



SOP ON AMIZONE UTILISATION & AUTOMATION OF EXAMINATION PROCEDURES

1. **General. AMIZONE** (AMITY Intranet Zone) provides a plethora of facilities for automation in AUMP. The Examination process viz. Enrollment, Course allocation, attendance, exam form filling, uploading of marks and result compilation of its students can all be done on AMIZONE. The automation process involves active participation of all entities Admission Department, Institutes, Examination Department and thus all Hol's / HoD's / Faculty members / Staff / IT Department etc. in a big way and tantamount to paperless functioning, as also saving of manhours. The role / responsibilities to be followed in the process of automation on AMIZONE and as applicable to all Institutes / Departments of AU MP Gwalior are discussed in succeeding paragraphs. The process commences with admissions and terminates with issue of Degree certificates once the student completes the course.
2. **Admission Department.** The automation process commences from Admission Dept and salient aspects as relevant to Exam Dept are as given below: -
 - (a) Admission Department is solely responsible for admission, checking eligibility, correctness, lateral entry and completing the file of the student before uploading on **AMIZONE**.
 - (b) **Admission department provides the list of courses which are run at AUMP with full name and the same is to be uploaded AMIZONE for information and utilization by all concerned as also on Examination portal as the same name is to be printed in the student's certificates viz. Marksheet, Transcript, Degree etc. It is also mandatory to state the same name in admission letter of the student.**
 - (c) All students admitted are to be registered on **AMIZONE** and enrollment number of all students needs to be generated before the commencement of **semester (Sem)**. **IN NO CASE A PROVISIONALLY ADMITTED STUDENT, WHEREIN THE ENROLLMENT NUMBER IS YET TO BE GENERATED CAN APPEAR IN END SEMESTER EXAMINATION (ESE).**
 - (d) **Lateral entry admissions are not done after III Sem and will be considered as per policy of AUMP.** Equivalence committee is required to map the course and credits of other University subjects with courses and credits as run at AUMP, **courses /subjects which are not taught at other university may be exempted with the permission of Hon Vice Chancellor or student is required to clear all course subjects which have been run at AUMP in previous semesters and same is mentioned in the admission letter of the student.**
 - (e) Correction after admissions in students name or any other details for marks sheets / degree certificates are to be processed through Admission Department. The application for correction is to be raised by student in prescribed format and same after verification by Hol's are forwarded to Admission Department for necessary action and after due processing it shall be forwarded to Exam Department for implementation.

3. **Institutes : Responsibilities / Actions of Hol's**: The role and responsibilities of Institutes / Hol's / HoD's and faculty members gains tremendous importance as they are in direct contact with the students and the entire process / performance of automation revolves around them. Salient aspects as relevant to examinations are as given below: -
- (a) It is mandatory that all students should be registered on **AMIZONE** according to date of registration.
 - (b) Hol's/ HoD's are required to assign each student relevant scheme / course /credits / CBCS subjects according to the designed course structure.
 - (c) Hol,s / HoD's should abinito decide the bifurcation of internal marks into different components according to academic structure. For example, if a course has 70 marks for ESE and 30 marks for Continuous Internal Evaluation (**CIE**) marks, then Hol must decide the bifurcation of 25 marks only as **5 marks for attendance would be calculated automatically according to the attendance percentage on AMIZONE**. Components for 25 marks may be divided as per Regulations Para 11.4 viz. Mid sem exams / Class tests / Assignments and quiz tests etc. Same criteria will be followed in case of practical's or NTCC courses for example if code BTC 105 is for C Programming which is a practical subject, then 30 marks for CIE and 70 marks for practical / viva voce. **The bifurcation for internal marks for practical exams will also be decided as per details discussed above.**
 - (d) Hol's/ HoD's are also required to assign CBCS course as opted by student and upload on AMIZONE.
 - (e) Attendance of students be updated daily on AMIZONE portal and checked regularly as marks of attendance will be extracted automatically form AMIZONE only. It will then give out the details of debarred students as well.
 - (f) Hol's/ HoD's/ faculty are required to advise the students to fill their exam forms on AMIZONE by specified date / before the end of classes. **It may be noted that students can fill the exam form at any time after the registration in sem.**
 - (g) **Internal and practical marks in respect of all students are to be filled by concerned / nominated faculty from their respective Id on AMIZONE portal and also they are required to submit the hard copy duly signed to the Hol after uploading of marks on AMIZONE.**
 - (h) It is also mandatory that all marks should be submitted within three days after the last date of classes in the form of two copies one hand written copy of marks and another being the print out from AMIZONE, both copies duly signed by faculty and Hol are proofs of the marks imported by software for result preparation.
 - (i) **Hol is the authority to approve the exam form of eligible students on AMIZONE and is to be done on the last date of classes.** Before approval of the exam form Hol must freeze the attendance of students, ensure the academic fees / fines have been deposited / feedback form has been filled on AMIZONE and all effected dues in respect of current semester are complied with. No attendances will be added thereafter once the attendance is frozen.

- (j) **The Exam Department will take cognisance of all those students in respect of whom the form has been forwarded, check the details and issue the admit cards on AMIZONE to the respective Hol's for further distribution to the students.**
 - (k) **Hol's can download the admit cards of all students for distribution after the approval by CoE. All admit cards will distributed to the students at Hol's end. Sample of the Admit card is as given at Annexure 1.**
 - (l) In case a student loses the admit card the same can only be reissued after payment of fine by the Exam Dept to Hol/ HoD for subsequent issue to the student.
 - (m) **Recommendation with B+ cap for those students whose attendance is between 70 to 74.99 may be processed by Hol on AMIZONE /manually at initial level on note sheet and same is to be recommended by CoE before approval by Hon Vice Chancellor.**
 - (n) **Students with back papers should be registered for GSSC on AMIZONE and minimum four sessions are to be conducted for students. Students are required to attend min three sessions to be eligible to appear in back paper after the satisfactory report is sent to Exam Dept by the respective Hol.**
 - (o) Ideally the Institutes should make a charter of duties for actions to be taken based on timelines for all viz. Hol / HoD's / Faculty members / Staff involved.
4. **Actions in Respect of Examination Dept:** The guidelines to be followed at Exam Dept are discussed as follows:
- (a) **Answer books format for ESE will be OMR based and the sample of OMR answer book is placed at Annexure 2.**
 - (b) OMR based answer book contains four parts wherein Part I contains basic exam details. Part II and Part III contains details of marks obtained in numerical form OMR based and in manuscript and both parts remain attached with the answer book.
 - (c) Part IV contains student details in OMR form which is scanned by scanner for processing of student details and this part is detached from the answer book before sending it for evaluation. A CSV file is generated after scanning of Part IV. The same is uploaded on exam software for result processing.
 - (d) Part III contains details of marks obtained in OMR form and are scanned by a special scanner for processing of ESE marks and this part is then detached from the answer book. A CSV file is generated after scanning of Part III and same will uploaded on exam software for result processing.
 - (e) Internal and practical marks are filled by faculty on AMIZONE portal and the same are imported by exam software for result preparation.
 - (f) **The result gets prepared on AMIZONE from the student's data received from Part IV of OMR sheet, ESE marks received from Part III of OMR sheet and internal and practical marks get ported from AMIZONE as uploaded by faculty concerned.**

5. **Conduct of ESE:** Points to be adhered to by invigilators / faculty members / Committee members and Exam Dept are as given below: -

- (a) **ESE will be conducted through OMR based answer books, during the examination OMR sheet on the answer book are to be filled properly or else the marks will be uploaded incorrectly.**
- (b) After the examination answer book are coded and part IV of answer book are detached before it is sent for evaluation.
- (c) **Evaluation of answer book is to be done with in four working days after the exam has been conducted** and the evaluator fills Part II and Part III of OMR sheets deliberately.
- (d) All the evaluated answer books are again rechecked for totaling by members of Faculty / Coding / Decoding committee. During rechecking some important aspects to be kept in mind as discussed in succeeding paragraphs.
- (e) Adequate material written by students according to question to commensurate with marks allotted so as to prevent inflated / deflated marking.
- (f) Ensure that NO question or part of a question has gone unchecked or remain unmarked.
- (g) **Marks awarded to a question or any part of a question must be written at two places.** First, on the perforated top most corner of the answer scripts where the answer of the question ends. Secondly on the front page against the serial number of the question.
- (h) There should be no mismatch between the marks written at both places, i.e front page and the perforated corner. Ensure that the marks are correctly counted before writing the sum (total) on the front page.
- (i) If there is any mismatch in totaling, then the answer book is returned to CoE for necessary action.
- (j) **After rechecking answer books are sent for scanning for result processing.**

6. **Result Processing Sequence.**

- (a) Course wise CSV file of Part IV of OMR is uploaded on exam software for processing of students details and the same is verified from AMIZONE automatically for validity of data. Exam software will process the result of only those students who are registered on AMIZONE.
- (b) Course wise CSV file of Part III of OMR is uploaded on exam software for processing of ESE details and the same will verify from Part III (using V Lookup on excel) also for validity of data.
- (c) After the uploading of CSV file of Part IV & Part III the details are checked in respect of Part IV & Part III and **mark the absent / UFM cases against the effected students if any.**
- (d) Internal and practical marks are filled by faculty on AMIZONE portal and the same are ported by exam software for result preparation.
- (e) In each program Subject wise grade sheet will be generated through software as soon as tasks of OMR sheet Part I, II, III, & IV are complete. All grade sheets are checked and verified at Exam dept level. The histogram of each grade sheet can also be analysed.

- (f) Result of program will get generated through exam software as soon as we generate grade sheets of all subjects. From the result formulated it can also be seen the students list who are eligible for moderation. The result of such students is printed and put up for moderation before CoE and same is also approved by the Hon Vice Chancellor. Approved moderation list is amended on exam software. Moderation policy of AUUP same as AUMP.
- (g) After the moderation of result, the final marks and results are put up in hard copy for the perusal of CoE and approval of Hon vice chancellor, wherein all details are mentioned in respect of all students viz SGPA , CGPA etc.
- (h) After the approval of result, the CoE will publish the result for Hol's through exam software, **it will then also be published for all students on a single click. Students can view the result at their AMIZONE id and they can also print provisional marksheet.**
- (i) **Grades card/Mark sheet of students will also be printed through exam software.**

7. **Duties / Responsibilities of Exam Dept Staff.** Role and responsibility of each member of Exam Dept needs to be more specific for smooth result preparation.

(a) **Office Assistant.** Role and Responsibilities of Office assistant/Data entry operator are discussed in succeeding paragraphs:

- (i) Office assistant will be solely responsible for the documentation of courses as allotted.
- (ii) Collection and verification of internal and practical marks for assigned course.
- (iii) Take care of coding, checking and rechecking of answer books for assigned course.
- (iv) Scan the Part IV & III of OMR answer book and upload csv file on exam software.
- (v) Check the validity of data in respect of Part IV & III of OMR answer book.
- (vi) Marks absent or UFM from absent and UFM list as applicable in course.
- (vii) Generate grade sheet of all course program as allocated.
- (viii) Check the grades of all students calculated properly.
- (ix) Be responsible for printing and checking of all certificates, marksheet, transcripts, provisional etc.
- (x) Any other task assigned by CoE.

(b) **Asst CoE / Office Supdt.** Responsibilities are as given below: -

- (i) Port internal\Practical\NTCC marks of assigned program through exam software.
- (ii) Preparation of program wise result after the grade sheet of all subject generated by concerned office assistant. Checking of result and download the program wise list of eligible students for moderation. List of such students put up for moderation before CoE and same is also approved by the Hon vice chancellor. Approved moderation list is amended on exam software.
- (iii) After the moderation result is marked as final and print out of result put up for perusal/signature before CoE and same is also approved by Hon Vice Chancellor.

(c) **CoE.** Responsibilities are as given below: -

- (i) Put up the list of eligible students for moderation before Hon vice chancellor.
- (ii) Take the approval of all results from Hon vice chancellor.
- (iii) After the approval of results publish all result to Hols through exam software, it will then also be published for all students.
- (iv) Be Fully empowered to reset any published result after the reset result will not be visible to Hols and students.**
- (v) CoE can add any students details in exam software or edit any details in exam software.**

8. **Miscellaneous Aspects.** These aspects flow out of the policies followed by AU MP. Details are as discussed below: -

- (a) **Admission under the lateral entry / transfer cases are allocated new enrolment number to the students. In case of branch or program change in university there is no need to new enrollment to the student.**
- (b) Reevaluation/Re-totaling: Students can apply for re-evaluation/re totaling within 15 Calendar days through **AMIZONE**.
- (c) **ESE** answer books are not shown to students.
- (d) Grading criteria of B Arch course at AUMP is as per COA guidelines.
- (e) Number of classes in each course are to be decided at the beginning of each Sem according to credits allotted and the details of total classes conducted get verified on AMIZONE. It is necessary to conduct minimum classes according to credits of the subject.
- (f) Exam Material destruction policy of AUMP wherein we preserve all exam documents up to one year after the course completion of students.
- (g) **Uniform Course Coding (UCC).** To make full use of **AMIZONE** automation as all tasks are done on **AMIZONE**, there is a need to follow a **uniform course coding** in the campus as it is very effective. In uniform course coding if any subject is taught in different programs then they have the same course code and same course name in all programs. For example, if Behavior Science has the course code **BS 143** and the course name is "**Individual Society and Nation**", it may be taught in B Tech all branches, BA (J & MC), B Sc (Bio Tech), BBA and B Com etc. even then the course code and course name in all programs will remain same. Result of all students who opted BS 143 will be prepared subject wise for all students of University and uploaded on AMIZONE wherein due to enrollment number it will be projected in front of the concerned students name.
- (h) **Invigilation / Evaluation Room.**
 - (i) Mobiles are NOT ALLOWED to be carried by Invigilators nor by evaluators while checking of answer books as it can be used for decoding of BAR CODES.
 - (ii) Mobiles can also be used for photography as acts as a mode of distraction.
 - (iii) Responsibility of collection and handing over of answer books remains of the faculty concerned.

- (i) **NO STUDENTS** is permitted to enter Exam Dept however faculty may interact on their behalf.
- (j) **AU MP shall INITIATE VERY STRICT ADMINISTRATIVE / DISCIPLINARY ACTION AGAINST THE DEFAULTERS AS VERY CLEAR CUT LINES ARE DRAWN FOR MARKING OF ATTENDANCE / FOLLOWING OF SPECIFIED TIME LINES / QUESTION PAPER SETTING / CORRECTION OF ANSWER BOOKS / UPLOADING OF MARKS ETC.**

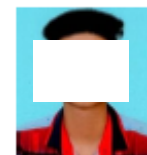
9. **Conclusion.** It is expected that examinations and other assessments be set up, conducted and marked in a transparently fair manner. They will appropriately reflect course objectives and content. Feedback opportunities will allow any errors in marking or miscalculation of marks to be corrected. It is crucial that all stakeholders are aware of their roles and responsibilities, as also take advantage of such opportunities to maintain adequate security and integrity of the system.

AMITY UNIVERSITY

—MADHYA PRADESH—

Examination Admit Card

END SEMESTER EXAMINATION NOV. - DEC. 2018 (Academic Session 2018-2019)



Name of the Instl **IOR**
 Name of Student Enrollment No. :
 Father's Name : Mother's Name :
 Programme : **BBA** Batch : **2017-2020** Semester : **3**

Subjects for taking Examination :

Main Papers

SNo.	Course Code	Course Title	Course Credits	% Att	Status
1	BBA301	OPERATIONS RESEARCH	4.00	51/63 (80.95)	Permitted
2	BBA302	FINANCIAL MANAGEMENT - I	4.00	56/58 (96.55)	Permitted
3	BBA303	MANAGEMENT INFORMATION SYSTEMS	3.00	13/14 (92.86)	Permitted
4	BBA304	MARKETING MANAGEMENT - I	4.00	49/59 (83.05)	Permitted
5	BBA305	COST AND MANAGEMENT ACCOUNTING	3.00	44/49 (89.80)	Permitted
6	BBA306	BUSINESS LAWS	3.00	35/47 (74.47)	Debarred
7	BBA341	COMMUNICATION SKILLS-II(EFFECTIVE WRITTEN COMMUNICATION)	1.00	13/17 (76.47)	Permitted
8	BBA343	PROBLEM SOLVING AND CREATIVE THINKING	1.00	8/10 (80.00)	Permitted
9	BBA344	FRENCH - III	2.00	16/17 (94.12)	Permitted
10	LL	LANGUAGE LAB	1.00	13/15 (86.67)	Permitted

Back Papers

SNo.	Course Code	Course Title	Course Credits	Chances Availed Earlier
1	BBA106	BUSINESS MATHEMATICS	4.00	0

Flexi Papers

SNo.	Group Name	Course Code	Subject Name	Total Credits	% Att	Status
1	Animation	AN2103	Computer Graphics Animation & Sound	3.00	33/37 (89.19)	Permitted

Note: Every student must carry Identity Card and this Examination Admit Card to appear in the Examination.

Signature of Head of the Institute

Signature of the Student

Date _____

Controller of Examinations

SPACE FOR STITCHING THE SHEET

Please read instructions carefully before filling

AMITY UNIVERSITY MAHARAJA PRADESH <small>(SEE INSTRUCTIONS OVER LEAF)</small>		SERIAL NO. 13212328701
PART - I		
(TO BE FILLED BY THE STUDENT)		
NAME OF EXAM CENTRE: _____ EXAM CENTRE CODE: <input type="text"/> <input type="text"/>	SUBJECT CODE: _____ SUBJECT NAME: _____ STATUS OF STUDENT: REGULAR <input type="checkbox"/> REAPPEAR <input type="checkbox"/>	NAME OF STUDENT: _____ ENROLL NO. OF STUDENT: _____ SIGN OF STUDENT: _____ NAME OF INVIGILATOR: _____ SIGN OF INVIGILATOR: _____
PART - II		
(TO BE FILLED BY THE EXAMINER)		
MAARKUBH MAARKS MAARKS OBTAINED C.No. & Part a b c d e f Total 01 02 03 04 05 06 07 08 09 10 11 Grand Total	TO BE FILLED BY THE EXAMINER Total Marks in Figures <input type="text"/> <input type="text"/> Total Marks in Words: _____ Name of Examiner: _____ Signature of Examiner: _____	TO BE FILLED BY THE CHECKER EXAMINER OBTAINED TOTAL CHECKER OBTAINED TOTAL TO BE FILLED BY THE STUDENT (TOTAL MARKS IN WORDS BY CANDIDATE)
PART - III		
(TO BE FILLED BY THE STUDENT)		
Program: _____ Batch: _____ Subject Name: _____ Semester: _____ Date of Exam: _____ No. of Supplementary Sheets Used: _____		
PART - IV		
(TO BE FILLED BY THE STUDENT)		
EXAM CENTRE CODE DATE OF EXAM COURSE CODE SEMI-YEAR <input type="checkbox"/> <input type="checkbox"/>	INVIGILATOR CODE STATUS OF STUDENT: REGULAR <input type="checkbox"/> REAPPEAR <input type="checkbox"/>	ENROLL NO. 13212328701 SERIAL NO.
PART - V		
(TO BE FILLED BY THE STUDENT)		
SIGNATURE OF STUDENT SIGNATURE OF INVIGILATOR SIGNATURE OF CENTRE SUPERVISOR SIGNATURE OF CAREER SUPERVISOR	SIGNATURE OF EXAMINER SIGNATURE OF CHECKER SIGNATURE OF CANDIDATE	SEAL OF EXAM CENTRE

**INSTRUCTIONS TO THE CANDIDATE/
INSTITUTION FOR FILLING PART - IV**

1. Use only **Black Pen** for writing **Alphabets & Numerals** in Boxes.
2. Use **black pen** for filling the **Circles** .
3. If the course code is of 3 digits Alphabets and 3 digits Numeric, then please use first 3 circles to fill alphabets and likewise for numbers, the first 3 circles meant for numbers.

EXAMPLE TO FILL THE ENROLL NO.

ENROLL NO.										
A	E	2	4	7	3	1	8	9	3	1
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

↑
Mark

GENERAL INSTRUCTIONS

1. Use of Programmable calculator is not allowed.
2. Do not write your Enroll Number anywhere in the answer book except on Part I and Part IV.
3. Do not use pencil / colour pens for answering the questions except diagrams. Pencil may be used to draw the diagrams. Do not write anything inside the answer book which reveals your identity.
4. Those appearing in back papers should fill in the status as respect.
5. The general instructions pertaining to examination are given on the last page of the Answer Book. All candidates must read the instructions carefully.
6. Do not write anything on Question Paper except Enroll no.
7. Invigilator and Centre Superintendent shall sign at the space provided once ensured that all the details filled by the student are correct and verified.

**INSTRUCTIONS TO THE CANDIDATE/
EXAMINER FOR FILLING PART - II**

1. Use only **Black Pen** for writing **Alphabets & Numerals** in Boxes.
2. Use only **Black Pen** for filling the **Circles** .
3. Carefully study the examples before you start marking.
4. As shown in the example below, darken the circles completely.

EXAMPLE OF FILLING UP CIRCLES

WRONG METHOD	CORRECT METHOD
<input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/>
<input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/>

5. Don't make any stray marks on this sheet.
6. Use this form with care. Do not fold or smudge.
7. Do not write or mark on the Barcode/Tracing Track.

EXAMPLE OF FILLING

EXAMINER CODE	TRIAL ID	TRIAL ID	TRIAL ID	TRIAL ID		
4	2	4	8	0	3	3
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

↑
Mark

**INSTRUCTIONS TO THE CANDIDATE
FOR FILLING PART - I**

1. Do not write anything on back side of this cover page.
2. The Enroll No. found elsewhere or any other symbol found in Answer Book will be treated as Use of unfair Means.
3. Read the instructions carefully given on the Question Paper, and Last page of Answer Book.
4. Write on the both sides of pages.
5. Do not write your Enroll Number, Name, Signature etc. on Graph Paper/Chart and Supplementary sheet and tag these inside the Answer Book tightly and properly.
6. Use OMR sheet with care. Do not fold or smudge.

**INSTRUCTIONS TO THE EXAMINER/EVALUATOR
FOR FILLING PART - I**

1. Fill in the boxes corresponding to the Question Numbers with the marks obtained for each Question in the respective boxes.
2. Enter Total Marks in the Boxes provided for.
3. Use Black/Blue ball point Pen to fill in the Boxes.
4. Read the Instructions given on the Question Paper carefully.

