

EXAMINATION MANUAL



Controller of Examination

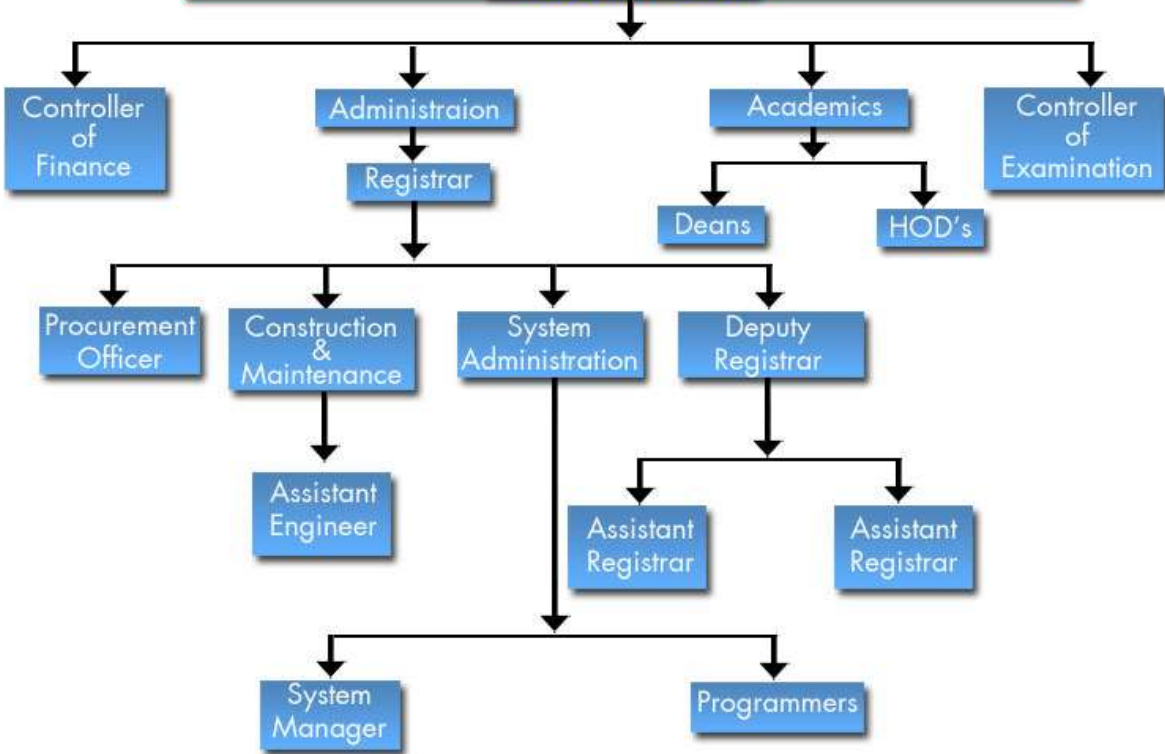
**Madan Mohan Malaviya University of Technology,
Gorakhpur-273010 U.P.**

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Organizational Chart
of
Madan Mohan Malaviya University of Technology
Gorakhpur
Vice-Chancellor



I. Introduction

Madan Mohan Malaviya University of Technology is non-affiliating residential University of Uttar Pradesh. There are eleven departments running UG, PG and PhD courses with several specializations as under.

Sl. No.	Departments	UG Program	PG Program	Research Ph.D.
1	Civil Engg.	B.Tech.	M.Tech. in (i)Hill Area Development Engineering (ii)Environmental Engineering (iii)Seismic Design and Earthquake Engineering (iv)Structural Engineering.	All available specialized area of the dept.
2	Mechanical Engg.	B.Tech.	M.Tech. in (i). Energy Technology and Management (ii). Computer Integrated Manufacturing.	All available specialized area of the dept.
3	Electrical Engg.	B.Tech.	M.Tech. in (i) Power Electronics & Drives (ii) Control and Instrumentation.	All available specialized area of the dept.
4	Electronics & Communication Engg.	B.Tech.	M.Tech. in (i)Digital Systems (ii) Communication Engineering	All available specialized area of the dept.
5	Computer Science & Engg.	B.Tech.	M.Tech. in Computer Science & Engg.	All available specialized area of the dept.
6	Chemical Engg.	B.Tech.	---	All available specialized area of the dept.
7	Information Technology and Computer Application	B.Tech.	MCA & M.Tech. in Information Technology	All available specialized area of the dept.
8	Physics and Material Science	---	M.Sc. Physics	All available specialized area of the dept.
9	Chemistry and Environmental Science	---	M.Sc. Chemistry	All available specialized area of the dept.
10	Humanities and Management Science	BBA	MBA	All available specialized area of the dept.
11	Mathematics and Scientific Computing	---	M.Sc. Mathematics	All available specialized area of the dept.

The UG and PG level students are evaluated through continuous evaluation consisting of mid-semester Minor examination, Quizzes/assignments, viva-voce and end semester Major examination for theory based, theory practical based and practical based subjects.

II. EXAMINATIONS AND DISTRIBUTION OF MARKS FOR ACADEMIC PERFORMANCE

The theory and practical examinations shall comprise of continuous assessment throughout the semester in all subjects and Major examination conducted by University at the end of the semester (November/December or April/May). The assessment of a course will be done on **absolute marks basis**. However, for the purpose of reporting the performance of a candidate,

letter grades, each carrying certain points, will be awarded as per the range of total marks (out of 100) obtained by the candidate, as detailed below. The rounding off shall be done on the higher side.

(a) Distribution of Marks for Theory based Subjects

S.No.	Assessment Basis	Duration	Marks	
1	Continuous Evaluation	Minor Test	2 Hours	30
		Tutorial/ Assignment/Quiz/Attendance	---	20
2	Major Examination	3 Hours	50	

(b) Distribution of Marks for Practical based Subjects

S.No.	Assessment Basis	Duration	Marks	
1	Continuous Evaluation	Viva voce	---	20
		Practical work	---	20
		Attendance/record	---	10
2	Major Examination	3 Hours	50	

(c) Distribution of Marks for Theory & Practical based Subjects

S.No.	Assessment Basis	Duration	Marks	
1	Continuous Evaluation	Minor Test	2 Hours	20
		Tutorial/ Attendance Home Assignment/Quiz	---	10
		Practical Work/ Record/Viva Voce	---	10
		Practical Examination		10
2	Major Examination	3 Hours	50	

The syllabus for Minor Test will be 50% of the total syllabus. However, the Major examination will be conducted from the entire syllabus of the subject in such a way that 20% weightage is given to Unit-I & II and 80% weightage to Unit-III & IV of the syllabus. There is no provision of special minor test or special major exam. It is compulsory for a student to appear in major examination otherwise he/she will be declared fail in that subject. There is no minimum marks criterion in continuous evaluation for appearing in major examination. If a student could not pass in a subject, he/she may be allowed for re-registration of the subject in subsequent semesters.

(d) Distribution of Marks for Project Based Industrial/Practical Training

For evaluation of industrial/practical training, the respective industry shall nominate an In-charge/Supervisor from its organization under intimation to the University. For evaluation by the respective University department, Head of Department shall get it done by a panel of teachers. The three-month industrial training of project based type could be under Cooperative Education Model (CO-OP Model).

60 to 75 days Industrial/Practical Training:

There will be two parts in the evaluation process.

Part A: Marks Awarded by the respective Industrial/Practical training organization : 40

Part B : Marks Awarded by the Department/Centre for Industrial/ Practical training : 60

S.No.	Assessment Basis		Marks	
1.	Part-A	Technical Quality of the work		20
		Internal Marks	Attendance	5
			Discipline	5
			Involvement	5
			Interest of the student	5
2.	Part-B	Project work		20
		Viva voce & presentation		30
		Project Report		10

30 days Industrial Training and 30 to 45 days Minor Project in University Department:

There will be three parts in the evaluation process.

Part A : Marks Awarded by the respective Industrial/Practical training organization : 20

Part B : Marks Awarded by the Department/Centre for Industrial/Practical training : 30

Part C : Marks Awarded for Minor Project : 50

S.No.	Assessment Basis		Marks	
1.	Part-A	Technical Quality of the work		10
		Internal Marks	Attendance	3
			Discipline	2
			Involvement	3
			Interest of the student	2
2.	Part-B	Project Work/Learning in Industry		10
		Viva Voce & Presentation		15
		Project Report		5
3.	Part-C	Relevance, Scope and Dimension of Project		10
		Application Methodology		10
		Analysis, Result and Report		10
		Final Product		20

(e) Distribution of Marks for Seminar

S.No.	Assessment Basis	Marks
1	Quality of Material	30
2	Quality of Presentation	30
3	Quality & Extent of Response of Questions Asked	20
4	Participation in Other Seminars (Attendance)	20

Any student securing less than 40 marks ('F' grade) in seminar shall have to repeat the seminar in the same semester. This will be limited to only one chance.

(f) Distribution of Marks for Project

Students are required to begin project work after the end of B.Tech. III year Major Examination. A project grade is awarded in both the semesters on the basis of the prescribed evaluation process.

In 7th Semester

S. N.	Assessment Basis		Duration	Marks
1	Continuous Evaluation	Mid-Semester Viva Voce/ Presentation	---	25
		Preliminary Project Report, Effort and Regularity (awarded by supervisor)	---	25
2	End Semester Presentation		1 Hour	50

In 8th Semester

S. N.	Assessment Basis		Duration	Marks
1	Continuous Evaluation	Mid-Semester Viva Voce/ Presentation	---	25
		Final Project Report & Contribution Made to Literary World (awarded by supervisor)	---	25
2	Major Examination		1 Hour	50

(g) Audit Courses

S.No.	Audit Course Status	Marks Obtained
1	Audit Pass (AP)	40% and Above
2	Audit Pass (AF)	Below 40%, Candidate has to repeat the course

Note: From session 2019-20, awarding of AP/AF grades for Audit Pass/Audit Fail will discontinue. Moreover, letter grades shall be awarded to students based on their performance in Audit Courses. However, the credits earned through such Audit Courses will not be taken into account.

(h) Distribution of Marks for General Proficiency

General proficiency remark will be based on the cumulative percentages of marks scored by the student during each semester through various components as detailed below. Detailed distribution for award of marks in each component and/or their weightage may be as prescribed by the University from time to time.

S. N.	Assessment	Weightage of Marks
1	Discipline/Behaviour of Students Inside/Outside University campus	40%

2	Games/Sports/Cultural/Literary Events	40%
3	Academic & Research/Special Lecture/Extracurricular Events & Industrial Visits	20%

S. N.	Marks Secured	Remark
1	80-100%	Excellent
2	60-79%	Very Good
3	40-59%	Good
4	20-39%	Satisfactory
5	<20%	Average

Students with F grade (Fail) in any subject. will be required to re-register in the subject in subsequent semesters when it is run by department or in Summer Term. Such students will have to attend the classes of that subject on regular basis and appear in the minor and major examination to satisfy all the requirements mentioned in the ordinance for passing the subject

(i) AWARD OF DIVISION, RANK AND MEDALS

A candidate who satisfies the course requirements for all semesters and who passes all the examinations prescribed for all the semesters within a maximum prescribed period by the University shall be declared to have qualified for the award of the degree subject to the fulfillment of requirements as per University UG/PG/PhD ordinances. Award of the Division in the UG/PG degree shall be governed by the provisions given below.

(a) A candidate who qualifies for the award of the degree securing D or above grades in all subjects pertaining to all semesters in his/her first attempt within eight consecutive semesters (four academic years)/six consecutive semesters (three academic years) as applicable for B.Tech./BBA/MCA, four Consecutive semesters for M.Tech./MSc/MBA and in addition secures a CGPA of 7.5 and above for the semesters I to VIII shall be declared to have passed the examination in **FIRST DIVISION WITH HONOURS.**

(b) A candidate who qualifies for the award of the degree by securing D or above grades in all subjects of all the semesters after his/her commencement of study in the 1st/3rd semester and in addition secures CGPA not less than 6.5 shall be declared to have passed the examination in **FIRST DIVISION.**

(c) All other candidates (not covered in (a) and (b)) who qualify for the award of degree by securing D or above grades in all subjects of all semesters after his/her commencement of study in the 1st/3rd semester shall be declared to have passed the examination in **SECOND DIVISION.**

(d) For the Award of **Ranks** for each branch of study and overall for the programme, the CGPA secured in all semesters shall be considered and it is mandatory that such

candidate should have passed all the subjects by securing D or above grades in all the semesters **in the first attempt** in 4/3 year duration of programme as applicable. Rank certificates in the form of “**Certificate of Merit**” would be issued to top three students as 1st, 2nd & 3rd rank in each branch of study and to one student as “University topper of B.Tech./BBA” on the overall basis in the programme selected on the basis of CGPA in particular academic session.

- (e) **Chancellor Gold Medal**-This gold medal is awarded to the “University topper of B.Tech.” i.e. the passing out B.Tech. students who is adjudged to be the academically best, securing the highest CGPA at the end of the eighth semester in first attempt for B.Tech. Degree programme amongst the graduating students of all B.Tech. Courses as per RANK rule mentioned above in (d).
- (f) **Vice-Chancellor Gold Medal**-The Gold Medal is awarded to the student who secures the highest CGPA at the end of semester VIII in first attempt, i.e. 1st Rank holder for each branch of the B. Tech. and BBA programme.

III. GRADING SYSTEM

The academic performance evaluation of a student will be according to a Letter Grading system based on class performance of students. The Letter Grades and the corresponding Grade Points are as follows. Grades falling between A(+) and D in different subjects are called pass grades, while the students securing F grade will be treated fail in the subject and shall have to re-register, or appear in re-major examination or repeat the semester as per provision of Clause 6.1.7 & 6.1.9, respectively.

Letter Grade Completion	Grade Points	Description
A(+)	10	Outstanding
A	9	Excellent
B(+)	8	Very Good
B	7	Good
C	6	Average
D	5	Below Average
F	0	Fail
U	--	Short Attendance
W	--	Withdrawal
I	--	Incomplete
AP	--	Audit Pass
AF	--	Audit Fail
S	--	Satisfactory
Z	--	Course Continuation

Grade Award System

Grade	Grade Points	Marks (in %)
A(+)	10	90 - 100

A	9	80 - 89
B(+)	8	70 - 79
B	7	60 - 69
C	6	50 - 59
D	5	40 - 49
F	0	<40

IV. EVALUATION OF PERFORMANCE

The performance of a student will be evaluated in terms of two indices, viz. the Semester Grade Point Average (SGPA) which is the Grade Point Average for a semester, and Cumulative Grade Point Average (CGPA) which is the Grade Point Average for all the completed semesters at any point in time considered cumulatively.

Points Secured in the Semester = \sum (Course Credits x Grade Point) for courses in which A(+) to D grade has been obtained.

Total Credits Registered in the Semester Excluding Audit Courses = \sum (Course credits) for courses in which A(+) to D grade has been obtained.

$$SGPA = \frac{\text{Points secured in the semester in all passed courses (A(+) to D Grade)}}{\text{Total Credits registered in the semester excluding audit courses}}$$

The CGPA is calculated on the basis of all pass grades, except audit courses and courses in which S or Z grade is awarded/secured in all completed semesters.

Cumulative Points secured in All Passed Courses = \sum (Course Credits x Grade Point) for courses in which A(+) to D grade is obtained.

Cumulative Total Credits Excluding Audit Courses = \sum (Course credits) for courses in which A(+) to D grade is obtained

$$CGPA = \frac{\text{Cumulative Points secured in all passed courses (A(+) to D Grade)}}{\text{Cumulative total credits excluding audits courses}}$$

An example of these calculations is given below.

ODD Semester

Course No.	Course Credits	Grade Awarded	Total Credits	Grade Point	Points Secured
Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
XX101	5	B	5	7	35
XX102	4	C	4	6	24
XX103	4	A(+)	4	10	40
XX104	2	B(+)	2	8	16
XX106	4	D	4	5	20

XX107	-	S	-	-	-
XX108 (AC)	3	AP	-	-	-
Total	19		19		135

Credits registered in the semester excluding audit courses (total of column 2) = 19

Total credits earned in the semester excluding audit courses (total of column 4) = 19

Points secured in this semester (total of column 6 for all passed courses) = 135

$$\text{SGPA} = \frac{\text{Points secured in the semester in all passed courses (A(+) to D Grade)}}{\text{Total Credits registered in the semester excluding audit courses}} = \frac{135}{19} = 7.105$$

$$\text{CGPA} = \frac{\text{Cumulative Points secured in all passed courses (A(+) to D Grade)}}{\text{Cumulative total credits, excluding audits courses}} = \frac{135}{19} = 7.105$$

Semester performance: SGPA = 7.105

Cumulative performance: CGPA = 7.105

EVEN Semester

Course No.	Course Credits	Grade Awarded	Total Credits	Grade Point	Points Secured
Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
XX151	5	B(+)	5	8	40
XX152	4	A	4	9	36
XX153	4	F	-	0	0
XX154	2	B	2	7	14
XX155	4	C	4	6	24
XX156	4	A(+)	4	10	40
XX157	-	S	-	-	-
XX158 (AC)	3	AF	-	-	-
Total	23		19		154

Credits registered in the semester excluding audit courses (total of column 2) = 23

Total credits earned in the semester excluding audit courses (total of column 4) = 19

Points secured in this semester (total of column 6 for all passed courses) = 154

Cumulative points in all passed courses = 135 (past semesters) + 154 (this sem.) = 289

Cumulative total credits registered = 19 (past semesters) + 23 (this sem.) = 42

$$\text{SGPA}^* = \frac{\text{Points secured in the semester in all passed courses (A(+) to D Grade)}}{\text{Total Credits registered in the semester excluding audit courses}} = \frac{154}{23} = 6.695$$

$$CGPA^* = \frac{\text{Cumulative Points secured in all passed courses (A(+) to D Grade)}}{\text{Cumulative total credits, excluding audits courses}} = \frac{135 + 154}{19 + 23} = 6.881$$

Semester performance: Tentative SGPA* =6.695

Cumulative performance: Tentative CGPA* = 6.881

When a student gets the grade 'F' in any subject during a semester, the SGPA and the CGPA from that semester onwards will be tentatively calculated [SGPA* and CGPA*] taking only 'zero point' for each such 'F' grade. After the 'F' grade(s) has/have been substituted by better grades during a subsequent semester or summer term, the SGPA and the CGPA of all the semesters, starting from the earliest semester in which the 'F' grade has been updated, will be recomputed and recorded to take this change of grade into account.

If the student (as mentioned in above example) registers the failed subject in the Summer Term-20XX and clears it with "B" grade, its grade sheet will be:

Summer Term-20XX

Course No.	Course Credits	Grade Awarded	Total Credits	Grade Point	Points Secured
Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
XX153	4	B	4	7	28

The revised grade sheet of even semester will now be recomputed as

EVEN Semester

Course No.	Course Credits	Grade Awarded	Total Credits	Grade Point	Points Secured
Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
XX151	5	B(+)	5	8	40
XX152	4	A	4	9	36
XX153*	4	F/B	4	7	28
XX154	2	B	2	7	14
XX155	4	C	4	6	24
XX156	4	A(+)	4	10	40
XX157	-	S	-	-	-
XX158 (AC)	3	AF	-	-	-
Total	23		23		182

Note: Subject XX153* is cleared in Summer Term-20XX

Credits registered in the semester excluding audit courses (total of column 2) = 23

Total credits earned in the semester excluding audit courses (total of column 4) = 23

Points secured in this semester (total of column 6 for all passed courses) = 182

Cumulative points in all passed courses = 135 (past semesters) + 182 (this sem.) = 317

Cumulative total credits registered = 19 (past semesters) + 23 (this sem.) = 42

$$SGPA = \frac{\text{Points secured in the semester in all passed courses (A(+) to D Grade)}}{\text{Total Credits registered in the semester excluding audit courses}} = \frac{182}{23} = 7.913$$

$$CGPA = \frac{\text{Cumulative Points secured in all passed courses (A(+) to D Grade)}}{\text{Cumulative total credits, excluding audits courses}} = \frac{135 + 182}{19 + 23} = 7.547$$

Semester performance: $SGPA = 7.913$

Cumulative performance: $CGPA = 7.547$

V. DUTIES AND RESPONSIBILITIES OF CONTROLLER OF EXAMINATION

1. The Controller of Examinations shall be responsible for the orderly and timely conduct of examinations of the University. He shall be responsible for due custody of records pertaining to his work. This includes all records related to the conduct of examinations and declaration of results.
2. The Controller of Examinations shall be responsible for preparing the examinations scheme both for theory and practical examinations and shall also be responsible to conduct the examinations as per scheme so prepared.
3. The Controller of Examinations shall notify the University examinations through an annual calendar of examination within two months of new academic session with the prior approval of the Vice Chancellor.
4. The Controller of Examinations shall fix the examinations and appoint centre superintendent(s) with the prior approval of the Vice Chancellor.
5. The Controller of Examinations shall have powers to cause examinations and related activities inspected by flying squad/observer or any person appointed by him with the approval of Vice Chancellor.
6. It shall be the duty of Controller of Examinations to ensure free, fair and smooth conduct of examinations and declare results expeditiously.
7. The Controller of Examinations shall notify the results of the University examinations and also put the results in the public domain through the University website in an expedition's manner.
8. He shall ensure maintenance of the records related to the examinations in an efficacious manner and through systems which enable quick retrieval.
9. The Controller of Examinations shall be the ex-officio Secretary of the Examination Committee of the University and shall conduct the examinations and make all other arrangements therefore and be responsible for due execution of all processes connected therewith, subject to the superintendence of the Examinations Committee.
10. The Controller of Examinations shall maintain a database of students and shall inform the University adhere, to the policy concerned thereof, as laid down by the Examinations Committee.
11. The Controller of Examinations shall forward name(s) of candidates for conferment of degree(s) except honorary degrees.

12. The Controller of Examinations shall appoint paper setters, tabulators/collators, moderators, observers and flying squads etc. with the approval of the Vice Chancellor, and shall be the controlling officer with regard to T.A./D.A./honorarium and remuneration bills of examiners, paper setters, moderators and the persons invited for the purpose of the confidential works related to examinations and all other related works in the University.
13. The Controller of Examinations shall issue under the direction of the Vice Chancellor, all notices convening meetings of board of examiners. Board of moderators and of the committees appointed in connection with examinations and maintain the minutes of all such meetings. He shall act as member secretary of such committees as assigned by Vice Chancellor.
14. The Controller of Examinations shall ensure that any malpractices related to examinations shall immediately be brought to the notice of the Examinations Committee and the Vice Chancellor and be suitably dealt with.
15. The Controller of Examinations shall have administrative control over the employees of the examination section and have in this regard, all the powers of the Registrar as prescribed in the Act and statutes.
16. The Controller of Examinations shall review from time to time the conduct of examinations of the University in order to ensure that high standards of probity are being maintained in the examinations systems of the University.
17. The Controller of Examinations shall superintend the tasks and duties of all subordinate officers in Examination Section as created by Vice Chancellor / Board of Management from time to time and shall cause work to be distributed amongst them with the prior approval of the Vice Chancellor.
18. Honorarium to the Controller of Examinations and others shall be as decided by Board of Management but the same shall not be precondition.

VI. DUTIES AND RESPONSIBILITIES OF CENTRE SUPERINTENDENT

1. The Controller of Examinations (COE), after taking approval from competent authority, shall appoint one Centre Superintendent (CS) and Assistant Centre Superintendents for examinations.
2. He/she shall be present at the centre for the entire duration of the examination and shall be responsible for the smooth conduct of the examinations.

3. Controller of Examination shall appoint Invigilators for conduct of the examination.
4. The Centre Superintendent shall ensure that the staff members so appointed are made aware of their duties and responsibilities. He shall closely monitor and supervise their activities.
5. The Centre Superintendent shall arrange for collection of required number of answer booklets, additional sheets and other material from the COE.
6. The CS shall ensure that only those candidates who are in possession of admit cards are permitted to enter the examination hall. The CS shall also ensure that only staff posted for duty are permitted in the hall.
7. In the event of non-possession or loss of Admission card the CS is empowered to permit the Candidate to appear in the examination or issue a duplicate admission card, in exceptional circumstances, and after verifying the identity and eligibility of the candidate.
8. The CS shall ensure that candidates are not in possession of cell phones, electronic equipment, books, paper chits or any other material which may be used for copying. CS shall seize any such equipment if found with any candidate. He shall also seize admit card and answer book of such a candidate indulging in any kind of malpractice. Such booklets shall be packed, marked and sent separately to the COE. The candidate shall be booked for malpractice.
9. On completion of the examination, the CS shall ensure that the answer scripts, Invigilators' report, etc are received from each invigilator, tallied, verified attendance sheet and that the answer scripts are packed in covers and super scribed with details of the course, subject and paper code, date of examination and signature to be handed over COE.
10. He shall send date wise details of the examination to the COE.
11. Schedule of exams shall be as follows:
 - i. Invigilators shall be present to check admit cards at least half an hour prior to the commencement of the exam.
 - ii. Candidates in possession of admit cards shall be allowed into the hall and permitted to be seated in their places.
 - iii. Verification of identity card and admission cards by invigilators.
 - iv. Distribution of answer scripts to candidates present only by invigilators.

- v. Filling up of front page of answer scripts by candidates.
- vi. Distribution of question papers to candidates
- vii. Commencement of exams
- viii. Verification of candidate details and affixing of signatures on the answer scripts by invigilators.
- ix. No candidate to leave the hall Verification of the above and affixing of signatures on the answer scripts by invigilators.
- x. Attendance sheet, unused answer scripts and question papers shall be returned by the invigilators to the Centre Superintendent.
- xi. Consolidated subject wise absentee/attendance lists submitted
- xii. No candidate shall be permitted to enter the hall after half an hour from the scheduled commencement time.
- xiii. No candidate shall be permitted to leave the hall without handing over the Answer script to Room Invigilator.
- xiv. At the end of examination, the invigilators shall collect answer scripts, arrange them in ascending order of roll number and along with other relevant documents, hand them over to the Centre Superintendent.

VII. DUTIES AND RESPONSIBILITIES OF INVIGILATORS

The Room Invigilators are requested to ensure compliance of these guidelines in a good way, irrespective of how experienced and efficient they are in the examination work.

1. Room Invigilators must reach in the examination rooms, at least 20 minutes before the commencement of the examination along with examination material (except question paper). The question papers will be supplied by the Centre Superintendent in the invigilator's rooms in time.
2. As soon as the room invigilators arrive in the examination room, it may be ensured that the blackboard (if it is in the examination room), walls of the class or candidate's seating chair, etc., if something is written, it should be completely wiped out before the commencement of the examination.
3. The room invigilators should thoroughly check the answer sheets before distributing it to the examinees and ensure that at the place where facsimile of the centre superintendent is marked at that place and at its surroundings, if facsimile of the centre superintendent's or name of centre

superintendent or the name of the examination centre or the seal of the centre, is incorrect/ not present, change such answer sheets immediately.

4. The room invigilators should also ensure that there is no written paper or improper examination material, inside and outside the examination room, on the windows and at the entrance. It should be specifically investigated and if there is any such improper material, take action to destroy it before the commencement of the examination.
5. A close search of the examinees must be done by the room invigilators before allowing them to enter the room at the entrance of the examination room.
6. After commencement of examination, the candidates who are late may be admitted by the room invigilators on the written permission of the centre superintendent. But, in no case, admission should be given to any of the examinees who are present after half an hour of commencement of examination. It should be strictly adhered to by the room invigilators.
7. The admit card of the examinees may be examined by the room invigilators at the entrance. No candidate without admit card may be allowed in the examination in any case and the candidate may be allowed to appear in the examination of the subjects mentioned in the admit card.
8. The following announcements must be made in the examination room by the room invigilators before the commencement of examination in each examination day shift.
 - i. The candidate should check the material brought with him in or around to him that he does not have any material in or around him which falls within the ambit of improper means use.
 - ii. The candidate should write his roll number at the designated place on the answer book and should not write his roll number etc. in any other place other than that.
 - iii. The candidate must write his roll number at the proper place on the front page of the question paper.
 - iv. The candidate should write answers to questions on both sides of the pages of the answer book and cut off whatever rough work or calculation they have done.
 - v. The candidates should not write anything on the question paper in any case.

- vi. Candidate must record the correct number of questions in the answer book according to the question paper.
- vii. In respect of university examinations, the Uttar Pradesh Public Examination (Prevention of Unfair Means) Act, 1998 is applicable and appropriate action will be taken as per the said laws if found copying or attempting.
- viii. Do not write anything behind the cover and back page in the answer booklet and write the answer in English on both sides of the page in the answer booklet.
9. Invigilators are requested to verify all the entries to be made by the students at the main page of answer booklet, especially the roll number and paper code, and put signature at the locations shown on the main page.
10. The room invigilators are required to roam in the examination room regularly during the examination period and be alert so that no candidate should use improper material.
11. The room invigilators should sign a declaration that his son, daughter, or relative is not appearing in the ongoing examinations.
12. The room invigilators will not allow any candidate to leave before the stipulated time for examination.
13. The room invigilators will not in any case redress any missprint or error in the question papers. If there is any missprint or error in the question papers, immediately inform the centre superintendent. The necessary action will be taken by the Centre superintendent.
14. In special circumstances, the writer is allowed, but the room invigilators will not allow the writer to enter the examination room without the written permission from Controller of Examination.
15. In the examination period, the room invigilators will not allow anyone other than the water-man, centre superintendent, assistant centre superintendent, internal flight squad member, observers appointed by the university and the officers of the university to enter the examination room.
16. The room invigilators will ensure seating arrangements in the examination room as per the seating plan.
17. Design data book is allowed, room invigilators take care of this fact.
18. No electronic devices like mobile, electronic diary, programmable watch, etc., are allowed except calculators.

19. Invigilators are required to ensure,
 - i. Generally, no candidate is permitted for place of convenience in the first hour of the commencement of the examination and 15 minutes before the examination is over.
 - ii. The candidate may be allowed to go with the escort invigilator outside the classroom and the escort invigilator should fill up the prescribed form of his/her departure and arrival including the time and roll number. Only one student should be allowed to go at a time. In the meantime, the candidate should be monitored by the escort invigilator that he is not using unfair means.
20. Room Invigilators please ensure that if the student has been provided a graph paper, semi log paper etc., then the student should not write his/her roll number, name or any other thing on it.
21. Room Invigilators should announce that students do not write his personal details anywhere except at the prescribed location on the front page of the answer booklet. If any student writes elsewhere other than the prescribed location in the front page, his/her will be withheld. Also, if the candidate writes his roll number or name, etc., anywhere within the answer book, this will be treated in the category of unfair means. (Important)
22. They shall leave the examination hall only after performance of all their duties and after obtaining permission of the Centre Superintendent.
23. NO PORTION OR PART OF THE ANSWER BOOKS SHALL BE DETACHED AT THE EXAMINATION HALL BY THE STUDENT.

VIII. DUTIES AND RESPONSIBILITIES OF FLYING SQUAD

1. The Flying Squad members shall be appointed by the COE after taking approval of the competent authority.
2. The Flying Squad team shall visit each of the Examination rooms every day of the examination.
3. The Flying Squad team is empowered to physically check any candidate suspected of using unfair means. In case the squad chief is a male then the assistance of a lady invigilator may be taken to check a lady candidate. If the squad chief is a female, a male invigilator would be asked to check a male candidate.
4. The Flying Squad team is empowered to check the assigned staff in case of suspicion of unfair practices.

5. The Flying Squad team ascertain that the security measures are adequate.
6. In case of any malpractice, the Flying Squad team is empowered to seize the Admit Card and the answer booklet of the candidate and to hand over the same to the Centre Superintendent/invigilators for further necessary action.
7. The Flying Squad team shall report any discrepancies/malpractices observed to the Controller of Examination.

IX. INSTRUCTIONS FOR THE CANDIDATES

i. Instructions on answer book of Major/Minor/Practical Examination

1. Do not write anything on back side of the cover page.
2. Write your Roll No. only in the specified place.
3. The Roll No found written elsewhere or any unnecessary symbol found in the answer book will be treated as the use of unfair means.
4. Read the instructions carefully given on the Question Paper and Admit Card.
5. Write on both sides of pages of answer books.
6. Do not write anything on question paper except Roll No.
7. Fill in the status of candidate correctly:
 - a. Those appearing in Regular papers should fill status as Regular.
 - b. Those appearing as Re-admitted should fill status as Re-admitted.
 - c. Those appearing in carry over papers should fill status as carry over.
8. Do not use pencil for answering the questions except diagrams.
9. Use of programmable calculator is not allowed.
10. Fill the entries on the cover of the answer booklet with care. Do not fold or smudge. Make no stray marks on sheet.
11. Supplementary copy will be provided in Minor Test/ Major examination on demand of the student.

ii. Instructions for Examiner/Evaluator for filling cover page

1. Fill in the boxes corresponding to the Question numbers with the marks obtained for each question in respective boxes.
2. Enter the total marks in boxes provided for.
3. Use Pen to fill in the boxes.
4. Fill the entries on the cover page of the answer booklet with care. Use this form with care. Do not fold or smudge. Make no stray marks on sheet.
5. Practical answer books are to be returned to office of Controller of Examination, Madan Mohan Malaviya University of Technology, Gorakhpur after evaluation. The evaluation will be randomly scrutinized on the basis of performance in the End Semester Major Examination.

iii. Other Instructions for candidates (to be displayed on notice boards)

1. Both sides of each page of the answer book should be used. No blank space should be left to prevent wastage and to “Save Pages” and “Save Trees” - “Save Our Environment”. No supplementary answer-books would be issued to those candidates who try to waste paper.
2. The examination will commence as per programme of examination notified earlier. The doors will open half an hour before the scheduled time. No candidate will be admitted after half an hour of the commencement of examination on any day.
3. Seating plan with roll numbers will be displayed on notice board one day in advance. The notice regarding seating plan will also be displayed on the University website www.mmmut.ac.in. The Candidates are required to find and occupy the seats allotted to them.
4. During the course of examination, the candidates 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.
5. The candidate is required to show the examination admit card to invigilator/Centre superintendent/Flying squad or other University authority when asked. The candidate is also required to sign on the examination attendance sheet during examination.
6. Where candidate changes ink while he/she is answering a paper, he/she should bring this fact to the notice of the Room Invigilator on duty who will record this fact as note at front cover page of the answer book.

7. Candidates must write the words “The End” at the end of the last answer in their answer books.
8. No candidate 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 information of the examiner.
9. Candidates should not leave the Examination Hall without handing over their answer books to the Room Invigilator.
10. Candidates are warned against writing their Roll Number, Name, Enrolment Number or make any other sign or mark inside their answer-books. Any breach of this instruction is liable to be penalized.
11. All candidates are required to bring their own pens and to use BLUE/BLACK INK only for answering their question papers. They must not bring any text-books or notes with them inside the Examination Hall.
12. Candidates are forbidden from writing answers (or anything else) on the question paper or on the admission card.
13. CANDIDATES MUST READ THE QUESTION PAPER AND THE INSTRUCTIONS CAREFULLY BEFORE THEY BEGIN TO WRITE THEIR ANSWERS.
14. A candidate found guilty of use of unfair means or disorderly conduct at or in connection with the examination or violation of the preceding rules or found making personal approaches to concerned examiner will be liable to severe action under the provisions contained in UFM rules. The candidate found guilty of using unfair means during exam will be supplied with a copy of the charge sheet immediately in the prescribed format to submit his/her written reply on the charge and also to sign the material recovered from him/her. If the candidate 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 disciplinary action should be taken against him/her. Such cases will 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 candidate and no representation or protest from him/her will be entertained afterwards.
15. No enquiries by telegram, post, telephone or email concerning results will be answered by the University. Candidates must wait for the announcement of their results on the web site www.mmmut.ac.in .

16. In case the original admission/admit card is lost, its duplicate copy may be downloaded or get issued on receipt of an application through proper channel.

X. GUIDELINES FOR CONDUCT OF THEORY EXAMINATIONS

1. **Examination Centre:** Examination shall be conducted in the classrooms under the supervision of Invigilators/Centre Superintendent appointed by the University. The Centre Superintendent shall ensure that all the appointed staff are aware of their duties and responsibilities. He shall give instructions to candidates based on relevant portions of these guidelines and display the same prominently at the examination hall/notice boards.
2. **Examination Forms:** The University is non-affiliating residential institute. Any student registering the courses in any semester are eligible to appear in the examinations of the semester provided he/she fulfils the attendance norms of the University. The list of registered students and the list of detained (from exam) students are received from the Dean of Academic Affairs before the commencement of examination.
3. **Internal Assessment Marks & Attendance Statement:** Dates for submission of attendance and Internal assessment marks shall also be notified by Dean of Academic Affairs. Students with shortage of attendance are not eligible for appearing in the semester examinations. Dean of Academic Affairs will provide list of candidates who are not eligible for the examination to Controller of Examination at least seven days before the first exam date and will also inform their parents. If ineligible candidates appear in the exam, the student shall be held solely responsible and his/her answer script shall not be evaluated and will be treated as null and void. Fees once paid will not be refunded or adjusted for any reason.
4. **Admission Cards:** Schedule for issue of admission cards shall be notified by the COE. Candidates shall be in possession of Admission cards on all the days of theory and practical examinations. In the event of non-possession or loss of Admission card the Centre Superintendent is empowered to permit the Candidate to appear in the examination or issue a duplicate admission card, in exceptional circumstances, and after verifying the identity of the candidate.
5. **Time-Table:** The University releases academic calendar prior to the start of session in every year. The academic calendar schedules all examination (minor, major and practical viva-voce, quizzes, evaluation, showing the evaluated answer books etc) dates. The Controller of Examination notifies the tentative dates of all examinations strictly according to the Academic Calendar. All the notifications shall be prominently displayed for

information of the candidates on notice boards and the University website. The examination date shall not be postponed or cancelled to maintain the regularity of academic sessions. It shall be held as per schedule.

6. **Demand and Collection of Stationary:** The required number of answer booklets and other material will be demanded and obtained by the Centre Superintendent from the Controller of Examination well in time.
7. **Seating Arrangement:** Seating arrangement shall be displayed prominently on the notice board by Centre Superintendent one day in advance. Candidates with admit cards and appointed staff only shall be permitted to enter the hall. The examination hall shall be suitably guarded by security staff. Access to the examination hall shall be disabled friendly. The examination hall shall be free from noise and air pollution. Strict silence shall be maintained by all during the examination. Each candidate shall be provided a separate space. Candidates shall not bring any programmable watch/calculators and mobile phones or any electronic gazettes which can be used for unfair means. Arrangement shall be made for providing safe potable water to the candidates in the hall. Candidates shall not be permitted to use clipboards or any similar item while writing the exams.
8. **Lighting:** The examination hall shall have adequate natural and/or artificial light to enable the candidates to write comfortably without eye strain. Standby power arrangement in the form of generators shall be ensured.
9. **Washroom:** Candidates shall not ordinarily be permitted to go to the toilet during the examination. In exceptional cases they may be permitted by the Room Invigilator to go to the washroom under escort after physical check for material that may be use for copying, both on the person of the candidate and in the washroom. Such candidates shall not be permitted to communicate with anyone during the period that they are outside the examination hall.
10. **Timings:** The timings of the examination shall be prominently displayed on the notice board and brought to the notice of the candidates by all available means, prior to the dates of the examination. Candidates should strictly follow the time schedules announced by the Controller of Examination. Activities to be carried out by the appointed staff with reference to the timings shall be strictly followed. These details shall be issued separately by the Centre Superintendent.
11. **Answer Books:** Answer books shall be issued only to the candidates who are present in the hall as per the answer book allocation chart approved by the Controller of Examination. Each answer book shall be of 32 pages (Major Exam) or 24 pages (Minor Exam). Additional copy of (4 pages) shall be

provided in the Major examination and Minor examination. Unused answer booklets shall be returned to the Controller of Examination. No part of the answer booklet is to be detached by any person.

12. **Filling up of the Answer Booklets:** The candidates fill the entries on front cover of the answer books as per the instruction given on overleaf of front cover. The invigilators shall read out the pertinent instructions for the benefit of the candidates and also render any other assistance thereof. The invigilators shall verify the entries and then sign in the appointed place.
13. **Opening of QP Packets:** The Centre Superintendent shall personally check the covers containing the question papers for the intactness of the seal and correctness of the question paper code before issuing it to Room Invigilators. Discrepancies, if any, shall be immediately brought to the notice of the Controller of Examination.
14. **Issue of Question Papers:** Invigilators shall issue question papers to the candidates at the appointed time and shall ensure that question papers with codes corresponding to the codes mentioned in the admit cards are correctly issued. Unused question papers shall be returned to the Office of Controller of Examination.
15. **Collection of Answer Books:** The invigilators shall collect the answer booklets from all the candidates at the end of the examination and arrange them course wise, subject wise, branch wise and roll number wise etc. and hand them over to the Centre Superintendent. Similar action shall be taken regarding Invigilators' report, attendance sheets, absentee statement etc.
16. **Packing & Dispatch:** The answer books are then packed in envelopes subject/paper wise, separately for each question paper code and super-scribed with details of the course, session, subject name, paper codes, date of examination and hand it over to Controller of Examination after completion of Examination on the same day along with the check list/daily summary report.
17. **Malpractices:** Candidates are prohibited from writing their names and Roll number in any place other than indicated. Invocation to Gods or any other marks of identification shall not be written anywhere in the answer book (as Answer Books can be coded). Candidates shall not bring into the examination hall any book, portion of book, manuscript or paper of any description. They shall not copy or communicate with anyone inside or outside the hall or exchange answer books. Candidates shall not be in possession of cell phones, programmable calculators, pen scanners, blue tooth equipment or any other equipment which may be used for any kind of malpractice. If found, these would be seized and confiscated and case

of use of UFM in the exam will be started. Candidates suspected of violating these instructions shall be subjected to physical check and verification by authorized persons. If found to be indulging in malpractice the candidate shall be booked for malpractice. The answer book shall be seized, marked as “UFM case”, signed by the Invigilators and the Centre Superintendent, packed, and sent separately to the Controller of Examination. A fresh answer booklet will be given to the candidate for remaining time of the examination. Bothe answer books along with the UFM report will be submitted to the centre superintendent (to be sealed separately) for further action.

XI. GUIDELINES FOR CONDUCT OF PRACTICAL EXAMINATIONS AND VIVA-VOCE

1. **Timings:** The timings of the Practical examinations and Viva Voce examination shall be brought to the notice of the candidates by all HOD’s concerned, prior to the dates of the examination.
2. **Demand of Stationery:** The required number of answer booklets and other material shall be demanded and obtained by the subject teachers/HoDs from CoE well in time.
3. **Malpractice:** Candidates shall not bring into the examination hall any book, portion of book, manuscript, or paper of any description. They shall not copy or communicate with anyone inside or outside the hall or exchange answer books. Candidates shall not be in possession of cell phones, programmable calculators, pen scanners, blue tooth equipment or any other equipment which may be used for any kind of malpractice, if found, these would be seized and confiscated. Candidates suspected of violating these instructions shall be subjected to physical check and verification by authorized persons. If found to be indulging in malpractice the candidate shall be booked for malpractice and sent out of the examination hall immediately. The answer book shall be seized, marked as “malpractice case”.

XII. GUIDELINES FOR VALUATION OF THEORY SCRIPTS

1. **Appointment of examiners for Valuation:** The University shall appoint Examiners for the evaluation of theory scripts with the approval of competent authority.
2. **No of days for valuation (Within schedule of Academic Calendar)**

S.No.	Major Exam Answer Books	Time
a.	Up to 70	04 days
b.	71 to 160	07 days

c.	160 and above	10 days
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4. **Answer Booklets:** Subject/paper-wise answer booklets shall be made handover (with proper receiving) to the appointed examiners.
5. **Evaluation and Showing the Answer Booklets to Examinees:** The appointed examiner shall evaluate all the assigned answer booklets and then notify to all concerned examinees to see their respective evaluated answer books. The students should look their evaluated answer booklets and if any unevaluated answers and/or any error in totalling/posting errors are found, it should be reported to the examiner to get it rectified. The marks awarded by the examiner shall be entered in the award sheet (hard copy) and also to be uploaded on the Examination Server through the login password allotted to the examiner. **If the student is not satisfied with the evaluation done by the examiner in Major examination, he has option for Challenge evaluation as per University rule.**
6. **Return of Answer booklets:** After uploading the marks, the examiner shall return all the evaluated answer booklets along with the hard copies of the print out of uploaded marks and the award sheets to the Examination Section.
7. **Remuneration:** Remuneration for the examiners doing the valuation shall be paid by the University on completion of the assignment and on completion of documentary formalities as per approved rules.

XIII. INSTRUCTIONS TO PAPER SETTERS

1. Madan Mohan Malaviya University of Technology, Gorakhpur has divided syllabus content of each subject into four Units. Question Papers are to be set from all units of the syllabus as per the given format (see annexures for Minor Test and Major Exam Question Paper Formats). The question papers are required to be set to evaluate the set course objective in order to ease in evaluation of Course Outcome.
2. Paper setter should appreciate that question papers are key tools in assessing students' learning ability. Question Papers need therefore to be very meticulously designed and planned so as to cover the entire syllabus and possibly imbibe all components of assessment such as (i) knowledge (ii) comprehension (iii) application (iv) analysis & evaluation (v) synthesis (vi) creativity & innovation. At the same time the ambit of a question paper should be such that a good student is able to solve the question paper in the given time frame.

3. A copy of current syllabus, format of question paper and instructions will be enclosed. A MS-Word file of the format of question paper will also be provided through email which can be used for paper setting. In case of any doubt, the examiner/paper setter is requested to contact Controller of Examination.
4. Important Instructions for Major Exam Question Paper Setter
 - i. As per the Question Paper format, the Question 1 will be from Unit 1&2, Question 2&3 will be from Unit 3 and Question 4&5 will be from Unit 4.
 - ii. All Questions carry equal marks (total 10 marks). Question Paper is to be prepared according to the attached format.
 - iii. Please see that none of the question from previous years question paper is repeated in the current question paper. Copy of previous year's question paper is provided herewith.
 - iv. Provide the solution for all numerical portion of the question paper.
 - v. Please mention clearly the additional requirements like steam table etc. to be provided to students for solving question paper.
 - vi. The envelope containing question paper Manuscript and Solution are to be sealed separately and duly marked on top of the envelope of bigger size.
 - vii. Please send the soft copy of the question paper(s) in Microsoft Word in C.D. along with hard copy of the question papers).
5. The non-relationship certificate and remuneration bills are to be kept in the outer envelope. All the envelopes must be properly sealed and sent by Registered Post/Speed Post to Controller of Examination, Madan Mohan Malaviya University of Technology, Gorakhpur.
6. In case, for some reasons, if it is not possible to prepare the question paper, you are requested to kindly intimate this to the Controller of Examination immediately for making alternate arrangements.
7. All the rough work/drafts used for setting the question paper as also any related file may be destroyed to maintain utmost secrecy and a certificate to that effect may kindly be sent to the Controller of Examination. Certificate that none of your closed relatives is appearing in the examination and that utmost secrecy has been ensured may also please be provided.
8. The Institute appreciates the efforts made by you and also is aware that it is never possible to adequately compensate the efforts involved in setting

the question paper. The Institute has a system of paying a token honorarium of Rs. 1000/- per set. In-addition contingent expenses are also payable as per receipt provided by you on actual. Similarly, honorarium for evaluation of Answer Books is Rs. 18/- per Answer Book (subject to minimum Rs. 100/-) for Post Graduate exams and Rs. 15/- per Answer Book (subject to minimum Rs. 100/-) for Undergraduate exams plus courier/postal charges etc. on actual. A copy of remuneration bill is enclosed which may please be sent duly pre-receipted. It should be kept in the outer envelope. For practical examination for Undergraduate practical examinations Rs12/- per candidate (minimum Rs.500/-) and for Post Graduate practical examinations Rs15/- per candidate (minimum Rs.500/-).

XIV. MODERATION OF THE QUESTION PAPERS

The University appoints examiners for setting of question papers from among the faculty of the University itself (internal) as well as faculty (external examiner) from reputed Institutes/University of India. All the question papers received by the Controller of Examination and these papers are moderated department wise by the Moderation Committee of respective Departments.

- There shall be a Moderation Committee for end semester major examination question papers of the concerned department. The committee shall consist of the following members:
 - (i) Head of Department concerned (convenor)
 - (ii) Senior faculty member(s) of the Department from each broad area of specialization (to be appointed by the Hon'ble Vice Chancellor). Appointments are valid for one year.
- The moderation Committee is empowered to modify or change any question with a view to maintain the standard of question paper.
- The moderation Committee is empowered to delete/add any question in question paper, if committee feels so.

XV. GUIDELINES FOR EVALUATION OF ANSWER SCRIPTS

1. Please ensure all answers have been evaluated and marks have been awarded.
2. Marking may be made in Red ink by pen or Ball Point pen.
3. Please ensure the marks given inside the Answer books are accordingly tabulated on the cover page with correct total. The Total Marks in Answer Book should tally with the result sheet.
4. The examiners are requested to please see that no question or part of the question is left un-assessed. If a candidate has attempted more questions

than required, the marks obtained in the best questions be totalled. The questions for which marks were awarded but not counted be indicated and shown “Extra attempted”.

5. Blank pages of all Answer-books may please be crossed by you at the time of assessing the answer-books.
6. If, during the course of marking, an examiner feels that the pass percentage is low or there are some other serious discrepancies, he should report the same to the Controller of Examination.
7. Evaluator shall also fill up the “marks statement” available with the answer book in the packet as well soft copy via the login Id provided.
8. If a candidate or any person on his behalf approaches the examiner to influence the result, the fact may be reported to the Controller of Examination immediately.
9. It is to be remembered that our evaluation decides the fate of the students and academic standards of the Institute for which co-operation from every person involved is solicited and such contribution will always be remembered.

XVI. GUIDELINES FOR UPLOADING OF SESSIONAL AND EXAMINATION MARKS ON SERVER

Step1: Download all the formats for filling up the marks from the link mentioned below and fill in the marks manually. This will help you to upload the marks online.

<http://172.16.1.250:8081/jasperserver/login.html>

username: ***** password: ***** (to be provided via official email Id of faculty)

Step 2: Head of Department of respective department are required to login to the following site

<http://172.16.1.250:8080/>

and reset their password. Username will be the first word of their official email id (if email id is rkcs@mmmut.ac.in then username and password will be rkcs). After the first login, password is to be changed. (Password is provided via official login Id of respective HoDs)

Step3: After resetting password, HOD will allocate the subjects to all the regular faculty for filling up the marks. The subjects taken by the guest faculty and research scholars can also be allocated to any regular faculty/or other faculty (on discretion of HoDs) for marks upload. They will also submit the hard copy duly signed by them.

Step 4: Once the HOD have allocated the subjects to regular faculty members, they are required to upload the sessional marks. The username and initial password for the faculty members will be the first word of their e-mail id as mentioned in Step 2 and a password reset is required.

All the marks except major and practical exams shall be filled by before the notified dates. While uploading the marks care must be taken to match the column name of the printed format with that of web form.

The marks of M.Tech dissertation will be uploaded in two columns consisting of 50 marks each (as sessional and exams) but their detail sheet obtained from downloaded format section will be send duly filled after the exams are over.

Step 5: After uploading all the marks (sessional and exams) hard copy of sessional marks including practical exams duly signed by faculty member(s) and countersigned by HOD will be send to exam section before the notified date. This filled sheet can be downloaded from the link provided to the examiners.

The exams marks should be sent separately by HOD after collection it from concerned faculty members and tallying with the list of subjects of the department.

All faculty members are requested to adhere to the timeline as the results has to be declared by the University to get aligned with the University Academic Calendar.

NB: For any discrepancy kindly mail to coe@mmmut.ac.in.

Last Dates of events:

Uploading of sessional marks:	As notified during each semester via email.
Uploading of exams marks:	
Uploading of practical examinations marks:	
Sending of sessional and major exams hard copy to exam section:	
Sending of MBA/M.Tech dissertation/MCA project marks to exams section:	

XVII. RESULT PROCESSING STEPS

- Checking the data entry received from the faculty/examiners. Performing any updating and deletion work
- Result procession on University Ms-SQL server
- Preparing result analysis
- Printing of Tabulation Register, Marksheets and various reports
- Showing results to students via University Website (on public domain) and also on our University server. Also sending SMS alert to students.

XV. DETAILED DESCRIPTION OF EXAMINATION MODULE FOR COMPUTERIZED RESULT PROCESSING

- i. Receiving of students' data from Dean Academics
- ii. Design of Students' portal
- iii. Creation of Students Master, Teachers Master, Courses Master, Course-Subject-Relation, Teacher-Subject-Relation, Subject Allotment to teachers, Students allotment to teachers, Exam-Form Filling by students, Test-Marksheet Entry, TAQ, AT and other activities marks and other data entry, Major Exam-Marks Entry etc.
- iv. Module to process the results of B.Tech., BBA, MBA, MCA, M.Tech, M.Sc. (Physics), M.Sc. (Maths)., M.Sc. (Chemistry) and Ph.D.
- v. Generation of Tabulation Register, Mark-sheets, Transcripts, Migration/Provisional Certificate, Seating Plan etc.
- vi. Locking of result records and TRs records.
- vii. Preparation of result analysis
- viii. Showing result to students on internet/intranet
- ix. SMS/mail alerts to students about their marks, results, passwords etc.
- x. SMS/mail to faculty about their examination duties, copy checking and other related work.
- xi. Backing up of database
- xii. Various other options which come into notice during design and use of the system

XIX. INSTRUCTIONS AND PENALTY FOR THE USE OF UNFAIR MEANS

- a. **Procedure to be followed by the invigilator/Centre superintendent/ Flying Squad**
 1. As soon as, any case of unfair means comes to the notice of the Invigilator, Flying Squad he/she shall bring it to the notice of the Examination Centre Superintendent of the Examination.
 2. The invigilator(s) shall take in their possession Answer Booklet of the student along with unwanted paper or other materials found and immediately issue a second Answer Booklet to the student.
 3. The Centre superintendent of the Examination shall record the time when the case was brought to his notice. He/she shall also record the time of

issue of the second Answer Booklet “(A): UFM-Main Answer Booklet” should be written on the page cover of the main answer booklet and “(B): UFM-Secondary Answer Booklet” on the cover page of the second answer booklet.

4. The Invigilator(s), who has detected the use of UFM by a student, shall also record his statement about the UFM case on specified UFM form.
5. The Centre Superintendent of the Examination shall also give his statement in specified UFM format (see Annexure).
6. In case the student refuses to give his statement, he should NOT BE forced to do so, only the fact of his refusal and the time of occurrence of the incident should be recorded by the Invigilator(s) on duty in that room. The statement of the student if any and the statement of the Invigilator(s) are attested by the Centre Superintendent of the Examination.
7. In case, a student is found to have written something on the body part, a photo of same may be taken by the web cam/mobile camera etc. if possible.
8. No extra time will be given for completing the Examination as a result of this procedure to the student.
9. After the completion of the Examination both of the answer booklets marked as Booklet “(A): UFM Main answer Booklet” and “(B): UFM- Second answer Booklet” along with the material found in possession of the student and prescribed UFM FORM SHALL BE SEND IN SEPARATE ENVELOPE MARKED UFM OT THE OFFICE OT HE CONTROLLER OF EXAMINATION.
10. In Case a student has smuggled out an Answer Booklet, the Centre Superintendent should call the student directly and try to secure the Answer Booklet, In case of non-availability of the Answer Book, the matter should be reported to the police and a copy of the FIR is to be sent to the office of the controller of Examination along with the statement of the Invigilator(s) present in the room.
11. In Case of impersonation, the Centre Superintendent shall report the matter to the Controller of Examination along with the detailed report with necessary documents.
12. In cases of misconduct of very serious nature, the matter should be reported to the police, if necessary. Statement of the Invigilator/s and that of the other concerned (e.g. Security person etc.) may be obtained and sent to the office of the Controller of Examination.

13. In case of electronic gadgets, the clear photocopy of that from front and back, and the enlarged photocopy of the screen shot/ the printout of the material stored in the electronic gadgets duly signed by the student, invigilator, Centre Superintendent, **MUST** be attached with UFM report.

b. Convening of Committee on Unfair Means

A Committee (Standing Committee) appointed by the Vice-chancellor shall enquire into cases of unfair means in the Examination. The student who is involved in UFM cases will be given a chance to submit his/her representation to the committee, if he wants during a period as specified via circular by the office of the Controller of Examination. The Committee shall thoroughly examine the cases on the basis of the material /documents found and student report (if any). The committee shall submit its recommendations after laying down clearly the nature of the offence and punishment to the Vice-Chancellor for consideration and necessary order. The composition of UFM Committee is as under.

- (i) Controller of Examination
- (ii) Proctor
- (iii) Member Nominated by Vice Chancellor
- (iv) Concerned Heads of Departments (UFMs of the concerned dept. subjects).

c. Table Showing Punishment Details for Unfair Means

Clause	Sl.No.	Nature of UFM Offence	Punishment
A	1.	Student doesn't follow the instruction given by the Centre Superintendent/Invigilator	Warning will be issued to the student not to repeat in future. If repeated CONCERNED MINOR OR MAJOR SUBJECT examination only will be awarded ZERO marks on the basis of the written report of the room invigilator(s).
	2.	Student communicates with another examinee or tries to pass on information even after a word of caution from the invigilator(s) or any competent authority.	
	3.	Any sort of writing on the question paper except the Roll No. at the given space.	
	4.	Any examination relevant literature found near or just beneath his/her seat but he/she has not copied from the said material as ascertained by Centre Superintendent/flying squad/Invigilator(s)	
	5.	Student Indulges in writing the matter relevant to subject before commencement of examination.	
	6.	Student's Indecent behaviour at the examination centre or the examination hall	
	7.	If the examinee is found in his possession notes, chits, answer book of any other examination ; however he/she has not written from the said material in his /her answer book .	
B	1.	Use of indecent of abusing words in the answer book.	

	2.	Possess any sort of exam relevant material in the examination hall or even outside the examination hall like toilet, lobby etc. or tries to contact any unauthorized person during the examination timings.	CNCERNE SUBJECT as a whole will be awarded "F" grade.
	3.	Brings any electronic gadgets (except memory less scientific calculator if permitted in that paper) in the examination hall.	
	4.	Any sort of writing on the question paper regarding solution of the questions.	
	5.	Examinee has copied from the relevant material, Scribble on chits compass box, calculator, pad, cloth, handkerchief, dress or any part of the body or stored in electronic -gadgets including mobile-phone.	
C	1.	Examinee has indulged in exchanges of answer book with other examinee	
	2.	Examinee has copied from another examinee or deliberately allows other examinee to copy from his own answer book or pass on the exam relevant material or literature in any form to another examinee in exam hall.	
	3.	If the examiner find some written/Printed papers etc. of exam related material from the answer book of an examinee	
	4.	Attempts to get rid of or to destroy any kind of exam relevant prohibited material with which he is caught or helps other in such an act.	
	5.	Examinee is found to throw away his answer booklet, question paper, practical job or part thereof.	
	6.	If examinee is found to have torn the answer booklet, question paper, any other exam related material or part there of his/her own or other examinee.	
	7.	If the examiner reports that in the examinee's answer book is written with more than one type of hand writing	
	8.	If the examiner reports about missing pages or additional pages in the answer book of examinee.	
	9.	If the examinee obstructs the process of conducting the examination in any way.	
	10.	If the examinee tries to destroy the evidence by chewing the chit or in any other manner, which was found in his possession during examination.	
	11.	If the examinee attempts to bribe by way of Keeping currency notes in his/her answer book.	

	12.	Attempts to bribe the examiner by mentioning address, contact detail, Mobile No. etc. or to contact the examiner directly or through any representative for his/her favour.	
D	1.	If the examinee obstructs/threatens orally or assaults the invigilator(s) or any competent authority on exam duty.	Cancellation of result of the all the subject in that semester (all the theory papers plus practical examination in that semester will be awarded "F" grades)
	2.	Tries to bring duly written answer book or supplementary from outside prior of start of examination.	
	3.	If the examinee is found with bulk material like book, note book, and short notes etc. related with the concerned subject of or after the examination.	
E	1.	If person impersonates as examinee and if this is detected during or after the examination.	Cancellation of result of the examinee being helped of all the examination of registered courses in that concerned session (theory and practical) will be cancelled. (All the paper will be awarded "F" grades)
	2.	If the examinee carries away an answer booklet, supplementary or practical job or part thereof outside the exam hall.	
	3.	Leaves the examination hall without submitting his/her answer book or tries to destroy it.	
	4.	If student is being helped by other student(s) of the University or outsider and behaves in as indiscipline manner during particular the examination.	
F	1.	Possesses Gum, Revolver, Knife or any other prohibited weapon in or around exam hall	Cancellation of result of the examinee of all the examination of registered courses in that concerned year (theory and practical) will be cancelled. (All the paper will be "F" grades)
	2.	Physically assaulting invigilator or any competent authority on examination duty.	
	3	Physically assaulting examiner	
	4	If anyone is writing other's examination.	
G	1.	(In the case of re-registered Paper). If unauthorized material is found with the candidate in bulk such as books, huge cheating material, etc. which shows the clear intention of copying.	Cancellation of result of the CONCERNED subject and two other cleared/passed subjects in which the student has secured the lowest marks except the subject in which student has UFM i.e. total three papers will be "F" grades
H	1.	If during the examination or afterwards any examinee is found to have indulged in unfair means other than specified in A to G as above and which has been bearing on the	The examination committee shall decide the penalty depending upon the nature and

		examination or result of the examinee and /or any other examinee.	complexity of involvement of the examinee concerned on case to basis.
I	1.	If person. is not a appearing in that particular examination but student of other examination of the University/outsider behaves in an indisciplin manner during particular examination or helps other examinee by using unfair means.	The person helping the examinee will be punished as per decision of the University Administration.
	2.	If anyone is writing other's examination	

The result of the student will be declared after implementation of the decision of examination committee.

XIX. RESULT DECLARATION

The result is prepared taking utmost care about the student marks, attendance etc. A result analysis is also prepared, and standard deviation is observed. If a large deviation in marks/result is observed, the Controller of Examination can call a Moderation Committee meeting with prior approval of Vice Chancellor. Generally, the prepared result is put before the Examination Committee for the ratification before its declaration. If it is not possible to convene the Examination Committee and the result declaration is required to comply student placement needs or to avoid delay in session, the result can be declared with approval of the Vice Chancellor and it can be brought in agenda of next Examination Committee Meeting in anticipation of its approval. The answer scripts/booklets can be disposed off after one year from the declaration of the result by the Examination Committee.

The composition of Examination Committee is as under.

(i)	Vice Chancellor	-	Chairperson
(ii)	All Dean of the University		Member
(iii)	Two External Members (Nominated by Vice Chancellor)		Member
(iv)	Two Internal Members (Nominated by Vice Chancellor)		Member
(v)	Controller of Examination Secretary		Member

The composition of Moderation Committee is as under.

(i)	Dean/Senior Professor nominated by Vice Chancellor	Chairperson
(ii)	All Deans	Member
(iii)	All HoDs	Member
(iv)	Controller of Examination Secretary	Member

XX. GUIDELINES FOR REVALUATION OF ANSWER COPIES

The university proposes a facility to the student to challenge the evaluation of answer copies of his/her major examination from even semester of 2018-19 session onwards. It will be applicable to all the undergraduate and postgraduate programs conducted by the University. Here, "Revaluation" means Valuation of answer copies to be done by the external examiners.

a. Challenge Revaluation of Answer Script for Undergraduate and Post Graduate Students

- i. Revaluation of answer script will be carried out only for the latest semester whose result has been declared.
- ii. All the students of UG & PG appearing for the University major examinations are eligible to apply for Revaluation of answer scripts in all theory subjects.

- iii. These regulations will also be applicable for Pre-Ph.D courses of research programs.
- iv. All the interested students, who wishes to apply for Challenge Evaluation of Answer Scripts must apply for Challenge Evaluation to COE by paying the requisite fee within 10 working days from the date of declaration of results by University. The requisite fee shall be Rs.5000/- per subject from even semester of 2018-19 session, which can be modified in future by examination committee from time to time. The remuneration to each faculty member involved in challenge evaluation will be Rs.500/- per copy. Remuneration to the faculty may be modified by examination committee from time to time.
- v. A student cannot apply Challenge Evaluation of answer scripts in the subjects other than the theory subjects.
- vi. After the last day of application for challenge evaluation, the exam section shall initiate the process of challenge evaluation as per the procedure detailed hereunder:
 - The COE may finalize a panel of examiner of each subject in which challenge evaluation is to be conducted, in consultation with respective HODs.
 - The COE shall take approval from hon'ble vice chancellor of two faculty members for each subject.
 - Each answer script will be revaluated by two faculty members.
 - After the revaluation of each copy, average of marks given by two evaluators shall be taken into consideration for any comparison purpose.
 - The student will be informed about the outcome of challenge/re-evaluation of answer copies within two months of receipt of student's request.

b. Award of Marks After Revaluation

- If the difference in original marks from average marks are less than 10% (i.e. less than ± 5 marks for major examination of 50 Max Marks) then marks of student will not be modified and the fee submitted by student will be forfeited (FF). Student's Fee will be forfeited for all cases where average marks is less than the original marks of the student.
- If the difference in original marks from average marks is greater than or equal to 10% (i.e. greater than or equal to ± 5 marks for major examination of 50 Max Marks) then the average marks will be awarded to the student. If average marks are larger by 10% or more, then the fee submitted by student will be returned as per fee refund policy framed by examination committee time to time.

- For current session, it is proposed that the Fee Refund (FR) should be done after deducting the remuneration paid to first and second valuator. Hence, FR shall be Rs. 4000/- for current session.

Cases	Original Evaluated marks (A) (out of 50)	After revaluation		Average Marks of 1 st and 2 nd valuator (B)	Difference Between A & B	Final Marks awarded after challenge	Fee status
		First Valuator	Second Valuator				
Case-1	15	20	18	19	$(19-15) < 5$	15	FF
Case-2	15	20	22	21	$(21-15) > 5$	21	FR
Case-3	15	14	08	11	$(15-11) < 5$	15	FF
Case-4	15	12	08	10	$(15-10) \leq 5$	10	FF

- In the above table, only in one case, fee of student shall be returned. It can be seen that the student fee status (FR-status) is shown for case-2 where marks awarded to the student is more than his/her original marks by 10% or more. For rest of the cases, where student's average marks are either less than the original marks or variation (A-B) is less than 10%, fee of student has been forfeited.

NOTE: THE CHALLENGE EVALUATION MUST BE APPLIED WITH CAUTION AS THE MARKS OBTAINED AFTER THE CHALLENGE EVALUATION SHALL BE FINAL IRRESPECTIVE OF WHETHER THOSE MARKS ARE MORE OR LESS THAN THE ORIGINAL MARKS.

c. Eligibility of Teachers for Revaluation

The faculty members who will be evaluating the answer copies during revaluation must possess at least five years of teaching experience and must be regular faculty of reputed institute/university (preferably IIT/NIT/IIIT or State/Central University or Govt. Engg. College).

d. Power to Modify

Notwithstanding all that has been stated above, the Academic Council has the right to modify partly or completely the provisions of above ordinances with the approval of Board of Management. Under extreme exceptional circumstances arising out of certain inconsistency in the ordinance or otherwise, the Vice-Chancellor can take suitable decision in deference to the laid down provisions provided standard of evaluation is not compromised and the same shall be reported to ensuing Academic Council/Board of Management with suitable justification. Such actions of Vice-Chancellor shall not be treated as precedence under any circumstances.

XXI. RULES FOR ISSUE OF MIGRATION CERTIFICATE

The students desiring to obtain the Migration Certificate from the University for further studies in any other University/ any other purpose should apply to the Controller of Examination of the University.

a. Eligibility & Procedure

- i. Migration Certificate is not issued in favour of a student whose name has not been enrolled under this University.
- ii. Migration Certificate is not issued in favour of a student who has appeared in any examination under the University but the results of the same has not been published. In such case, Migration Certificate will be issued only after the results have been published.
- iii. Delivery of Migration Certificate will be made to the concerned student only or sent by registered post at the permanent address of student as indicated by him/her in application form upon his/her request. Alternatively, it can be issued to some faculty in case of written authorization letter by the student, only after the issuing office is satisfied with genuinely.
- iv. The Migration Certificate will be issued within 3 to 5 (three to five) working days after the receipt of complete request if there is no other complication, excluding Saturday/Sunday or any other holiday.
- v. Students who seek migration without completing the course will have to submit their University leaving certificate.
- vi. The duly completed application form should be signed and stamped by the respective Head of Department/Centre/School.
- vii. A student will not be issued a Migration Certificate more than once. However, if the original Migration Certificate issued to a student has been lost irrecoverably, a duplicate will be issued on remittance of Rs.500/- towards fee together with an application. An affidavit worth Rs.50/- of the Notary Public to the effect that the original Migration Certificate issued to student has been lost irrecoverably and that it has not been utilized for the purpose for which it was issued may also be accompanied by the application.

b. How to Apply for Migration Certificate

There is a prescribed application form (Given in Annexure-). This has to be filled in and submitted along with the attested copies of the relevant documents.
Documents Required

- i. Photocopy of Degree

- ii. Photocopy of All Mark Sheets
- iii. Bank draft containing the requisite fee/online payment receipt subject to verification by the University.

All the documents should be self-attested. Students are advised to bring his/her original documents for verification at the time of submission of request.

c. Fee Structure

Students seeking Migration Certificate will have to submit fee as per following details.

If requested within 01 Years	Rs,200/-
If requested after 01 years and within 05 Years	Rs.1000/-
If requested after 05 years and within 15 Years	Rs.2500/-

- i. Fee once remitted will not be refunded.
- ii. The fee for the issue of a Migration Certificate should be deposited by a bank draft/online in favour of “Controller of Finance, M.M.M. University of Technology, Gorakhpur” payable at Gorakhpur.
- iii. No Money Order/Cash will be accepted by the University.
- iv. The University reserves right to make changes in the fee at any time in its absolute discretion.

XXII. RULES FOR ISSUE OF DEGREE CERTIFICATE

The bonafide students of the University, who have not taken their degree in their convocation, should apply to the Controller of Examination of the University following the procedure as detailed below.

a. Eligibility & Procedure

- i. Degree Certificate is not issued in favour of a student who has appeared in any examination under the University but the results of the same has not been published. In such case, Degree Certificate will be prepared and issued only after the results have been published and in the forthcoming convocation.
- ii. Delivery of Degree Certificate will be made to the concerned student only or sent by registered post at the permanent address of student as indicated by him/her in application form upon his/her explicit written request. Alternatively, it can be issued to some faculty member in case of written authorization letter by the student, only after the issuing office is satisfied with genuinity.

- iii. The Degree Certificate will be issued within 3 to 5 (three to five) working days after the receipt of complete request if there is no other complication, excluding Saturday/Sunday or any other holiday.
- iv. The duly completed application form for the issue of Degree Certificate should be got forwarded and recommended by the respective Head of Department/Centre/School.
- v. A student will not be issued a Degree Certificate more than once. However, if the original Degree Certificate issued to a student has been lost irrecoverably, a duplicate will be issued on remittance of Rs.1000/- towards fee together with an application. An affidavit worth Rs.100/- of the Notary Public to the effect that the original Degree Certificate issued to student has been lost irrecoverably and that it has not been utilized for the purpose for which it was issued may also be accompanied by the application. Duplicate Degree Certificate will not be issued unless original Degree Certificate has not been issued.

b. How to Apply for Degree Certificate

There is a prescribed application form (**Given in Annexure-9**). This has to be filled in and submitted along with the attested copies of the relevant documents.

Documents Required

- i. Photocopy of Provisional Degree Certificate
- ii. Photocopy of All Mark Sheets
- iii. Bank draft containing the requisite fee/online payment receipt subject to verification by the University.
- iv. No dues certificate (if not already submitted).

All the documents should be self-attested. Students are advised to bring his/her original documents for verification at the time of submission of request.

c. Fee Structure

Students seeking Degree Certificate will have to submit fee as per following details.

In convocation	Rs.1000/-out of which Rs.800/- is refunded.
If requested within 01 month from convocation	No fees
If requested after 01 month upto 6 months	Rs.1000/- only
If requested after 06 month	Rs.3000/-

- i. Fee once remitted will not be refunded.
- ii. The fee for the issue of a Degree Certificate should be deposited by a bank draft/online in favour of “**Controller of Finance, M.M.M. University of Technology, Gorakhpur**” payable at Gorakhpur.

- iii. No Money Order/Cash will be accepted by the University.
- iv. The University reserves right to make changes in the fee at any time in its absolute discretion.

d. Fee Structure for Transcript

Fee and time required for issue of transcript (consolidated mark-sheet) and Migration Certificate

Transcript (consolidated mark-sheet)	Rs.1000/- up to 10 or less copies (Rs.100/- per copy beyond the10 copies)	Same Day	If application along with fee receipt is submitted in forenoon on working days.
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Subject Code*

Roll No.

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**B. Tech. / M.B.A. / M.C.A. / M. Tech.
ODD/EVEN SEMESTER
MINOR TEST 2017 - 2018**

Subject Name **

Time: 2 Hrs.

Max. Marks: 30

Note: Answer all questions.

Q.1 Attempt any Three parts of the following. Q. 1(a) is compulsory.

- | | |
|---------------------------|---|
| (a). 1 st Unit | 4 |
| (b). 1 st Unit | 3 |
| (c). 2 nd Unit | 3 |
| (d). 2 nd Unit | 3 |

Q.2 Attempt any Three parts of the following. Q. 2(a) is compulsory.

- | | |
|---------------------------|---|
| (a). 1 st Unit | 4 |
| (b). 1 st Unit | 3 |
| (c). 1 st Unit | 3 |
| (d). 1 st Unit | 3 |

Q.3 Attempt any Three parts of the following. Q. 3(a) is compulsory.

- | | |
|---------------------------|---|
| (a). 2 nd Unit | 4 |
| (b). 2 nd Unit | 3 |
| (c). 2 nd Unit | 3 |
| (d). 2 nd Unit | 3 |

* Subject Code as mentioned in offer letter

** Subject Name as mentioned in offer letter

Subject Code*

Roll No.

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**B. Tech. / M.B.A. / M.C.A. / M. Tech.
ODD/EVEN SEMESTER
MINOR TEST 2017 - 2018**

Subject Name **

Time: 2 Hrs.

Max. Marks: 20

Note: Answer all questions.

- Q.1 Attempt any Three parts of the following. Q. 1(a) is compulsory.**
- (a). 1st Unit 4
 - (b). 1stUnit 2
 - (c). 2nd Unit 2
 - (d). 2nd Unit 2
- Q.2 Attempt any Two parts of the following. Q. 2(a) is compulsory.**
- (a). 1stUnit 4
 - (b). 1st Unit 2
 - (c). 1st Unit 2
- Q.3 Attempt any Two parts of the following. Q. 3(a) is compulsory.**
- (a). 2nd Unit 4
 - (b). 2nd Unit 2
 - (c). 2nd Unit 2

* Subject Code as mentioned in offer letter

** Subject Name as mentioned in offer letter

Printed Pages: 1

ABC123*

Roll
No.

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**B. Tech. / M.B.A. / M.C.A. / M. Tech.
(SEM II / IV / VI / VIII) EVEN SEMESTER
MAJOR EXAMINATION 2019 - 2020**

Subject Name **

Time: 3 Hrs.

Max. Marks: 50

Note: Attempt all questions. Each question carry equal marks.

1. **Attempt any five parts of the following:** **(5 × 2 = 10)**
 - (a)
 - (b)
 - (c)
 - (d)
 - (e)
 - (f)
 - (g)

2. **Attempt any two parts of the following:** **(2 × 5 = 10)**
 - (a)
 - (b)
 - (c)

3. **Attempt any two parts of the following:** **(2 × 5 = 10)**
 - (a)
 - (b)
 - (c)

4. **Attempt any two parts of the following:** **(2 × 5 = 10)**
 - (a)
 - (b)
 - (c)

5. **Attempt any two parts of the following:** **(2 × 5 = 10)**
 - (a)
 - (b)
 - (c)

* Subject Code as mentioned in offer letter

** Subject Name as mentioned in offer letter

Annexure-4: M. Tech./MSc Dissertation Evaluation Sheet- Semester III

Madan Mohan Malaviya University of Technology, Gorakhpur-273 010, India

M. Tech./MSc/MBA Dissertation

Evaluation Sheet- Semester III

(To be prepared in duplicate for sending one copy to Controller of Examination and one copy to be retained in the Department)

Academic Session:..... Course: M. Tech. Specialization:.....

Name of Department:.....Date of End Semester Presentation:.....

Name of Student:..... Enrolment No.:.....

Title of Dissertation:.....

Name of Supervisor(s):.....

S. No.	Assessment Basis		Panel of Evaluator(s)	Maximum Marks	Marks Obtained	Name & Signature of Evaluator(s)
1.	Continuous Evaluation	Mid Term Presentation Literature Survey/Progress Review	*Head of Department, Dissertation Supervisor(s) and Two Senior Faculty Members of Department	30		1. 2. 3. 4.
2.		Preliminary Dissertation Report, Effort and Regularity (awarded by supervisor(s))		20		1. 2.
3.	End Semester Presentation (Methodology adopted/Work Plan/Progress)		*Head of Department, Dissertation Supervisor(s) and Two Senior Faculty Members of Department	50		1. 2. 3. 4.
Total				100		

*Please refer clause no. 6.2.6.2 (e) of M. Tech. Ordinance

It is to certify that the above marks have been awarded as per provision of the Ordinance and these marks have been uploaded on the University Management System (UMS).

Date:

**Name and Signature of Head of Department
(Seal)**

Annexure-5: M. Tech./MSc Dissertation Evaluation Sheet- Semester IV

Madan Mohan Malaviya University of Technology, Gorakhpur-273 010, India

M. Tech./MSc/MBA Dissertation

Evaluation Sheet- Semester IV

(To be prepared in duplicate for sending one copy to Controller of Examination and one copy to be retained in the Department)

Academic Session:..... Course: M. Tech. Specialization:.....

Name of Department:..... Date of Examination:.....

Name of Student:..... Enrolment No.:.....

Title of Dissertation:.....

Name of Supervisor(s):.....

S. No.	Assessment Basis	Panel of Evaluator(s)	Max. Marks	Marks Obtained	Name & Signature of Evaluator(s)
1.	Mid Term Presentation (Intermediate Results/Innovation in Work)	*Head of Department, Dissertation Supervisor(s) and Two Senior Faculty Members of Department	10		1. 2. 3. 4.
2.	Continuous Evaluation Pre-Submission Presentation (Results Obtained/Dissertation Outcome)	*Head of Department, Dissertation Supervisor(s) and Two Senior Faculty Members of Department	20		1. 2. 3. 4.
3.	Final Dissertation Report/Attendance (awarded by supervisor(s))		20		1. 2.
4.	Publication of Research Paper(s)*		10 (Max.)		1.
5.	Supervisor(s) on the basis of Dissertation Work		10		1.
6.	Major Examination External Examiner on the basis of Dissertation Evaluation	External Examiner	10		1.
7.	Board of Examiners based on merit of dissertation and viva-voce performance	External Examiner, Head of Department and Supervisor(s)	20		1. 2. 3.
Total			100		

*Please refer clause no. 6.2.6.2 (e) of M. Tech. Ordinance

Title Technical Paper(s) Published/Accepted (Print out enclosed):

- (1)
- (2)

No. of Enclosures:

Final Remark/Report (to be given by board of examiners):

It is to certify that the above marks have been awarded as per provision of the Ordinance and these marks have been uploaded on the University Management System (UMS).

Date:

**Name and Signature of Head of Department
(Seal)**

Madan Mohan Malaviya University of Technology Gorakhpur

FROM

TO

The Controller of Examinations,
Madan Mohan Malaviya University of Technology
Deoria Road, Gorakhpur - 273010

Subject: Non-Relationship Certificate

Dear Sir,

1. I am to confirm you that none of my near relations (husband, wife, son, daughter, brother, sister, nephew, niece, brother-in-law, sister-in-law, son-in-law, grand children) is a candidate for the above said examinations.
2. I do hereby declare that the question paper set by me, if accepted, it shall be the exclusive property of Madan Mohan Malaviya University of Technology, Gorakhpur. I further assign the Madan Mohan Malaviya University of Technology, Gorakhpur the copyright and all other rights in the said paper, including those of the copyrights in such manner as the Madan Mohan Malaviya University of Technology, Gorakhpur may deem fit.
3. I also hereby declare that the question paper has been set, written/typed by me and all rough drafts, carbon paper and other materials used are sent to you and **no copy, in any form on computer, etc, of the question paper has been retained by me.**

Yours Faithfully,

(Signature of Paper Setter)

Full Name

Residential Address.....

.....

....

Tel.(Res.).....(Off.).....

.....

E-mail:.....Mobile

No.

.....

मदन मोहन मालवीय प्रौद्योगिकी विश्वविद्यालय गोरखपुर (उ0प्र0)

आरोप पत्र

संस्थान परीक्षासेमेस्टर सत्र 20....-20.... के परीक्षार्थी श्रीअनुक्रमांक

जब आपकेन्द्र से (प्रश्न-पत्र का नाम एवं कोड)
प्रश्न-पत्र हल कर रहे थे, दिनांककोबजे पूर्वाहन/ अपराहन हल, निम्नलिखित अनाधिकृत सामग्री/ किताब
के पन्ने/ हस्तलिखित चिट्टें आदि जिनका वर्णन निम्नवत् है, आपके कब्जे से बरामद की गई और/ अथवा आपको अनुचित साधन प्रयोग
करते हुए पाया गया –

1-.....

2-.....

3-.....

4-.....

अस्तु उपरोक्त अनाधिकृत सामग्री आपके कब्जे से बरामद होने एवं अनुचित साधन प्रयोग करने का कथित दोषी ठहराते हुए
आपको कारण बताने हेतु आरोपित किया जाता है।

कृपया नीचे स्पष्टीकरण हेतु निश्चित स्थान पर अपना पक्ष स्पष्ट करें।

परिनिरीक्षक के हस्ताक्षर

दिनांककक्ष संख्या

छात्र का स्पष्टीकरण

.....
.....
.....

छात्र के पूर्ण हस्ताक्षर

दिनांक

नाम

कोर्स.....

ब्रान्च.....

वर्ष एवं सेमेस्टर.....

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परीक्षक का वक्तव्य

(परिनिरीक्षक प्रपत्र को स्वयं पूर्ण तथ्यात्मक विवरण सहित भरें)

1. तिथि दिवस तथा समय जब उन्होंने परीक्षार्थी (अनुक्रमांक) के कब्जे से अनाधिकृत सामग्री या अभिलेख प्राप्त किये।

.....

2. परीक्षार्थी के कब्जे से प्राप्त अनाधिकृत सामग्री की (गिनती) संख्या तथा विवरण

.....

3. अनाधिकृत सामग्री बरामद होने के समय परीक्षार्थी के अनुचित साधन प्रयोग करने की स्पष्ट एवं सही परिस्थित का विवरण।

.....

4. परिनिरीक्षक का वक्तव्य (छात्र द्वारा अनुचित साधन प्रयोग किये जाने सम्बन्धी पूर्ण विवरण दें।)

.....

..... द्वितीय परिनिरीक्षक का हस्ताक्षर (साक्षी) (पूरा नाम लिखें) तिथि	परिनिरीक्षक हस्ताक्षर (जिसने पहली बार उत्तर पुस्तक छीनी) (पूरा नाम लिखें) तिथि
---	--

केन्द्र अधीक्षक की आख्या

(केन्द्र अधीक्षक पूर्ण जांच के बाद अपना निश्चित मत एवं संस्तुति देते हुए हस्ताक्षर करें।)

हस्ताक्षर

तिथि

केन्द्र अधीक्षक की मुहर

मदन मोहन मालवीय प्रौद्योगिकी विश्वविद्यालय गोरखपुर (उ0प्र0)

(परीक्षक की आख्या)

मैंने अनुक्रमांक से प्राप्त अनाधिकृत सामग्री और/ अथवा अभिलेख देखे और मेरी आख्या निम्नवत है (जो लागू न हो, उसे काट दें)। यदि आपकी आख्या नीचे क्रमांक (1) अथवा (2) में से एक या दोनों हों, तो कृपया प्रश्न-पत्र संख्या भी लिखें –

(1) परीक्षार्थी ने अनाधिकृत सामग्री का उपयोग किया है सामग्री का उपयोग करते हुए हल किये गये प्रश्न पत्र की प्रश्न संख्या है।

(2) अनाधिकृत सामग्री का उपयोग परीक्षार्थी द्वारा नहीं किया गया है, लेकिन वह उसका उपयोग कर सकता था, अगर उसने प्रश्न हल करने का ऐसा अवसर प्राप्त हुआ होता।

(3) अनाधिकृत सामग्री विषय से सम्बन्धित पाठ्यचर्चा के अन्तर्गत है तथा उसका प्रयोग हो सकता था यदि प्रश्न पत्र में इस विषय से सम्बन्धित प्रश्न आये होते।

(4) अनाधिकृत सामग्री विषय से सम्बन्धित पाठ्यचर्चा के अन्तर्गत नहीं है तथा मैं सन्तुष्ट हूँ कि परीक्षार्थी द्वारा किन्हीं भी परिस्थितियों में इसका प्रयोग नहीं किया जा सकता था।

प्रथम उत्तर पुस्तिका में दिये गये अंक

द्वितीय उत्तर पुस्तिका में दिये गये अंक

}

योग

कुल प्राप्तांक जो, परीक्षक के मतानुसार परीक्षार्थी को मिलना चाहिए

परीक्षक का हस्ताक्षर व दिनांक

नाम

पदनाम

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Annexure-8: Application for Migration Certificate

APPLICATION FOR MIGRATION CERTIFICATE

Full Name of the Student in Block Letters (according to the Registration)	
Name in Hindi Script	
Name of Student's Father	
Name of Student's Mother	
Registration & Enrolment Number with the Year of Registration with this University	
Sex	
Address of the Student	
Whether Completed the Course or Discontinued	
The Name of Different Examinations of this University He/She Passed or Appeared	1.
	2.
	3.
Migration Fee Submission Details	
Contact Number	
e-mail id	
Migration Certificate Collection Details	Self/by Registered Post at Permanent Address/Authorized Faculty
(Signature of the Student)	Signature of the Head of Department with His/Her Official Seal under this University where the Student studied last.

Forwarded to the Controller of Examination, MMMUT, Gorakhpur for necessary action.

This is to certify that Mr/Ms has

1. Successfully completed the course work for the award of degree of B.Tech./BBA/M.Tech./MCA/MBA/PhD in during the academic year from To All the original marks cards of the student are verified.

OR

2. Discontinued the Course.

This department has no objection to issue Migration Certificate to the student.

Date:

Signature of the Head of Department

Annexure-9: Application for Degree Certificate

APPLICATION FOR DEGREE CERTIFICATE

Full Name of the Student in Block Letters (according to the Registration)	
Name in Hindi Script	
Name of Student's Father	
Name of Student's Mother	
Registration & Enrolment Number with the Year of Registration with this University	
Sex	
Address of the Student for dispatch of Certificate	
Whether Completed the Course or Discontinued	
Month and Year of Admission	
Month and Year of Qualifying Examination Passed/Discontinued	
Name of the Examinations of this University He/She Passed	
Degree Fee Submission Details	
Contact Number	
e-mail id	
Degree Certificate Collection Details	Self/by Registered Post at Permanent Address/Authorized Faculty
(Signature of the Student)	Signature of the Head of Department with His/Her Official Seal under this University where the Student studied last.

Forwarded to the Controller of Examination, MMMUT, Gorakhpur for necessary action.

This is to certify that Mr/Ms has Successfully completed the course work for the award of degree of B.Tech./BBA/M.Tech./MCA/MBA/PhD in during the academic year from To

This department has no objection to issue Degree Certificate to the student.

Date:

Signature of the Head of Department

Annexure-10: Attendance Sheet Theory/Practical

Madan Mohan Malaviya University of Technology Gorakhpur

**Attendance sheet must be prepared room-wise course /paper-wise
THEORY / PRACTICAL**

Session : 20 - 20 Semester :

(i). Date

Room No./Lab

(ii). Day

Subject Code

(iii). Time

Subject Name :

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.

Sl. No.	Roll No.	Full Name of Candidate	Sl. No.	Roll No.	Full Name of Candidate
1.			21.		
2.			22.		
3.			23.		
4.			24.		
5.			25.		
6.			26.		
7.			27.		
8.			28.		
9.			29.		
10.			30.		
11.			31.		
12.			32.		
13.			33.		
14.			34.		
15.			35.		
16.			36.		
17.			37.		
18.			38.		
19.			39.		
20.			40.		

Details of Students

Total No. of students in the room	No. of students appeared	No. of students absent

Signature of Invigilators / Practical Examiners

1.
2.
3.

Signature of Centre Supdt. / HODs

Kindly send this paper along with award sheet and answer books in original to the Controller of Examination.

Annexure-11: Format for Details of Practical Exams

Madan Mohan Malaviya University of Technology Gorakhpur
Details of Practical Exams held by the Department Session 20.....-20.....
ODD/ Even Semester

Department..... Course Branch

This is to certify that following examiners have conducted the practical examinations as details given below:

S. No	Subject Code & Name	Internal Examiner Name	External Examiner Name	Semester	Total Registered candidates	Total Appeared candidates	Absent Candidates Roll No(s)	Date of Examination	Remuneration (Rs.)
1	2	3	4	5	6	7	8	9	10
1									
2									
3									
4									
5									
6									
7									

Date:

Signature of Head of Department

Madan Mohan Malaviya University of Technology Gorakhpur
(Formerly Madan Mohan Malaviya Engineering College Gorakhpur)

EXAMINATION SECTION

BILL FOR Evaluator of Answer Books

01 Name of the Evaluator / Checker
.....
02 Designation.....
.....
03 College/Faculty/Department.....
.....
04 Residential
Address.....
Tel.(Res.).....(Off.).....Mobile :
Paper Code.....
Duration SBI A/C No :

Details	Amount	
	Rs.	P.
<u>Remuneration Charges :</u>		
01 Number of Answer Books Evaluated / Checked -----× Rs-----		
02 TA, If Applicable.		
Total		

Rupees (in words)
.....

* **Undertaking:** Certified that I will show this income of Rs.in my Tax return.

Verified by Controller of Examination

Signature of claimant :

Date :

Revenue stamp for Rs.500.00 or more
--

SIGNATURE OF CONTROLLER OF FINANCE

Madan Mohan Malaviya University of Technology Gorakhpur

EXAMINATION SECTION

BILL FOR Question Paper(s) Setting

1. Name of the Paper Setter.....
2. Residential Address.....
Tel.(Res.).....(Off.).....Designation.....
3. College/Faculty/Department.....
4. Mobile No :
5. S B I A/C No :IFSC

<u>SETTING OF QUESTION PAPER(S) FOR</u> <u>THEORY EXAMINATION</u>		
Programme B.Tech. / BBA/MCA /MBA/ MTech/MSc/PhD		
Paper code		
Subject		
Details	Amount	
	Rs.	P.
<u>Remuneration Charges</u>		
1. Paper setting Charges @ 1000/- per paper		
2. Contingent expenses e.g. Postage charges, railway freight , C D, etc.		
Total		

Rupees (in words)

* **Undertaking:** Certified that I will show this income of Rs.in my Tax return.

Dated

Received payment

Countersigned

Verified

Signature of Examiner

Controller of Examination

Note : The paper setter is requested to ensure that every column provided in the examination remuneration bill is filled properly to enable the Finance Branch to make payment.

Madan Mohan Malaviya University of Technology Gorakhpur

EXAMINATION SECTION

BILL FOR QUESTION PAPER(S) MODERATION

1. Name of the Moderator
2. Residential Address.....
Tel.(Res.).....(Off.).....Designation.....
3. College/Faculty/Department.....
4. Mobile No :
5. SBI A /C No :IFSC.....

<u>MODERATION OF QUESTION PAPER(S) FOR</u>		
<u>THEORY EXAMINATION</u>		
Programme B.Tech. / BBA/MCA /MBA/ MTech/MSc/PhD		
Paper code		
.....		
Details	Amount	
	Rs.	P.
<u>Remuneration Charges</u>		
1. Moderation Charges @ 1000/- per Day		
2. D A		
Total		

Rupees (in words)

* **Undertaking:** Certified that I will show this income of Rs.in my Tax return.

Dated

Received payment

Countersigned

Verified

Signature of Examiner

Controller of Examination

Note :

The Moderator is requested to ensure that every column provided in the examination remuneration bill is filled properly to enable the Finance Branch to make payment.

Annexure-15: T.A. & Remuneration Bill for Practical Examination

Madan Mohan Malaviya University of Technology Gorakhpur

T.A. & Remuneration Bill for Practical Examination

Semester 20__ - 20__

Subject /Paper(s) Date(s) of Exam.

No. of Students

1. (a). Name/Designation of Examiner
- (b). Name of College/Institute where posted
- (c). Pay Structure :
Basic Pay : Rs. Scale of pay : Rs. Emoluments/month Rs.
2. Allotted No. of practical examinations during semester :
3. Time/Date of Journey :
(a). Starting from place of posting/prev. centre** at on
- (b). Reaching Exam. Centre at on
- (c). Leaving Exam. Centre at on
4. Local mileage :
ONWARD (a) At place of posting/previous centre** (a) At Exam. Centre
- (b) At Exam. Centre (b) At next Exam. Centre/place of posting**
5. One way distance between concerned cities (for incidental charges)
6. Mode of Journey (Taxi/Train/Road etc.)

(1)	College of posting by Rly. Station/Stand**		PNR/Taxi No.**
(2)	City of posting to city of exam.		
(3)	City of exam. To exam. Centre		
(4)	Examination centre to exam. City		PNR/Taxi No.**
(5)	Exam. City to city of place of posting/next centre** whichever is applicable		
(6)	City of place of posting/next destination** to residence/next centre** whichever applicable		

7. Claims (Certificates overleaf)

- | | | | |
|-----|----------------------------------|--------------------|--|
| (1) | Total fare charged on train/taxi | | |
| (2) | Total local mileage : | km x Rs.4.00 | |
| (3) | Total incidental charges | km x Rs. | |
| (4) | Total Daily Allowances | x Rs. | |
| (5) | Total Remuneration*** | x Rs. | |
| | | Total Rs. | |

Rs.	P

Total Claim (in words)

Signature of claimant :

Date :

Received

Revenue stamp for Rs.500.00 or more

Verified by HOD

SIGNATURE OF FINANCE CONTROLLER

- * See the instructions regarding claims and rules overleaf
- ** Strike out whichever is not applicable
- *** Separate remuneration bill not needed

For Office use only

CERTIFIED THAT

- (1) The TA claims are not source of profit and details/distances enumerated are true and expenditures shown are actual.
- (2) These claims, as a whole or part of it, has been nowhere submitted and they are being put up for the first time.
- (3) I undertake the responsibility on my own to deposit the income tax on remuneration amounts as per rules.
- (4) I have travelled by my own car No. and meter reading on this date is (Struck out if not applicable).

1.
2.
3.

Date : _____ Signature of Examiner/Claimant _____

FILLING UP PRACTICAL EXAMINATION CLAIM FORM

INSTRUCTIONS

- 1. All entries in the claim form are to be filled by the examiner concerned and cages/boxes on the margin of certificates above to be are correctly filled. However, rules for TA issued by UP Govt. are applicable.
- 2. Separate remuneration bill need not to be filled. The claims will be verified by college. However, separate claims may be submitted at individual Centre.
- 3. Subject/paper(s) and no. of students are to be filled up.
- 4. The PNR no in case of train travel or taxi no. for travel between two cities are invariably to be written in the box provided in the claim form. Taxi receipt or PNR No. and/or photocopy of ticket is to be written/ attached with the claim. If the examiner uses his own vehicle, its No. and meter reading is to be provided in the certificate. Every effort be please made to retain these records. If the examiner does not have train ticket nor PNR No., he is to record train no./name, birth no. and coach no. along with a certificate of travel issued by concerning Railway Station.