0 ए0पी0जे0 अब्दुल कलाम प्राविधिक विश्वविद्यालय, उत्तर प्रदेश

जनकीपुरम विस्तार, सेक्टर - 11, सीतापुर रोड, लखनऊ-226031

फोन 2732193, फैक्स 2732185

## कार्यालय आदेश

विश्वविद्यालय से सम्बद्ध सभी संस्थाओं के विषम सेमेस्टर 2020-21 के छात्रों के परीक्षा फल घोषित हो चुके हैं। परीक्षा फल के उपरान्त ऐसे छात्र जो अपनी उत्तर पुस्तिका का चैलेन्ज पुनर्मूल्यांकन (Challenge Evaluation) कराना चाहते हैं, ऐसे छात्र पुनर्मूल्यांकन का फार्म भरने से पूर्व उत्तर प्रदेश शासनादेश संख्या: 39298/16-1099/17/2020, दिनांक 11 सितम्बर, 2020 के साथ श्री राज्यपाल/कुलाधिपति के अपर मुख्य सचिव के पत्र संख्या: ई-7443/03-जी0एस0/2019(टी.सी.) एवं विश्वविद्यालय की परीक्षा समिति-2021 की 68वीं बैठक में लिए गये निर्णय का विवरण निम्नानुसार है।

1. उक्त शासनादेश संख्या एवं परीक्षा समिति में लिए गये निर्णय के अनुसार छात्र उत्तर पुस्तिका देखने के लिए 30 (तीस) दिन के अन्दर आवेदन कर सकता है।
2. उक्त शासनादेश संख्या एवं परीक्षा समिति में लिए गये निर्णय के अनुसार छात्र को मुल्यांकित उत्तर पुस्तिका देखने के लिए प्रति विषय (Per Subject) रू0 300/- विश्वविद्यालय में आनलाईन जमा करना होगा।
3. छात्र को प्रति विषय (Per Subject) रू0 300/- विश्वविद्यालय में आनलाईन जमा करने के उपरान्त उक्त विषय की डिजिटल मुल्यांकित उत्तर पुस्तिका छात्र को उसके लागिन में उपलब्ध करायी-जायेगी।
4. छात्र द्वारा मुल्यांकित उत्तर पुस्तिका का अवलोकन करने के उपरान्त यदि छात्र असंतुष्ट होता है तो छात्र परीक्षा फल घोषित होने के 45 (पैंतालिस) दिन के अन्दर चैलेन्ज मूल्यांकन के लिए आवेदन कर सकता है।
5. छात्र अपनी उत्तर पुस्तिका का चैलेन्ज पुनर्मूल्यांकन (Challenge Evaluation) कराना चाहता है तो छात्र प्रति विषय (Per Subject) रू0 2500/- विश्वविद्यालय में आनलाईन जमा कर फार्म भर सकेगा।
6. उक्त शासनादेश संख्या एवं परीक्षा समिति में लिए गये निर्णय के अनुसार यह व्यवस्था विषम सेमेस्टर 2020-21 से प्रभावी होगी।

*Anurag Tripathi*  
23.06.21

(प्रो0 अनुराग त्रिपाठी)

परिीक्षा नियंत्रक

पत्रांक : डा.अ.क.प्रा.वि.वि./प.नि0का0/2021/4689

दिनांक: 23 जून, 2021

प्रतिलिपि सूचनार्थ एवं आश्वयक कार्यवाही हेतु प्रेषित :

1. वित्त अधिकारी, डा.अ.क.प्रा.वि.वि. लखनऊ।
2. कुलसचिव, डा.अ.क.प्रा.वि.वि. लखनऊ।
3. स्टाफ आफिसर डा.अ.क.प्रा.वि.वि. लखनऊ। मा0 कुलपति महोदय को अवलोकनार्थ।
4. ई0 आर0 पी0 डा.अ.क.प्रा.वि.वि. लखनऊ।
5. निदेशक/प्राचार्य, विश्वविद्यालय से सम्बद्ध समस्त संस्थान।

*[Signature]*  
Registrar  
I.T.S. Engineering College  
Greater Noida

*[Signature]*  
(प्रो0 अनुराग त्रिपाठी)  
परिीक्षा नियंत्रक  
Director  
I.T.S. Engineering College  
Greater Noida





डा0 ए0पी0जे0 अब्दुल कलाम प्राविधिक विश्वविद्यालय, उत्तर प्रदेश  
सेक्टर-11 जानकीपुरम विस्तार, सीतापुर रोड, लखनऊ-226031

### आवश्यक सूचना

विश्वविद्यालय से संबद्ध संस्थानों में अध्ययनरत छात्रों को सूचित करना है कि विषम सेमेस्टर परीक्षा 2020-21 की उत्तर पुस्तिकाओं की स्कूटनी कराये जाने हेतु इच्छुक छात्रों से विश्वविद्यालय के पत्र संख्या: ए0के0टी0यू0/प0नि0का0/2021/4752 दिनांक 10.07.2021 के द्वारा आनलाइन आवेदन प्राप्त किये गये थे, परन्तु कतिपय छात्रों द्वारा अभी भी स्कूटनी आवेदन हेतु अनुरोध किया जा रहा है। अतः स्कूटनी आवेदन हेतु निर्धारित शुल्क रू0 1000.00 ( एक हजार ) प्रति विषय की दर से दिनांक 05.08.2021 से 14.08.2021 तक आनलाइन आवेदन कर सकते हैं। उक्त तिथि के उपरान्त कोई भी आवेदन स्वीकार नहीं किया जायेगा।

अतः स्कूटनी हेतु इच्छुक छात्र निर्धारित तिथि तक आनलाइन आवेदन करना सुनिश्चित करें।

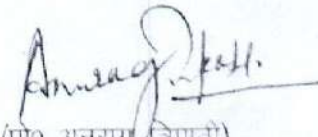
(प्रो0 अनुराग त्रिपाठी)  
परीक्षा नियंत्रक


पत्र संख्या: ए0के0टी0यू0/प0नि0का0/2021/4950

दिनांक: 04/08/2021

प्रतिलिपि:

- 1 निदेशक/प्राचार्य विश्वविद्यालय से संबद्ध समस्त संस्थानों को इस आशय से प्रेषित कि उक्त सूचना से छात्रों को सूचित करने का कष्ट करें।
- 2 कुलसचिव, ए0के0टी0यू0, लखनऊ।
- 3 वित्त अधिकारी, ए0के0टी0यू0, लखनऊ।
- 4 संयुक्त/उपपरीक्षा नियंत्रक, ए0के0टी0यू0, लखनऊ।
- 5 प्रभारी, ई0आर0पी0, ए0के0टी0यू0, लखनऊ को इस आशय से प्रेषित है कि उक्त निर्धारित तिथि से छात्रों को स्कूटनी के आवेदन तथा निर्धारित शुल्क जमा करने हेतु आनलाइन पोर्टल खोलने एवं छात्रों को SMS द्वारा संबंधित सर्कुलर की सूचना से अवगत कराने का कष्ट करें।
- 6 स्टाफ आफीसर, कुलपति कार्यालय, ए0के0टी0यू0, लखनऊ को मा0 कुलपति महोदय के अवलोकनार्थ।

  
(प्रो0 अनुराग त्रिपाठी)  
परीक्षा नियंत्रक

  
Registrar  
I.T.S. Engineering College  
Greater Noida

  
Director  
ITS Engineering College  
Greater Noida



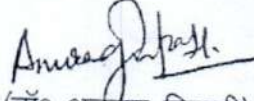


डा0 ए0पी0जे0 अब्दुल कलाम प्राविधिक विश्वविद्यालय, उत्तर प्रदेश  
सेक्टर-11 जानकीपुरम विस्तार, सीतापुर रोड, लखनऊ-226031

### आवश्यक सूचना

विश्वविद्यालय से संबद्ध संस्थानों में अध्ययनरत छात्रों को विश्वविद्यालय के पत्र संख्या ए0के0टी0यू0/प0नि0का0/2020/3816 दिनांक 04 मार्च, 2020 के क्रम में सूचित करना है कि विषम सेमेस्टर परीक्षा 2019-20 की उत्तर पुस्तिकाओं की स्कूटनी कराये जाने हेतु इच्छुक छात्र दिनांक 05.03.2020 से 25.03.2020 तक निर्धारित शुल्क रू0 1000.00 ( एक हजार ) प्रति विषय की दर से आनलाइन आवेदन कर सकते हैं। उक्त तिथि के उपरान्त कोई भी आवेदन स्वीकार नहीं किया जायेगा।

अतः स्कूटनी हेतु इच्छुक छात्र उक्त निर्धारित तिथि तक आनलाइन आवेदन करना सुनिश्चित करें।

  
(डॉ0 अनुराग त्रिपाठी)  
अपर परीक्षा नियंत्रक

पत्र संख्या: ए0के0टी0यू0/प0नि0का0/2020/3825

दिनांक: 05/03/2020

प्रतिलिपि:

- 1 निदेशक/प्राचार्य विश्वविद्यालय से संबद्ध समस्त संस्थानों को इस आशय से प्रेषित है कि उक्त सूचना अपने संस्थान के सूचना पट पर चरपा करा दें जिससे स्कूटनी हेतु इच्छुक छात्रों को सूचना मिल सके।
- 2 कुलसचिव, ए0के0टी0यू0, लखनऊ।
- 3 वित्त अधिकारी, ए0के0टी0यू0, लखनऊ।
- 4 प्रभारी, ई0आर0पी0, ए0के0टी0यू0, लखनऊ को इस आशय से प्रेषित है कि उक्त निर्धारित तिथि से छात्रों को स्कूटनी के आवेदन तथा निर्धारित शुल्क जमा करने हेतु आनलाइन पोर्टल खोलने की व्यवस्था करने का कष्ट करें।
- 5 स्टाफ आफीसर, कुलपति कार्यालय, ए0के0टी0यू0, लखनऊ को मॉ0 कुलपति महोदय के अवलोकनार्थ।

  
Registrar

I.T.S. Engineering College  
Greater Noida

(डॉ0 अनुराग त्रिपाठी)  
अपर परीक्षा नियंत्रक



Director  
ITS Engineering College  
Greater Noida





Dr. APJ Abdul Kalam Technical University, Lucknow  
(Attendance sheet must be prepared room wise & course/paper-wise)

Form-3

EVEN SEM (2018-19)

THEORY/PRACTICAL

1. Exam Centre Code : 222

3. Subject Code  
(Refer back side for codes)4. Shift  
II5. Room No.  
319

2. Exam Date : 010619

Alpha Numeric

RME-602

I promise that I shall not use unfair means and I swear on Oath that I have nothing in my possession, which may render me liable for a case of unfair means. I do hereby undertake that if I am not found eligible to appear in this Odd Sem Examination May-June, 2017-18 I will myself be responsible and the university holds the right to declare/withhold my result/cancel my examination.

Sl.No	Roll No							Answer Booklet No							Full Signature of Candidate					
1	1	6	1	9	2	4	0	2	4	0	1	8	4	1	0	3	4	5	9	Abhishek
2	1	6	1	9	2	4	0	2	4	2	1	8	4	1	0	3	4	6	0	Vaibhav
3	1	6	1	9	2	4	0	2	4	3	1	8	4	1	0	3	4	6	1	Nalini
4	1	6	1	9	2	4	0	2	4	4	1	8	4	1	0	3	4	6	2	Ramdhani
5	1	6	1	9	2	4	0	2	4	6	1	8	4	1	0	3	4	6	3	Vikash Choudhary
6	1	6	1	9	2	4	0	2	4	7	1	8	4	1	0	3	4	6	4	Vikash Narain Singh
7	1	6	1	9	2	4	0	2	4	8	1	8	4	1	0	3	4	6	5	Vikki Sharma
8	1	6	1	9	2	4	0	2	4	9	1	8	4	1	0	3	4	6	6	Vikram
9	1	6	1	9	2	4	0	2	5	1	1	8	4	1	0	3	4	6	7	Vishay
10	1	6	1	9	2	4	0	2	5	2	1	8	4	1	0	3	4	6	8	Vipul
11	1	6	1	9	2	4	0	2	5	3	1	8	4	1	0	3	4	6	9	Vishal
12	1	6	1	9	2	4	0	2	5	4	1	8	4	1	0	3	4	7	0	Vishal
13	1	6	1	9	2	4	0	2	5	5	1	8	4	1	0	3	4	7	1	Vishal
14	1	6	1	9	2	4	0	2	5	6	1	8	4	1	0	3	4	7	2	Chirag
15	1	6	1	9	2	4	0	2	5	7	1	8	4	1	0	3	4	7	3	Yash
16	1	6	1	9	2	4	0	2	5	8	1	8	4	1	0	3	4	7	4	Yash
17	1	7	1	9	2	4	0	9	0	1	1	8	4	1	0	3	4	7	5	Apurva
18	1	7	1	9	2	4	0	9	0	3	1	8	4	1	0	3	4	7	6	Anshu
19	1	7	1	9	2	4	0	9	0	4	1	8	4	1	0	3	4	7	7	Anshu
20	1	7	1	9	2	4	0	9	0	5	1	8	4	1	0	3	4	7	8	Anshu

Details of Students

Total No. of Students in 20

No. of Students appeared 20

No. of Students absent 00

Signature of Centre Supdt.  
(with seal)

Signature of Invigilators

नोट :- इस पत्र का मूल रूप में परीक्षा केंद्र में प्रेषित किया जाएगा/विषयवार कान्फालिड कर परीक्षा नियंत्रक कक्षा सचिवालय का पत्रिका डाक सभ्यता की छाया प्रति रिकार्ड में सत्या संरक्षित रखें।

Centre Superintendent  
I.T.S. Engineering College (222)  
Plot No-46, KP-III  
Greater Noida (U.P.)

Director  
I.T.S. Engineering College  
Greater Noida



**DR. A.P.J ABDUL KALAM TECHNICAL UNIVERSITY UP, LUCKNOW****Invigilators Report**Session     -  Semester Name of Examination Centre \_\_\_\_\_ Centre Code   Room No. \_\_\_\_\_ Date of Examination      Shift (Please Tick  $\checkmark$ ): First  Second **(A) Details of Answer book**A1. Number of Answer books Issued   A2. Answer book No. From           to           A3. Answer book consumed   A4. Answer book Returned   **(B) Details of Question Paper**

Sl. No.	Subject Code	Number of Question Paper Issued	Number of Question Paper Consumed	Number of Question Paper Return

(C) C1. Total Number of Students Allotted in the Room   C2. Statement of Detained Candidates (The list should be provided to Room Invigilators by CS)  
The following candidates are detained for this examination:

Roll No.	Name	Roll No.	Name

Total No. of Students Detained   

नोट :- जो लागू ना हो उसे काट दें।

Center Superintendent  
I.T.S. Engineering College (222)  
Plot No-46, KP-III  
Greater Noida (UP)Director  
ITS Engineering College  
Greater Noida



Even Semester 2021-22  
(D) Absentee Statement

D1. The following candidates are absent in the Room:

S.No.	Roll No.	Subject Code	S.No.	Roll No.	Subject Code

D2. Total Number of Absentees (In figures):     
In words \_\_\_\_\_

(E) Records of candidates going out Under Escort:

S.No.	Roll No.	Time Out	Time In	Remark, if any

Signature of Room Invigilators

1 \_\_\_\_\_

Name:  
Counter Signed by Observers

2 \_\_\_\_\_

Name:  


Center Superintendent  
I.T.S. Engineering College (222)  
Plot No-46, KP-III  
Greater Noida (U.P.)

3 \_\_\_\_\_

Name:  
Signature of Centre Superintendent  
(with seal)

Director  
ITS Engineering College  
Greater Noida

नोट :- जो लागू ना हो उसे काट दे।



# DR. A.P.J ABDUL KALAM TECHNICAL UNIVERSITY UP, LUCKNOW

## Form for reporting cases regarding Unfair-means or Dishonest Act and Disorderly conduct at or in connection with an Examination

- Note:**
1. One form should be used for one case only. If printed forms are not sufficient, photo copies may be used.
  2. Please send one question paper along with the case(s)

### FOR THE USE OF CENTRE OF EXAMINATION

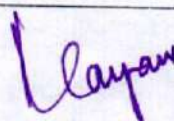
#### (A) To be filled in by the Centre Superintendent/Room Invigilators

1. Name of Examination
2. Name of Candidate
3. Father's Name
4. Roll No.
5. Enrollment No.
6. Full Postal Address of the Candidate (in capital Letters)
7. College of Study \_\_\_\_\_ Code
8. Name of Centre \_\_\_\_\_ Code
9. Subject/Paper in which the candidate is suspected or reported to have used or attempted to use Unfair-means or shown disorderly conduct  
 1  2
10. Day & Date of Examination:  
Day:   
Date:   
Shift:-  M  E
11. Time of Incident \_\_\_\_\_



Center Superintendent  
ITS Engineering College (222)  
Plot No-45, KP-III  
Greater Noida (U.P.)

नोट :-जो लागू ना हो उसे काट दे।



Director  
ITS Engineering College  
Greater Noida



Even Semester 2021-22

12. Name of examination and Roll No. if simultaneously appeared/appearing/due to appear at a lower or a higher examination:

(a) Name of Examination \_\_\_\_\_

(b) Roll No. 

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**(B) Supervisory Staff Report (Room Invigilators/Internal Flying Squad/Centre Superintendent):**

1. The material was recovered from the candidate (please tick):

(i) While copying  (ii) From pocket/Purse

(iii) From around the table  (iv) From the Answer book

(v) While transmitting to other candidate

(vi) Other \_\_\_\_\_

2. Unfair-means cases related to recovery of calculators/Mobile communication devices:

(i) The candidate has brought a programmable calculator though only a scientific calculator was permitted. In case of recovery of programmable calculator there was material stored/no material was stored in the calculator.

(ii) The candidate was in possession of a mobile communication device.

(iii) Any other \_\_\_\_\_

3. Conduct of student after being caught cooperative/aggressive/undisciplined/abusing highly undisciplined.

• MIS Conduct

• Chatting with other students


• Misbehaving with officials


• Any other \_\_\_\_\_

Date \_\_\_\_\_

Time \_\_\_\_\_

Signature and Full name with address of Supervisory staff (in Block Letters)

  
Center Superintendent  
I.T.S. Engineering College (222)  
Plot No-46, KP-III  
Greater Noida (U.P.)

  
Director  
ITS Engineering College  
Greater Noida

नोट :- जो लागू ना हो उसे काट दे।



**(C) Candidate's Statement**

I have read the report of the Room Invigilator/Supervisory staff made against me as given in column No. (B) And submit the following statement:

Undertake that this statement has been given by me under no pressure or fear.

1. Do you agree with the report of the Rom Superintendent/ Supervisory staff made against you? 

Yes	<input type="checkbox"/>
-----	--------------------------

No	<input type="checkbox"/>
----	--------------------------

2. If you agree with the report, then:

(a) Why did you bring the material referred to in the above report?

\_\_\_\_\_

\_\_\_\_\_

(b) Did you make any use of it \_\_\_\_\_

(c) What explanation have you to offer for your misconduct/disorderly conduct as mentioned in the report? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(d) Have any other thing to say, by way of self-defense or clarification? (if necessary, an extra sheet may be used)? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. If you do not agree with the report, then give your explanation, if any, in your defense against the report of the Room Superintendent/Supervisory staff \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Signature of Candidate**

**Note:**

1. The candidate shall be given extra time, if he so chooses, before leaving the Examination Hall in order to compensate him for the loss of time spent during enquiry and filling this form.
2. The University will consider the representation made later on in this regard. When demanded by university through circular.

*(Handwritten Signature)*  
Center Superintendent  
ITS Engineering College (222)  
Plot No. KP-III  
Greater Noida (U.P.)

*(Handwritten Signature)*  
Director  
ITS Engineering College  
Greater Noida

नोट :- जो लागू ना हो उसे काट दे।



Even Semester 2021-22

3. If a candidate refuses to give his/her statement on the spot or runs away from the centre, his/her case will be decided by the University in absentia on the basis of the report of the Room Invigilator/Centre Superintendent, and observer.

**(D) Statement of Witness if any:**

Statement of the witness, if any, in case the candidate denies the allegation of the Room Invigilator or refuses to give his/her statement on the spot or runs away the Centre without giving his/her statement.

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**(E) Remarks of the Centre Superintendent**

**Note:**

1. The Centre Superintendent should personally make any an enquiry into the above matter and give his statement/observations in details.
2. If a candidate denies the allegation of the Room Invigilator or refuses to give his/her statement on the spot or runs away from the Centre without giving his statement, the Centre Superintendent should record the statement of the witness in the matter in Para- D.
3. In case the Unfair-means/misconduct of the candidate is such that documentary proof is not possible, please mention the details (after recording the statements of witness, if deemed necessary).

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**Counter Singed By Observer (1)**

Name of Observer \_\_\_\_\_  
(Designation & Address)

**Counter Singed By Observer (2)**

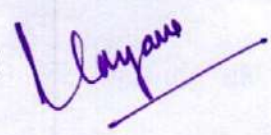
Name of Observer \_\_\_\_\_  
(Designation & Address)

  
Center Superintendent  
ITS Engineering College (222)  
Plot No. 46, KP-III  
Greater Noida, U.P.

**Signature of the Centre Supdt. With Date**

Name of CS \_\_\_\_\_  
(in block letters)

(Designation & Address)

  
Director  
ITS Engineering College  
Greater Noida

नोट :- जो लागू ना हो उसे काट दे।