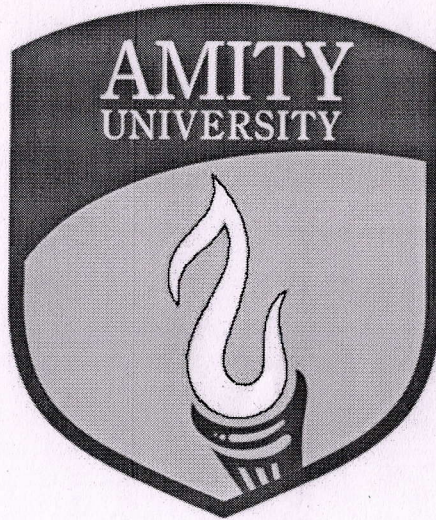
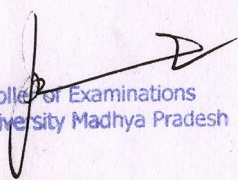


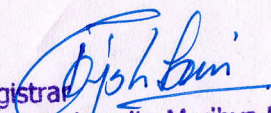
# AMITY UNIVERSITY MADHYA PRADESH



## EXAMINATION DEPARTMENT

ANNUAL REPORT 2019 - 2020

  
Controller of Examinations  
Amity University Madhya Pradesh

  
Registrar  
Amity University Madhya Pradesh  
Gwalior

(i)

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(ii)

ACRONYMS

<u>Ser. No.</u>	<u>Details</u>	<u>Abbreviation</u>
1.	Academic Break	AB
2.	Controller of Examinations	CoE
3.	Cumulative Grade Point Average	CGPA
4.	Examination Department	Exam Dept
5.	Examination Superintendent	Exam Supdt
6.	Head of Institute/ Department	Hol /HoD
7.	Promotion with Academic Probation	PAP
8.	Promotion with Academic Warning	PAW
9.	Repeat Year	RY
10.	Repeat Semester	RS
11.	Semester	Sem
12.	Semester Grade Point Average	SGPA
13.	Student Learning Outcomes	SLOs
14.	Online Distance Learning	ODL



# AMITY UNIVERSITY

## MADHYA PRADESH

(Established by Ritnand Balved Education Foundation)

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### VISION AND MISSION OF THE UNIVERSITY

#### VISION

To make Amity University Madhya Pradesh, a centre of Excellence in Higher Education by providing value based holistic education, including leadership quality, encouraging research, innovation and nurturing talent.

#### MISSION

To provide quality education catering for diverse, contemporary educational and research needs of the nation with emphasis on regional aspirations and develop balanced personalities with positive outlook and leadership qualities.

## DETAILED REPORT

### Introduction

1. The **AMITY UNIVERSITY MADHYA PRADESH (AU MP)** Examination Department (Exam Dept) is governed by the **AUMP Regulations (R3-Apr 2019)** which flow out of the Madhya Pradesh Ordinance No. 4 dated 23 Mar 2013 for Conduct of Examinations, Scheme of Examinations and Discipline among Students during Examinations as well as lays down conditions for appearing in an examination of the for a degree or a diploma, either generally or for a particular examination, unless there is anything, repugnant in the subject or context. The Ordinance and Regulations are applicable to all courses being conducted at **AU MP**.
2. Advancing towards the mission to offer high quality examination services, Exam Dept ensures transparency in all its activities that adequately support all students and Institutions. The Exam Dept administers open and secured processes and systems and works in close collaboration with Institutions, External organizations and Individuals.
3. Exam Dept is headed by the CoE who reports to the Vice Chancellor.

### Examination Activity Calendar : 2019 – 2020

4. **Academic / Examination Calendar.** The Academic Calendar is issued by the Dean Academics of the University right before the commencement of academic session. Block of Examinations is notified through Academic Calendar for both Odd and Even semesters. A detailed Examination Calendar is then prepared by the Examination Department based on the Academic Calendar.
5. The Block of examination including practical's for Academic Session 2019-20 is given below:

Ser. No.	Examinations	Last Teaching Date	Block of Examinations Including Practical
(a)	Odd Semester	22 Nov 2019	25 Nov 2019 To 03 Jan 2020
(b)	Even Semester	08 May 2020	<b>For Final Year Students:</b> 27 Jul 2020 TO 18 Aug 2020 <b>For Intermediate Students:</b> General Promotion due to COVID-19

6. The Exam Dept has number of different activities throughout the academic session. Exam Dept prepares and issues Calendar of Examination Activities and detailed Schedule of Examinations and all examination activities are monitored for compliance as per the itinerary issued.

### Committees

7. To devise detailed procedure for an efficient, transparent, and fair evaluation of students, including coordination of activities relating to conduct of examinations, various statutory committees are constituted as per **AUMP** Regulations as under:-

- (a) Examination Committee
- (b) Moderation Boards (Moderation of Question Papers)
- (c) Evaluation Committee
- (d) Coding Decoding Committee
- (e) Examination Discipline Committee
- (f) Result Compilation Committee
- (g) Result Moderation Committee

8. **Examination Committee.** As per Para 4 of the Regulations, Examination Committee is constituted by the Academic Council at University level to frame detailed guidelines and procedures for an efficient, transparent and fair evaluation of students' performance and conduct of examinations. This committee supervises all examinations activities of the University and reviews the results of the University examinations. It appoints such number of Examination Sub-committees at Institutional level to deal with examination matters.

9. **Examinations Conduct.**

- (a) MPPURC letter ref no.545/स्थापनाध्म.प्र.नि.वि.वि.आ.२०२० dated 12 Jun 2020 **(Appendix A)**
- (b) Guidelines of Online End Semester Examinations Jun 2020 for Students in View of Covid-19 Pandemic, Ref. No. AUMP/ED/ONLINE/2020/1 dated 24 May 2020. **(Appendix B)**
- (c) Guidelines for Conduct of Online End Semester Examinations Jun 2020 in View of Covid 19 Pandemic Relation to University Examinations Ref. No. AUMP/ED/ONLINE/2020/3 dated 24 May 2020. **(Appendix C)**

**Setting of Question Papers**

10. **Formulation.**

- (a) Question papers are formulated as per Para 26 of the Regulations elucidating procedures for setting of question papers. The setting of question paper is developed in such a way that it ensures that each question addresses one or more course objective mapped with the student learning outcomes. Names of Paper setters (External and Internal) are proposed by respective Hol's for the approval of Hon'ble Vice Chancellor through the Controller of Examination.
- (b) In view of COVID-19 the question paper were formulated as per UGC guidelines and in the form of Open Book Exam (OBE) and Multiple Choice Question (MCQ) vide policy letter as given below: -
  - (i) Policy guidelines for setting of online question papers conduct of even semester examination Jun / Jul 2020, Ref No. AUMP/ED/ONLINE/2020 dated 19 Jun 2020. **(Appendix D)**
  - (ii) Policy guidelines for setting of Value Added Courses (VAC) on line question papers Ref No. AUMP/ED/ONLINE/2020 dated 19 Jun 2020. **(Appendix E)**

11. **Duration of Exams.** A question paper for theory examinations of a course unit of any program is of three hours duration, depending upon the associated credit unit, with maximum marks 70/50 as applicable.

- (a) MCQ paper duration is 1 hrs.
- (b) OBE paper duration is 2 hrs.

12. **Format of Question Paper.** The question papers for the ESE shall be set in such a manner as to ensure that they cover the entire syllabus as per the weightage of the modules of the concerned course unit. The questions are framed in such a way that the Student Learning Outcomes (SLOs) of the course is assessed properly and also weightage given to each module of instruction is properly reflected in questions. Question Paper has 3 sections:

- (a) **Section A:** The questions in this section include short numerical problems or theory questions to assess students' understanding of concepts and framework. This section has multiple questions as per guidelines and students have to attempt as per instructions given in the question paper. Marks are given as per the weightage given to the Section in overall marking scheme.

- (b) **Section B:** The questions in this section may include long theory questions or numerical problems requiring students to apply the concepts to a given situation or in a given context. This section also has multiple questions and marks are given as per the weightage given to the Section in overall marking scheme.
- (c) **Section C:** This section is compulsory and questions in this section are generally case study based, a hypothetical problem or a situation seeking a possible solution(s), students' response to a situation based on general awareness of the broad discipline of study etc.

### Moderation Boards

**13. Moderation of Question Papers.** As per Regulations Para 6, Domain wise Moderation Boards are constituted by the Vice Chancellor to moderate the question papers. Composition of the Moderation Board is as under:-

- |  |                  |
|--|------------------|
| (a) Dean / Head of Institution / Department  | Chairperson      |
| (b) Senior most professors / senior most teachers<br>and the teaching faculty of the discipline concerned. | Members          |
| (c) Two Experts in the discipline / specialization<br>of whom one may be external.                         | Members          |
| (d) Controller of Examinations.  | Member Secretary |

Note:-

- I. There is a provision to co-opt other experts not exceeding two in one discipline/specialization, if required by the Heads of Institution / Department / Constituent Units.
- II. The Moderation Boards ensures that question papers are strictly in accordance with the guidelines for setting of question papers, remove ambiguity in the language of questions, if any; proper coverage of course contents and indicate weightage/ marks for each question or part/parts thereof, time prescribed, display of instructions and to correct errors, if any and moderate/reframe the questions so as to give opportunities to students of varying abilities.

### Conduct of Examinations

**14. Appointment of Superintendent / Addl. Supttd. / Dy. Supttd. of Examinations:** As per Regulation Para 10 Conduct of Examination Scheme of evaluation and discipline among students in exams, with the approval of Competent Authority of the University, Exam Supdt/ Addl. Supdt are appointed to conduct and supervise its examinations held or to be held at a examination centre. Appointment of Addl. Supdt is applicable if strength of Institution is more than 1000.

Examination	Nov - Dec 2019	Jul Aug 2020	
		Intermediate Students	Passing Out Students
Total No. of Enrolled Students	2035	1445	589
Total No. of Appeared Students	2032	1444	588
No. of Institutions	10	10	08
No. of Superintendent	03	03	03
No. of Dy./Asst. Superintendent	03	03	03

**15. Preparation and Notification of Examination Schedule:**

AUMP examinations are conducted on the basis of course codes and accordingly Exam Dept prepares the Examination schedule and publishes for information of students and Hol's. Block of ESE during academic session 2019 – 20 is as given:

S. No.	Academic Session 2019 - 20	Block Dates of Examinations
(a)	Odd Semester	25 Nov 2019 To 03 Jan 2020
(b)	Even Semester	<b>For Final Year Students:</b> 27 Jul 2020 TO 18 Aug 2020 <b>For Intermediate Students:</b> General Promotion due to COVID-19
(c)	Supplementary Exams	17 Sep 2020 TO 24 Sep 2020

- 16. Status of Examination Forms Submitted and Admit Cards Generated:** As per Para 29 of the Regulations, No student is permitted to appear in the exams without valid Admit Card issued by the Exam Dept. Status of the Admit Cards issued to the students during academic session 2019 – 20 was as under:

S. No.	Academic Session 2019 – 20	Exam Forms Submitted	Admit Cards Generated
(a)	Odd Sem Nov – Dec 2019	2032	2032
(b)	Even Sem Jul – Aug 2020	2032	2032

In case of loss of Admit Card, duplicate Admit Cards are issued only by the Examination Department as per norms of the University.

- 17. Appointment of Observers:** As per Regulations Para 32.2, observers were appointed to visit different examination centers as per allotment during the course of examination and check that the examinations are being conducted properly according to the Regulations.

Ser. No.	Academic Session 2019 – 2020	Teams	Observers
(a)	Odd Semester Nov – Dec 2019	03	15
(b)	Even Semester Jul – Aug 2020	03	15

Note: Any discrepancy and deviation from the Regulation and Guidelines are reported by observers to Controller of Examination.

- 18. Examinations Details.** Exam Dept conducted following exams during Academic Session 2019 – 20:

Ser. No.	Session	Block of Examination	No. of Programs	No. of Courses	Total No. of Students
(a)	Odd Sem	25 Nov 2019 To 03 Jan 2020	80	926	2032
(b)	Even Sem	<b>For Final Year Students:</b> 27 Jul 2020 TO 18 Aug 2020 <b>For Intermediate Students:</b> General Promotion due to COVID-19	<b>Final Year:</b> 23 <b>Intermediate:</b> 60 <b>Total</b> 83	<b>Final Year:</b> 188 <b>Intermediate:</b> 676 <b>Total</b> 864	<b>Final Year:</b> 588 <b>Intermediate:</b> 1444 <b>Total</b> 2032
(c)	Supplementary	17 Sep 2020 TO 24 Sep 2020	15	63	37



**Discipline Cases**

19. As per Regulations para 32, Examination Discipline Committee is constituted by the Vice Chancellor at the University level to consider the cases of misconduct, misbehavior of students and their use of unfair means in examinations and disorderly conduct of examinations.

20. **Examination Discipline Committee.** The constitution of the Examination Discipline Committee during academic session 2019-20 was as under:

Composition	Designation	Nominated Person	
Head of Institute	Chairperson	Dr Sumit Narula,	Director (ASCO)
Four Senior Faculty	Members	Dr Astha Joshi,	(ABS)
		Dr Deepa Pandey,	(AIBAS)
		Dr Sudha Mishra,	(ASCENT)
		Dr Rakhi Singh Chauhan,	(ALS)
CoE	Member Secretary	Brig (Dr) J Matta,	CoE

Note: The Chairperson may co-opt any Head of Department/Constituent Unit for particular meeting of the Examination Discipline Committee.

21. Mode of unfair means adopted by the students is as under: -

Mode	Odd Semester	Even Semester
Incriminating Material (Handwritten/ Printed Paper)	2	NIL
Possession of Mobile	2	NIL
Misbehave	0	NIL
During Evaluation (Request for passing marks/ disclosing identity)	5	NIL
<b>Total Cases</b>	<b>9</b>	<b>NIL</b>

22. Summary of the unfair means adopted by the students and penalties given (para 32.8) to the students during academic session 2019-20 is as under:

Examination	Odd Semester	Even Semester
Total No. of Student Appeared	2032	2032
No. of UFM cased registered	9	NIL
% of UFM cased registered	0.44%	NIL
No. of Exonerated cases	0	NIL
% of Exonerated cases	0.00%	NIL
Strict Warning	5	NIL
% of Strict Warning cases	0.24%	NIL

### Evaluation and Result Compilation

23. **Evaluation of Answer Sheets** Day wise Answer Books after the examinations are submitted by the different Institutions at Centralized Evaluation Centre. There after the Answer books are codified. All answer books are evaluated only at Centralized Evaluation Centre. No one is permitted to carry any answer sheet outside the evaluation centre.

Examination	No. of Evaluators	Answer Books Evaluated
Odd Semester Nov – Dec 2019	156	19627
<b>Even Semester Apr – Jun 2020</b> For Pass Out Batches For Intermediate Batches	Online Examination based on MCQ and OBE General Promotion due to COVID-19	

24. **Result of Moderation Committee** As per Regulations para 8, Result Moderation Committee is constituted to scrutinize the statistics of results prepared by the Controller of Examinations and if need be, moderate the same after satisfying itself that the results on the whole and in various subjects are in conformity with the usual standards before declaration of results.
- (a) Prof (Dr) M P Kaushik, Pro V C Chairperson  
(b) Head of Institute / Department of constituent units Members  
(c) Controller of Examinations Member Secretary

25. **Moderation of Results.** Considering the time requirement for moderation of large number of programmes and students, on approval from Vice Chancellor, where 5 marks are to be awarded in borderline cases, the results are moderated by Controller of Examination and approved by the Hon'ble Vice Chancellor.

Academic Session	Semester Type		Total Students Appeared	Total no. of students whose results were moderated
2019 - 2020	Odd Semester Nov – Dec 2019		2032	22
	Even Semester Jul Aug 2020	Passing out Students	588	3
		Intermediate Students	1444	Nil

### Promotion Status

26. **Promotion Status of the Students Appeared in the Exams During Academic Session 2019 – 20:** As per para 20 of the Regulations, students are promoted from 1st year to 2nd year, 2nd year to 3rd year and so on provided he/she has minimum SGPA and CGPA as under:

Details	UG Programme	PG Programme	Integrated/Dual Degree Programme (UG+PG)
SGPA (First 3 Yrs)	3.5	4.5	4.0
SGPA (After 3 Yrs)	3.5	4.5	4.5
CGPA	4.5	5.0	5.0

27. **Promotion from 1st year to 2nd year:** If a student does not fulfill the above criteria, then they are promoted to 2nd year only on the recommendations of Hol on **"Academic Probation"** provided he/she has cleared at least 60% of number of Courses/ Credit units.
28. **Promotion from 2nd year to 3rd year and subsequent years:** Students are promoted from second year to third year only if he / she has secured the **passing criteria** of SGPA and CGPA in both semesters of the first year i.e. qualified in first year and minimum SGPA and CGPA of **Promotion Criteria** in the second year.
29. Similarly, students are promoted from third year to fourth year if he/she has secured qualifying minimum SGPA and CGPA (passing criteria) for the previous semesters upto second year and minimum SGPA and CGPA of promotion criteria in the third year. Promotions to subsequent years are based on the same criteria as above.
30. A student who is not eligible for promotion will have the option to Repeat the Year/ take Academic Break / Repeat a Semester or Withdraw from the programme for which he / she applies to the Hol in the prescribed format. Summary of the promotion status of the University is as under:

Ser. No.	Criteria	No. of Students			
		UG	%	*PG	%
(a)	Pass & Promoted	1789	94.66%	135	95.07%
(b)	PAP	42	2.22%	2	1.41%
(c)	PAW	28	1.48%	0	0.00%
(d)	Provisionally Promoted	-	-	-	-
(e)	Fail	31	1.64%	0	0.00%
(f)	RY	-	-	-	-
(g)	RS	-	-	-	-
(h)	AB	-	-	-	-

\*Five students (M Phil Cli Psy – 2<sup>nd</sup> Year) opted for pen paper exam as per UGC norms and did not appear for online exam.

### Yearly Result Report

31. Year Wise Academic Result (2019 To 2020) is attached at **Appendix "F"**.

### Grievances of Students:

32. Grievances related to examinations and results are posted by the students online on Amizone. Grievances raised by the students and actions taken by the Examination Department are as under:- NIL
33. Summary of Grievances related to rechecking during Academic Session 2019 - 2020 is as under: -

Ser. No.	Examinations	Odd Sem	Even Sem
(a)	Number of students appeared in final exam	2032	2032
(b)	Number of applications received for revaluation	12	Nil
(c)	% of application received for revaluation	0.59%	Nil
(d)	Number of revaluation cases where marks changed	2	Nil
(e)	% of changes	0.09%	Nil

**Degree Awarded**

34. Student who meet the qualifying criteria as laid down in para 19 and 40 of the Regulations, are awarded degree. Total **608** Degrees were awarded to the students who have successfully completed the programme in year 2020. Summary is as under:

Ser No	Details	Certificates	Diploma	Degrees	Remarks
(a)	UG	-	-	518	<b>Outgoing UG/PG students 594</b>
(b)	PG	-	-	69	
(c)	M Phil	-	-	7	
(d)	Ph D	-	-	14	
(e)	ODL	-	-	-	
(f)	<b>Total</b>	-	-	<b>608</b>	

**Automation of the processes during Academic Session 2019 – 20:**

35. University has completely automated examination system wherein the whole process from setting of question papers to the declaration of final results is online. The concerned user may access any examination services from anywhere. Examination department strives to review and improve all the examination related processes for better learning experience of the students and smooth functioning of institution.

Following processes have been automated recently:

S.No.	Activity	Previous	Automation	Advantages
(a)	Filling of Exam Form	Previously the students applied manually for issue of official transcript and paid fee manually.	Student can apply online on AMIZONE with online payment of fee.	Proved very helpful for the students and has reduced wastage of paper and time.
(b)	Uploading of Result on AMIZONE.	Result was prepared on Excel Sheet and uploaded on AMIZONE.	Result prepared is done on AMIZONE.	I) Proved very helpful for the students and has reduced wastage of paper and time. II) Decision of rechecking is also published online for viewing of Heads of Institutions and students.

**Conclusion**

36. AMITY University constantly endeavors to attain the best in class and adopt best practices towards improving the overall environment and attaining the desired SLQ. It has been decided to draw a road map towards implementing best practices in the campus in line with global best practices to bring in efficiency and efficacy in the system. Regular IQAC meetings are held to this regard and points raised are taken to logical conclusion.



म.प्र. निजी विश्वविद्यालय विनियामक आयोग, भोपाल  
मध्यप्रदेश शासन  
M.P. PRIVATE UNIVERSITY REGULATORY COMMISSION, BHOPAL  
Government of Madhya Pradesh

क्र. 545/स्थापना/म.प्र.नि.वि.वि.वि.आ./2020

दिनांक 12/8/20

प्रति,

कुलसचिव,  
समस्त निजी विश्वविद्यालय,  
म.प्र.।

विषय:-कोविड-19 के परिप्रेक्ष्य में विश्वविद्यालयीन परीक्षाओं का संचालन।

- संदर्भ:-1. कार्यालय आयुक्त, उच्च शिक्षा, म.प्र. के पत्र क्र 401/122/आउशि/शा-5'अ'/2020  
दि. 11.06.2020 (संलग्नक क्र -1)  
2. कार्यालय आयुक्त, उच्च शिक्षा, म.प्र. के पत्र क्र 399/122/आउशि/शा-5'अ'/2020  
दि. 11.06.2020 (संलग्नक क्र -2)


महोदय,

उपर्युक्त विषयांतर्गत संदर्भित पत्र आपको प्रेषित किये जा रहे हैं।

उपरोक्तानुसार जारी निर्देशों का पालन सुनिश्चित कर परीक्षाएं संचालित की जाएं।

(चेयरमेन द्वारा अनुमोदित)

संलग्न:- उपरोक्तानुसार


  
सचिव

पृ.क्र. 546/स्थापना/म.प्र.नि.वि.वि.वि.आ./2020

भोपाल, दिनांक 12/6/2020

प्रतिलिपि :-

1. कुलपति, समस्त निजी विश्वविद्यालय, म.प्र. की ओर सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित।
2. आयुक्त, उच्च शिक्षा, म.प्र., की ओर सूचनार्थ प्रेषित।
3. अध्यक्ष, म.प्र. निजी विश्वविद्यालय विनियामक आयोग, भोपाल की ओर सूचनार्थ प्रेषित।
4. गार्ड फाईल।

  
सचिव

## कार्यालय आयुक्त, उच्च शिक्षा, मध्यप्रदेश

सतपुड़ा भवन, भोपाल-462004

क्रमांक: 401 /122/आउशि/शा-5'अ'/2020

भोपाल, दिनांक 11/06/2020

प्रति,

जिला कलेक्टर,

समस्त जिला मध्यप्रदेश।

विषय- कोविड-19 के संबंध में विश्वविद्यालय परीक्षाओं के संचालन के सम्बन्ध में सहयोग बाबत।

संदर्भ- (1) मध्यप्रदेश शासन उच्च शिक्षा विभाग मंत्रालय का पत्र क्रमांक 311/67/2020/38/सीसी, भोपाल दिनांक 28.05.2020

(2) कार्यालय आयुक्त, उच्च शिक्षा, मध्यप्रदेश शासन, सतपुड़ा भवन, भोपाल का पत्र क्रमांक 393/118/आउशि/शा. 5 'अ'/2020, भोपाल, दिनांक 01.06.2020।

(3) माननीय राज्यपाल की अध्यक्षता में आयोजित बैठक दिनांक 06.06.2020

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उपरोक्त विषयान्तर्गत संदर्भित निर्देशों तथा माननीय राज्यपाल महोदय की अध्यक्षता में आयोजित बैठक दिनांक 06.06.2020 के परिपालन में दिनांक 29 जून से आरम्भ होकर 31 जुलाई 2020 तक विश्वविद्यालयीन परीक्षाओं के संचालन हेतु महाविद्यालय के परीक्षा केन्द्रों पर कोविड-19 की रोकथाम हेतु आवश्यक व्यवस्था के साथ आयोजित किये जाने के निर्देश हैं।

1. जिले के क्षेत्राधिकार में यदि किसी परीक्षा केन्द्र को कोविड-19 हेतु क्वारेटिन सेंटर बनाया गया है और यदि ऐसे भवनों को परीक्षा हेतु उपलब्ध कराया जाना संभव न हो तो किसी अन्य भवन को परीक्षा केन्द्र हेतु चिन्हित कर उपलब्ध कराने की व्यवस्था सुनिश्चित करने का कष्ट करें।

2. परीक्षा संचालन के दौरान प्रतिदिन प्रत्येक पाली की परीक्षा समाप्ति के पश्चात् सम्पूर्ण परीक्षा केन्द्र को सेनेटाईज किया जाना है। अतः स्थानीय स्तर पर नगर निगम, नगर पालिका आदि के माध्यम से प्रशासनिक व्यवस्था कर सहयोग अपेक्षित है।

3. परीक्षा केन्द्र पर कोविड-19 हेतु मध्यप्रदेश शासन द्वारा जारी निर्देशों के अनुपालन में शारीरिक दूरी (सोशल डिस्टेंसिंग) का पालन सुनिश्चित कराने एवं परीक्षा केन्द्र पर अनावश्यक रूप से छात्रों के समूह एकत्रित न हो इस हेतु स्थानीय पुलिस प्रशासन का सहयोग अपेक्षित होगा।

4. परीक्षा केन्द्रों पर आवश्यकता पड़ने पर चिकित्सालय द्वारा तत्काल चिकित्सक, एम्बुलेन्स आदि सुविधा उपलब्ध कराने हेतु चिकित्सा अधिकारी से सहयोग अपेक्षित होगा।

अतः उपरोक्तानुसार स्थानीय प्रशासन को आवश्यक दिशा निर्देश जारी कर सहयोग अपेक्षित है।

(मुकेश शुक्ल)

आयुक्त

उच्च शिक्षा मध्यप्रदेश

भोपाल, दिनांक 11/06/2020

पु. क्रमांक: 402 /122/आउशि/शा-5'अ'/2020

प्रतिलिपि-

1. सचिव, माननीय राज्यपाल महोदय, राजभवन सचिवालय, भोपाल।
2. प्रमुख सचिव, माननीय मुख्यमंत्री, मंत्रालय, मध्यप्रदेश शासन, भोपाल।
3. निज सहायक, प्रमुख सचिव, मध्यप्रदेश शासन, उच्च शिक्षा विभाग, भोपाल।
4. निज सहायक, संभाग आयुक्त समस्त संभाग मध्यप्रदेश।
5. निज सहायक, कुलपति, समस्त विश्वविद्यालय मध्यप्रदेश।
6. अध्यक्ष, मध्यप्रदेश निजी विश्वविद्यालय, विनियामक आयोग, भोपाल।
7. प्राचार्य, समस्त शास./स्वशासी/अनु. प्राप्त अशा./अशा. महाविद्यालय मध्यप्रदेश।
8. कुल सचिव, समस्त विश्वविद्यालय मध्यप्रदेश।
9. विशेष कर्तव्यस्थ अधिकारी (आई.टी.सेल) उच्च शिक्षा संचालनालय, सतपुड़ा भवन, भोपाल।

..... की ओर सूचनार्थ एवं आवश्यक कार्यवाही हेतु।

आयुक्त

उच्च शिक्षा मध्यप्रदेश

**कार्यालय आयुक्त, उच्च शिक्षा, मध्यप्रदेश शासन,  
सतपुड़ा भवन, भोपाल-462004**

क्रमांक 393/122/आउशि/शा. 5'अ' /2020  
प्रति,

भोपाल, दिनांक 11/06/2020

1. कुलसचिव,  
समस्त विश्वविद्यालय, म.प्र.
  2. प्राचार्य,  
समस्त शासकीय/स्थशासी/अनुदान प्राप्त अशासकीय/अशासकीय महाविद्यालय, म.प्र.
- विषय- स्नातक अंतिम वर्ष/स्नातकोत्तर चतुर्थ सेमेस्टर की परीक्षाओं के संचालक में कोविड-19 के संबंध में दिशा-निर्देश।
- सन्दर्भ- 1. मध्यप्रदेश शासन उच्च शिक्षा विभाग मंत्रालय का पत्र क्रमांक 311/67/2020/38/सी.सी. भोपाल दिनांक 28/05/2020  
2. कार्यालय आयुक्त, उच्च शिक्षा, मध्यप्रदेश शासन, सतपुड़ा भवन, भोपाल का पत्र क्रमांक 393/118/आउशि/शा.5'अ' /2020, भोपाल, दिनांक 01/06/2020  
3. माननीय राज्यपाल महोदय के अध्यक्षता में आयोजित बैठक दिनांक 06.06.2020

उपरोक्त विषयांतर्गत संदर्भित पत्रों एवं निर्देशों के परिपालन में लेख है कि प्रदेश के समस्त विश्वविद्यालयों के क्षेत्राधिकार में आने वाले महाविद्यालयों में दिनांक 29 जून 2020 से आरंभ होकर 31 जुलाई 2020 के मध्य स्नातक अंतिम वर्ष एवं स्नातकोत्तर चतुर्थ सेमेस्टर की परीक्षाओं का आयोजन किया जाना है।

कोविड-19 की रोकथाम हेतु मानव संसाधन विकास मंत्रालय नई दिल्ली/विश्वविद्यालय अनुदान आयोग नई दिल्ली/केन्द्र सरकार/मध्यप्रदेश शासन/संबंधित विश्वविद्यालय द्वारा समय-समय पर जारी दिशा निर्देशों का पालन करना अनिवार्य होगा।

विश्वविद्यालयीन परीक्षाओं के सफलतापूर्वक संचालन हेतु समस्त कुलसचिव, प्राचार्य, परीक्षा केन्द्र अधीक्षक तथा परीक्षार्थियों के लिये परिशिष्ट-एक, दो एवं तीन के माध्यम से विस्तृत दिशा निर्देश जारी किए जा रहे हैं।

विश्वविद्यालयीन परीक्षाओं के संबंध में जारी निर्देशों का कृपया पालन सुनिश्चित किया जाये।

संलग्न- उपरोक्तानुसार।

(प्रमुख सचिव, उच्च शिक्षा विभाग द्वारा अनुमोदित)

(डॉ. धीरेन्द्र शुक्ल)  
विशेष कर्तव्यस्थ अधिकारी  
उच्च शिक्षा, मध्यप्रदेश  
भोपाल, दिनांक 11/06/2020

पु. क्रमांक: 409/122/आउशि/शा-5'अ' /2020  
प्रतिलिपि-

1. सचिव, माननीय राज्यपाल महोदय, राजभवन सचिवालय, भोपाल।
  2. प्रमुख सचिव, माननीय मुख्यमंत्री, मंत्रालय, मध्यप्रदेश शासन, भोपाल।
  3. निज सहायक, प्रमुख सचिव, मध्यप्रदेश शासन, उच्च शिक्षा विभाग, भोपाल।
  4. निज सहायक, कुलपति, समस्त विश्वविद्यालय मध्यप्रदेश।
  5. अध्यक्ष, मध्यप्रदेश निजी विश्वविद्यालय, विनियामक आयोग, भोपाल।
  6. कुल सचिव, समस्त विश्वविद्यालय मध्यप्रदेश।
  7. विशेष कर्तव्यस्थ अधिकारी (आई.टी.सेल) उच्च शिक्षा संचालनालय, सतपुड़ा भवन, भोपाल।
- की और सूचनार्थ एवं आवश्यक कार्यवाही हेतु।

विशेष कर्तव्यस्थ अधिकारी  
उच्च शिक्षा, मध्यप्रदेश

2/11

परिशिष्ट-1

कार्यालय आयुक्त, उच्च शिक्षा, मध्यप्रदेश  
रातपुड़ा भवन, भोपाल-462004

विश्वविद्यालय परीक्षाओं के संबंध में सगरत विश्वविद्यालय के कुलसचिव के लिए निर्देश

विषय-कोविड-19 को दृष्टिगत रखते हुए स्नातक अंतिम वर्ष/स्नातकोत्तर चतुर्थ सेमेस्टर की परीक्षाओं के आयोजन के संबंध में आवश्यक दिशा निर्देश।

1. मानव संसाधन विकास मंत्रालय, नई दिल्ली/विश्वविद्यालय अनुदान आयोग नई दिल्ली/केन्द्र सरकार/मध्यप्रदेश शासन/संबंधित विश्वविद्यालय द्वारा कोविड-19 के संदर्भ में समय-समय पर जारी दिशा निर्देशों का पालन करना अनिवार्य होगा।
2. यदि कोई परीक्षार्थी परीक्षा आरम्भ के समय विश्वविद्यालय के क्षेत्राधिकार वाले स्थलों पर निवासरत न होने के कारण जून-जुलाई 2020 से आयोजित होने वाली परीक्षा से वंचित होता है तो ऐसे परीक्षार्थियों के लिए पृथक से परीक्षा आयोजन की विश्वविद्यालय द्वारा व्यवस्था की जाए।
3. परीक्षा संचालन के दौरान किसी परीक्षा केन्द्र के आकस्मिक रूप से हॉट-स्पॉट की श्रेणी में चिन्हित होने पर वैकल्पिक परीक्षा केन्द्र के रूप में भवन एवं परीक्षा आयोजन की व्यवस्था के लिए संबंधित विश्वविद्यालय से सम्पर्क कर आवश्यक तैयारी पूर्ण की जाए।
4. कोविड-19 की रोकथाम हेतु परीक्षा केन्द्रों में शारीरिक दूरी के अनुसार बैठक व्यवस्था/बोसकों की संख्या में वृद्धि/थर्मल स्कैनिंग इत्यादि को दृष्टिगत रखते हुए विश्वविद्यालय द्वारा परीक्षा संचालन हेतु केन्द्र व्यय की समुचित राशि परीक्षा आरंभ के पूर्व प्रदान किया जाए।
5. ऐसे परीक्षार्थी जो लॉकडाउन की अवधि में अपने परीक्षा केन्द्रों से पृथक स्थानों पर हैं और उन्होंने अपनी जानकारी उच्च शिक्षा विभाग के पोर्टल के माध्यम से अद्यतन की है, उनकी परीक्षार्थे संबंधित विश्वविद्यालय के क्षेत्राधिकार में आने वाले निकट के परीक्षा केन्द्र पर आयोजित किया जाना सुनिश्चित किया जाये।
6. कोरोना (कोविड-19) के संदर्भ में भवन सैनिटाइजेशन आदि के लिए स्थानीय प्रशासन के सहयोग से नगर निगम/नगर पालिका/नगर पंचायत के माध्यम से यह कार्य पूर्ण कराया जाए। यदि आवश्यक हो तो सैनिटाइजेशन, मास्क, सैनिटाइजर, थर्मल स्कैनिंग उपकरण आदि की व्यवस्था पर आने वाले वित्तीय भार को जनभागीदारी समिति के मद/विश्वविद्यालय की परीक्षाओं के संचालन के लिए उपलब्ध मद से नियमानुसार क्रय किया जाए।

निरन्तर...2

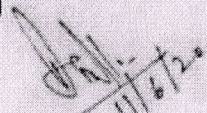


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7. प्रदेश के समस्त शासकीय महाविद्यालय/विश्वविद्यालय परीक्षाओं में आदि की तैयारी के लिए दिनांक 15/06/2020 से प्राध्यापकों एवं कर्मचारियों को कार्यालयीन कार्य के लिए उपस्थित होने हेतु निर्देशित किया जाए।
8. प्रदेश के समस्त विश्वविद्यालयों की जिम्मेदारी होगी कि परीक्षा केंद्र पर उपरोक्त जारी दिशा निर्देशों का कड़ाई से पालन कराया जाना सुनिश्चित करेंगे।
9. उच्च शिक्षा विभाग द्वारा जारी पत्र क्रमांक 399/आउशि/शा 5'अ'/2020, भोपाल दिनांक 10/06/2020 के साथ संलग्न परिशिष्ट 1, 2, एवं 3 अनुसार कार्यवाही सुनिश्चित किये जाने तथा मॉनिटरिंग करते हुए पूर्णतया शान्तिपूर्ण एवं अनुशासित रूप में परीक्षाओं का संचालन किया जाना सुनिश्चित किया जाए।

(प्रमुख सचिव, उच्च शिक्षा विभाग द्वारा अनुमोदित)

  
 (डॉ० धीरेन्द्र शुक्ल)  
 विशेष कर्तव्यस्थ अधिकारी  
 उच्च शिक्षा मध्यप्रदेश भोपाल

4/11

परिशिष्ट-2

कार्यालय आयुक्त, उच्च शिक्षा, मध्य प्रदेश  
सतपुडा भवन, भोपाल-462004

विश्वविद्यालय परीक्षाओं के संबंध में समस्त शासकीय/स्वशासी/अनुदान प्राप्त  
अशासकीय/अशासकीय महाविद्यालय के प्राचार्य/केन्द्र अधीक्षकों के लिए निर्देश

विषय- जून-जुलाई 20-20 में संचालित होने वाली विश्वविद्यालयीन परीक्षाओं के संबंध में कोविड-19 के सम्बद्ध में आवश्यक दिशा निर्देश ।

1. मानव संसाधन विकास मंत्रालय नई दिल्ली/विश्वविद्यालय अनुदान आयोग नई दिल्ली/केंद्र सरकार/मध्य प्रदेश शासन/संबंधित विश्वविद्यालय द्वारा कोविड-19 के संदर्भ में समय-समय पर जारी दिशा निर्देशों का पालन करना अनिवार्य होगा।
2. प्रदेश के समस्त विश्वविद्यालयों क्षेत्राधिकार में आने वाले परीक्षा केंद्रों पर विश्वविद्यालय की परीक्षाएं यथासंभव सीसीटीवी कैमरे की निगरानी में संपन्न होंगी ।
3. प्रदेश के समस्त शासकीय महाविद्यालय/ विश्वविद्यालय परीक्षाओं में आदि की तैयारी के लिए दिनांक 15/06/2020 से प्राध्यापकों एवं कर्मचारियों को कार्यालयीन कार्य के लिए उपस्थित होने हेतु निर्देशित करेंगे।
4. प्रदेश के समस्त स्वशासी महाविद्यालय में स्नातक अंतिम वर्ष/स्नातक में चतुर्थ सेमेस्टर की परीक्षा का संचालन जुलाई 2020 में आयोजित किया जाये। इसके साथ ही इनके परीक्षा परिणाम अगस्त 2020 तक अनिवार्यरूप से घोषित किये जाये।
5. प्रदेश के समस्त स्वशासी महाविद्यालय जुलाई 2020 में आयोजित होने वाली परीक्षाओं में जो परीक्षार्थी कतिपय कारणों से शामिल नहीं हो पा रहे हैं उनकी परीक्षायें पृथक से किया जाना सुनिश्चित किया जाए।
6. संबंधित विश्वविद्यालयों की ओर से शारीरिक दूरी का पालन करने के लिए आवश्यकतानुसार यदि विभिन्न अशासकीय महाविद्यालय /शासकीय /अशासकीय विद्यालयों आदि को परीक्षा केंद्र /उपपरीक्षा केंद्र के रूप में निर्मित किया जाता है तो वहां पर संबंधित शासकीय महाविद्यालय से एक पर्यवेक्षक नियुक्त किया जाए ।
7. पर्यवेक्षकों को संबंधित शासकीय महाविद्यालय के प्राचार्य द्वारा पहचान पत्र उपलब्ध कराए जाएंगे । यदि किसी पर्यवेक्षक के पास पहचान पत्र नहीं है तो परीक्षा अधीक्षक संबंधित शासकीय महाविद्यालय के प्राचार्य से जानकारी लेकर उनकी पहचान पत्र बनाने के लिए अधिकृत होंगे ।

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8. शारीरिक दूरी के संदर्भ में निर्मित परीक्षा केंद्रों / उप परीक्षा केंद्रों पर पर्यवेक्षक की उपस्थिति में एव सीसीटीवी कैमरे की निगरानी में प्रश्न पत्र खोलना अनिवार्य होगा ।
9. जिन परीक्षा केंद्रों पर शारीरिक दूरी के संदर्भ में पर्यवेक्षकों की नियुक्ति की गई है उन परीक्षा केंद्रों / उपपरीक्षा केंद्रों पर परीक्षा समाप्ति के पश्चात उत्तर पुस्तिकाओं के सील लिफाफा के ऊपर पर्यवेक्षक के समय के साथ हस्ताक्षर अनिवार्य होंगे ।
10. संस्थाएं अपने वरिष्ठ परीक्षा अधीक्षक / परीक्षा अधीक्षक का नाम, मोबाइल नंबर, लैंडलाइन नंबर, ईमेल आईडी की जानकारी संबंधित विश्वविद्यालय के परीक्षा नियंत्रक को उनके ईमेल आईडी पर दिनांक 20 जून 2020 तक अनिवार्य रूप से प्रेषित करेंगे। परीक्षा कार्य हेतु नियुक्त किए गए सभी अधिकारी-कर्मचारियों की जानकारी परीक्षा नियंत्रक कार्यालय को अनिवार्य रूप से ईमेल पर भेजना सुनिश्चित करेंगे ।
11. परीक्षा कार्य में लगे सभी अधिकारी कर्मचारियों को पहचान पत्र जारी किया जाना आवश्यक होगा ।
12. परीक्षा केंद्रों पर परीक्षा समयावधि में निर्माण कार्य पर पूर्ण रूप से प्रतिबंध रहेगा ।
13. विभिन्न परीक्षा केंद्रों पर उड़न दस्ते की टीम आकस्मिक निरीक्षण हेतु उपस्थित होती रहेगी। उनके द्वारा मांगे जाने पर परीक्षा संबंधी जानकारी आवश्यक रूप से उपलब्ध कराई जाएगी और उनकी निरीक्षण रिपोर्ट के पालन प्रतिवेदन का ध्यान रखा जाएगा ।
14. विश्वविद्यालय द्वारा गठित उड़न दस्ते का दायित्व होगा कि परीक्षा केंद्रों पर औचक निरीक्षण के समय उच्च शिक्षा विभाग द्वारा जारी दिशा-निर्देशों का कड़ाई से पालन किया जाना सुनिश्चित किया जाए ।
15. विश्वविद्यालय परीक्षाओं के आरंभ होने के तीन दिवस पूर्व वीक्षकों एवं कर्मचारियों की बैठक आयोजित की जाए तथा कोरोना कोविड-19 के संदर्भ में परीक्षा नियमों की संपूर्ण जानकारी बैठक के दौरान उन्हें दी जाए एवं यह भी बता दिया जाए कि परीक्षा कक्षा में मोबाइल आदि ले जाना प्रतिबंधित है ।
16. परीक्षा केंद्रों पर परीक्षा परिसर में केवल परीक्षा में कार्यरत शिक्षकों / स्टाफ को ही प्रवेश की पात्रता होती है । संस्था के अन्य किसी भी ऐसे अधिकारी / शिक्षक / स्टाफ जिनकी नियुक्ति परीक्षा कार्य के लिए नहीं की गई है उन्हें परीक्षा परिसर में प्रवेश की अनुमति नहीं होगी ।
17. संस्था प्रमुख को भी परीक्षा अवधि में संस्था में ही उपस्थित रहना अनिवार्य होगा क्योंकि प्राचार्य ही परीक्षा के वरिष्ठ परीक्षा अधीक्षक नियुक्त किए जाते हैं ।

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18. परीक्षाओं के दौरान बिजली न रहने पर जनरेटर की व्यवस्था संस्थाओं द्वारा की गई है उन्हें चालू अवस्था में रखा जाए ताकि बिजली न रहने पर परीक्षार्थियों को किसी प्रकार की असुविधा ना हो ।
19. संस्था प्रमुख एवं केंद्र अधीक्षक इस बात पर विशेष ध्यान दें कि कंट्रोल रूम में फोटोकॉपिर मशीन चालू अवस्था में रखी जाए ।
20. संस्था द्वारा परीक्षा केंद्रों के संपूर्ण कक्ष, प्रसाधन, कॉरिडोर तथा सीटियों आदि को परीक्षा प्रारंभ होने से पूर्व तथा परीक्षा अवधि समाप्त होने के बाद प्रतिदिन सेनीटाइज किया जाना आवश्यक होगा ।
21. प्रत्येक संस्था के पास कम से कम 5 धर्मल स्केनिंग उपकरण उपलब्ध होना चाहिए, जिससे परीक्षार्थियों का तापमान लिया जा सके।
22. परीक्षा केंद्र पर परीक्षाओं का संचालन यथासंभव भूतल, प्रथम एवं द्वितीय तल का ही प्रयोग कर किया जाए। सीटियों का उपयोग करते समय शारीरिक दूरी का पालन अनिवार्य रूप से किया जाए।
23. संस्था द्वारा परीक्षा केंद्र पर परीक्षार्थियों द्वारा उपयोग में लाए गए बैग को सुरक्षित स्थान में रखकर बैगों को संगठित किया जाना आवश्यक होगा।
24. परीक्षा केंद्रों पर ध्वनि विस्तारक यंत्रों द्वारा बैठक व्यवस्था एवं अन्य निर्देशों की विस्तृत जानकारी प्रसारित किया जाना सुनिश्चित किया जाए ।
25. महाविद्यालयों में सीटिंग प्लान को अधिकतम स्थानों पर प्रदर्शित करें और उन स्थानों के आस-पास गोले बनाकर रखें जिससे कि शारीरिक दूरी का पालन किया जा सके ।
26. परीक्षा कक्ष के बाहर गैलरी में सोशल डिस्टेंसिंग (शारीरिक दूरी) के पालन हेतु निश्चित दूरी के साथ गोला बनाया जाना सुनिश्चित किया जाए।
27. परीक्षा कक्षा में भी जिस सीट पर किसी परीक्षार्थी को नहीं बैठना है उस सीट पर क्रॉस का चिन्ह लगाएं एवं परीक्षा कक्षा में सीटों के साइड से चलने वाली जगह में भी शारीरिक दूरी के हिसाब से गोले बनाकर रखें जिससे कि शारीरिक दूरी (सोशल डिस्टेंसिंग) बनी रहे।
28. परीक्षा केंद्र द्वारा परीक्षाओं के संचालन हेतु केंद्र अधीक्षक द्वारा वीक्षकों तथा कर्मचारियों की आवश्यकता अनुसार ही ड्यूटी तगई जाए ताकि सोशल डिस्टेंसिंग का पालन

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- सुनिश्चित किया जा सके परीक्षा दिनांक को परीक्षा कार्य में संलग्न स्टाफ को प्रत्येक पाली के आरंभ होने से एक घंटा 30 मिनट पूर्व परीक्षा केंद्र पर पहुंचना अनिवार्य होगा।
29. परीक्षा केंद्र पर उपस्थित वीक्षकों एवं कर्मचारियों को मास्क एवं ग्लब्स का उपयोग करना अनिवार्य होगा। इसके साथ ही वीक्षकों एवं कर्मचारियों को अपने पास छोटी बोतल में सैनिटाइजर रखना अनिवार्य होगा।
  30. प्रत्येक परीक्षा केंद्र पर परीक्षार्थियों को मास्क लगाकर उपस्थित होना अनिवार्य होगा। यदि किसी कारण से परीक्षार्थी के पास मास्क ना हो तो संस्था द्वारा परीक्षार्थी को मास्क उपलब्ध कराए जाने की व्यवस्था की जाएगी।
  31. छात्रों को परीक्षा केंद्र में प्रवेश के समय अपने साथ मास्क, सैनिटाइजर, मेडिसिन (यदि परीक्षार्थी पूर्व से उपयोग कर रहा है तो) तथा पानी की बोतल ले जाने की अनुमति रहेगी।
  32. परीक्षा केंद्रों पर प्रत्येक कक्ष में शारीरिक दूरी (सोशल डिस्टेंसिंग) का पालन करते हुए परीक्षार्थियों की बैठक व्यवस्था सुनिश्चित की जाए तथा अधिकतम 20 परीक्षार्थियों के अनुपात में एक ही वीक्षक की सेवाएं प्राप्त की जाए।
  33. संस्था द्वारा परीक्षा केंद्र में परीक्षा कक्ष की बैठक व्यवस्था के दौरान प्रत्येक परीक्षार्थी के मध्य कम से कम एक मीटर की दूरी रखना अनिवार्य होगा तथा महाविद्यालय द्वारा सूचना पटल पर मॉडल सीटिंग प्लान उपलब्ध कराया जाना अनिवार्य होगा।
  34. वीक्षक द्वारा परीक्षा कक्ष में परीक्षार्थियों की सीटिंग प्लान अनुसार परीक्षा कक्ष में परीक्षार्थियों के प्रवेश से पूर्व ही उत्तर पुस्तिकाओं को वितरित किया जाना आवश्यक होगा।
  35. वीक्षक द्वारा परीक्षार्थियों के उपस्थिति पत्रक आदि में हस्ताक्षर कराते समय तथा मुख्य उत्तर पुस्तिकाओं में परीक्षार्थी द्वारा की गई प्रविष्टियों की जांच करते समय परीक्षार्थी से पर्याप्त दूरी बनाकर रखा जाना सुनिश्चित किया जाए।
  36. पूरक उत्तर पुस्तिकाओं के वितरण में सुरक्षा का ध्यान रखते हुए परीक्षार्थी से पर्याप्त दूरी से पूरक उत्तर पुस्तिकाओं का वितरण किया जाए।
  37. परीक्षा केंद्र पर परीक्षा समाप्ति के बाद परीक्षार्थी उत्तर पुस्तिका अपने स्थान पर ही रखकर परीक्षा कक्ष से शारीरिक दूरी का पालन करते हुए प्रस्थान करेंगे तथा वीक्षक द्वारा ग्लब्स का उपयोग करते हुए उत्तर पुस्तिकाओं को एकत्रित कर परीक्षा केंद्र अधीक्षक के पास जमा कराएंगे।

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38. परीक्षार्थियों के लिए परीक्षा केंद्र पर परीक्षा आरंभ होने के 1 घंटा पूर्व उपस्थित होना अनिवार्य होगा जिससे कि शारीरिक दूरी सोशल डिस्टेंसिंग को ध्यान में रखते हुए बैठक व्यवस्था इत्यादि की कार्यवाही पूर्ण की जा सके।
39. परीक्षा केंद्रों में परीक्षा कक्ष तक जाने के लिए अनेक प्रवेश द्वार बनाए जाए जिससे कि शारीरिक दूरी का कड़ाई से पालन हो सके।
40. परीक्षा केंद्र पर परीक्षा कक्ष में जाने के समय पर्याप्त दूरी से परीक्षार्थियों के प्रवेश पर आदि की जांच की जाए तथा शारीरिक दूरी का पालन करते हुए परीक्षार्थियों को प्रवेश दिया जाए।
41. परीक्षार्थी परीक्षा समाप्त होने के पूर्व एवं परीक्षा समाप्त होने के बाद समूह बनाकर एकत्रित ना हो। यह सुनिश्चित करें कि परीक्षा समाप्ति के पश्चात परीक्षार्थी को सीधे घर जाने हेतु निर्देशित किया जाए।
42. परीक्षा केंद्र पर जांच के दौरान थर्मल स्क्रीनिंग परीक्षण में किसी प्रकार की असमान्यता पाए जाने पर या अन्य किसी प्रकार की शारीरिक परेशानी होने पर संबंधित परीक्षा केंद्र पर परीक्षार्थी की बैठक व्यवस्था पृथक से की जाएगी एवं ऐसे परीक्षार्थी के लिए यह अनिवार्य होगा कि वे आगामी परीक्षा दिवस के पूर्व अधिकृत चिकित्सक से स्वास्थ्य परीक्षण कराकर प्रमाण पत्र परीक्षा केंद्र पर प्रस्तुत करेंगे।
43. कई संस्थाओं को अन्य संस्थाओं के परीक्षार्थियों के लिए भी परीक्षा केंद्र बनाया जा सकता है अतः प्रत्येक परीक्षा केंद्र अतिरिक्त परीक्षा कक्षाओं में शारीरिक दूरी के हिसाब से बैठक व्यवस्था करना सुनिश्चित करेंगे।
44. कंटेनमेंट क्षेत्र से किसी केंद्र को अन्यत्र परिवर्तित किया जाता है तो उस परीक्षा केंद्र के परीक्षार्थियों को परीक्षा केंद्र परिवर्तन की समुचित जानकारी से अवगत कराया जाना अनिवार्य होगा। विश्वविद्यालय और महाविद्यालय अपने अपने स्तर से परीक्षार्थी को परीक्षा केंद्र परिवर्तन की सूचना एसएमएस के माध्यम से उपलब्ध कराएंगे।
45. कंटेनमेंट जोन में यदि कोई परीक्षा केंद्र निर्धारित है अथवा किसी परीक्षा केंद्र/ महाविद्यालय को नोवल कोरोना वायरस (कोविड-19) के संक्रमण से संक्रमित व्यक्तियों के लिए क्वारैंटाइन सेंटर बनाया गया हो तो ऐसे क्षेत्र के परीक्षा केंद्र विश्वविद्यालय को तत्काल अवगत कराएं तथा विश्वविद्यालय से प्राप्त निर्देशानुसार परीक्षा केंद्र की व्यवस्था की कार्यवाही पूर्ण की जाए।
46. कोरोना कोविड-19 के संदर्भ में भवन सैनिटाइजेशन आदि के लिए स्थानीय प्रशासन के सहयोग से नगर निगम/नगर पालिका/नगर पंचायत के माध्यम से यह कार्य पूर्ण कराया

9/11

जाए। यदि आवश्यक हो तो सैनिटाइजेशन, मास्क, सैनिटाइजर, धर्मल स्केनिंग उपकरण आदि की व्यवस्था पर आने वाले वित्तीय भार को जनभागीदारी समिति के मद/विश्वविद्यालय की परीक्षाओं के संचालन के लिए उपलब्ध मद से किया जाए।

47. विश्वविद्यालयीन परीक्षाओं के उत्तर पुस्तिकाओं के मूल्यांकन के लिए महाविद्यालय के प्राध्यापकों को मूल्यांकन कार्य हेतु निर्देशित किया जाना सुनिश्चित किया जाए। जिससे निर्धारित समयावधि में परीक्षा परिणाम घोषित किया जा सके।
48. सभी परीक्षा केंद्रों पर परीक्षा पूर्व परीक्षा संबंधी दिशानिर्देशों का मॉक टेस्ट अनिवार्य रूप से संपन्न कराया जाए।
49. प्रदेश के समस्त महाविद्यालयों की जिम्मेदारी होगी कि परीक्षा केंद्र पर उपरोक्त जारी दिशा निर्देशों का कड़ाई से पालन कराया जाना सुनिश्चित करेंगे।
50. प्रदेश के समस्त शासकीय /स्वशासी /अशासकीय महाविद्यालय उच्च शिक्षा विभाग के पत्र क्रमांक 399/आउशि/शा. 5'अ/2020 दिनांक 10/06/2020 के परिपालन में कोरोना (कोविड-19) के संदर्भ में शारीरिक दूरी (सोशल डिस्टेंसिंग) का पालन सुनिश्चित करेंगे।

(प्रमुख सचिव, उच्च शिक्षा विभाग द्वारा अनुमोदित)

(डॉ. धीरेन्द्र शुक्ल)

विशेष कर्तव्यस्थ अधिकारी  
उच्च शिक्षा, मध्यप्रदेश

(0/11)

परिशिष्ट-3

**कार्यालय आयुक्त, उच्च शिक्षा, मध्य प्रदेश**  
**सतपुडा भवन, भोपाल-462004**

**विश्वविद्यालय परीक्षाओं के संबंध में परीक्षार्थियों के लिए दिशा निर्देश।**

- विषय- दिनांक 29 जून 2020 से 31 जुलाई 2020 तक आयोजित स्नातक अंतिम वर्ष और स्नातकोत्तर चतुर्थ सेमेस्टर के परीक्षार्थियों हेतु कोविड-19 की रोकथाम हेतु अति-आवश्यक निर्देश।
1. परीक्षार्थी को परीक्षा केन्द्र पर निर्धारित समय से 1 घंटा पूर्व उपस्थित होना अनिवार्य होगा। परीक्षार्थी स्वयं के साथ प्रवेश पत्र, मास्क, सेनेटाइजर, पानी की बोतल तथा आवश्यक दवाईयां (यदि परीक्षार्थी पूर्व से उपयोग करता हो) ले जाना सुनिश्चित करेंगे।
  2. परीक्षा केन्द्र द्वारा कोविड-19 की रोकथाम हेतु अपनायी गई व्यवस्था हैण्ड सेनेटाइजेशन, थर्मल स्क्रीनिंग में महाविद्यालय प्रशासन का सहयोग करेंगे एवं परीक्षा केन्द्र में प्रवेश हेतु शारीरिक दूरी का पालन सुनिश्चित करते हुए अपने कम का इन्तजार करेंगे। विद्यार्थियों की सुरक्षा एवं संरक्षण हेतु यह व्यवस्था आवश्यक है, जो परीक्षार्थी हित में है।
  3. परीक्षा कक्ष में परीक्षार्थी परीक्षा हेतु आवश्यक सामग्री (पेन, पेंसिल इत्यादि) स्वयं अपने साथ लेकर आए। कोविड-19 से बचाव को दृष्टिगत रखते हुए अन्य परीक्षार्थी से कोई भी सामग्री का आदान-प्रदान ना करें, यह परीक्षार्थी के हित में होगा।
  4. परीक्षार्थी परीक्षा आरंभ होने के पूर्व एवं परीक्षा समाप्त होने के बाद किसी भी स्थान पर विद्यार्थियों का समूह बनाकर एकत्रित ना हों, परीक्षार्थी परीक्षा समाप्ति के बाद सीधे घर जाएं।
  5. परीक्षा केन्द्र पर जांच के दौरान थर्मल स्क्रीनिंग परीक्षण में शरीर के तापमान में किसी प्रकार की असमानता पाए जाने पर या अन्य किसी प्रकार की शारीरिक परेशानी होने पर संबंधित परीक्षा केन्द्र पर परीक्षार्थियों की बैठक व्यवस्था पृथक कक्ष में की जावेगी एवं ऐसे परीक्षार्थी के लिए यह अनिवार्य होगा कि वे आगामी प्रश्न पत्र परीक्षा के पूर्व अधिकृत चिकित्सक से स्वास्थ्य परीक्षण कराकर प्रमाण पत्र परीक्षा केन्द्र पर अनिवार्य रूप से प्रस्तुत करेंगे।
  6. स्नातक अंतिम वर्ष/स्नातकोत्तर चतुर्थ सेमेस्टर के परीक्षार्थी यदि कतिपय कारणों से जून-जुलाई 2020 की विश्वविद्यालय परीक्षाओं में शामिल नहीं हो पा रहे है तो इसकी विधिवत सूचना संबंधित महाविद्यालय के ई-मेल पर प्रेषित कर अवगत करावेंगे तथा ऐसे परीक्षार्थियों की परीक्षाएँ संबंधित विश्वविद्यालय द्वारा पृथक से आयोजित की जाएगी।
  7. प्रदेश के समस्त स्वशासी महाविद्यालय में अध्ययनरत परीक्षार्थियों की परीक्षाएँ भी जुलाई 2020 में आयोजित कर अगस्त 2020 में परीक्षा परिणाम घोषित किये जायेंगे। इन परीक्षार्थियों को अपने परीक्षा केन्द्र में ही आयोजित होने वाली परीक्षाओं में शामिल होना होगा। यदि कोई परीक्षार्थी जुलाई 2020 की परीक्षा में शामिल नहीं हो पाते हैं तो उनकी परीक्षाएँ पृथक से आयोजित की जाएगी।

निरन्तर-2.



11/11

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8. उक्त निर्देश परीक्षार्थियों के हितार्थ जारी किए जा रहे हैं अतः समस्त परीक्षार्थी इन निर्देशों का कड़ाई से पालन सुनिश्चित करेंगे।

(प्रमुख सचिव, उच्च शिक्षा विभाग द्वारा अनुमोदित)

(डॉ० धीरेन्द्र शुक्ल)  
विशेष कर्तव्यस्थ अधिकारी  
उच्च शिक्षा मध्यप्रदेश भोपाल



AMITY UNIVERSITY  
MADHYA PRADESH  
(Established by Ritmad Balved Education Foundation)

AUMP/ED/ONLINE/2020/1

24 May 2020

**GUIDELINES OF ONLINE END SEMESTER EXAMINATIONS JUN 2020**  
**FOR STUDENTS IN VIEW OF COVID-19 PANDEMIC**

{University as defined by section 2(f) of UGC Act and established under the Amity University Madhya Pradesh, Act}

No.-R-83-CC-2013-XXXVIII.—In exercise of the powers conferred by sub-section (1) of Section 28 of the Madhya Pradesh Niji Vishwavidyalaya (Sthapna avam Sanchalan) Adhiniyam, 2007, the State Government hereby makes, the First Ordinance of the Amity University Maharajpura Dang, Gwalior (M.P.) is hereby published in the ordinary gazette as per the provision of the Madhya Pradesh Niji Vishwavidyalaya (Sthapna avam Sanchalan) Adhiniyam, 2007 under Section 35. The First Ordinance of the University shall come in to force from the date of notification.

THE FIRST ORDINANCE

By order and in the name of the Governor of Madhya Pradesh,  
C. B. PADWAR, Dy. Secy.

The Ordinance No. 4 dated 23 Mar 2013 specifies Regulations for Conduct of Examinations, Scheme of Examinations and Discipline among Students during Examinations as well as lays down conditions for appearing in an examination of the **AMITY UNIVERSITY MADHYA PRADESH (AU MP)** for a degree or a diploma, either generally or for a particular examination, unless there is anything, repugnant in the subject or context. The ordinance shall be applicable to all courses of **AU MP**.

The Regulations (**Revised Apr 2019**) are read in conjunction with **Ordinance No 4** and the Regulations lay down conditions for appearing in an examination of the University for a Degree or a Diploma, conduct of examinations, scheme of evaluation of student's performance and discipline among students in relation to university examinations.

**1. SHORT TITLE, APPLICATION AND COMMENCEMENT**

**1.0** This Policy Guidelines may be called Guidelines for "Online End Semester Examination for Academic Session 2019-2020".

**1.1** This Policy Guidelines shall apply to all students of final year (2020 passing out) and all students under N+1+(1)/N+2+(1) category who are to appear in End Semester Examinations (for the courses of even semesters) of academic session 2019-2020, of Amity University Madhya Pradesh.

**2. OBJECTIVE**

**Objective of these Guidelines is to ensure compliance of provisions of AUMP s Act, Statutes, Ordinances, Regulations and Advisory Guidelines issued by UGC in April 2020 relating to Conduct of Examinations in view of COVID-19 Pandemic and Lockdown.**

**3. INTRODUCTION**

Hon'ble Prime Minister of India, Shri Narendra Modi Ji during his address to the Nation at 8:00 p.m. on 24th March, 2020 has announced 21 Days Nationwide Lockdown with effect from Midnight of 24th March to 14th April, 2020 which was extended till 3<sup>rd</sup> May 2020, further extended to 17<sup>th</sup> May 2020 and now it has been extended to 31<sup>st</sup> May 2020 to control and prevent further spread of Coronavirus in India by breaking the chain of infection.

University shifted from face to face teaching to online teaching from 23 Mar 2020 keeping in view the safety and wellbeing of the students, faculty and staff during this crucial period of COVID-19 pandemic. All efforts have been made to help students and engage them meaning fully through live online classes for doubt clearing, Mentor-Mentee sessions, club-committee activities, Guest lectures, Webinars, continuous assessment, NTCC courses including Online summer Internships etc.

Controller of Examinations  
Amity University Madhya Pradesh

Registrar  
Amity University Madhya Pradesh  
Gwalior

As per the provision laid down in the **AUMP Regulations (Revised Apr 2019)** on the subject “**Conduct of Examination Scheme of Evaluation and Discipline among Students in Examinations**”, all the examinations (End Semester Examination, Yearly Semester Examination and Supplementary Examinations) are conducted as per the block of examinations, notified in the Calendar of Examination Activities for all such academic programmes, as are approved by the Academic Council. During conduct of examination, all students shall follow the instructions given by the University. These guidelines are specially prepared in view of COVID-19 pandemic to conduct the End Semester Examinations of various types of courses (Theory, Practical, Field work, NTCC, VAC, studio etc.)

UGC has recently issued the guidelines for conduct of examination and promotion of students to next year in view of Covid-19 pandemic. Subsequently, Madhya Pradesh State Higher Education Council has also issued academic and examination directives. After making a comprehensive assessment of all factors such as the best interests of all the stakeholders, giving highest priority to students, their level of preparedness, residential status of the students, w.r.t different regions / state and other factors, including giving highest priority to health and safety of all concerned, **End Semester Examination of even semester (Academic Session 2019-20) will be conducted in ONLINE mode only for the students of final year (2020 passing out batches) and all students under N+1+(1)/N+2+(1) category, using appropriate platforms as per the provision in Para 27 of AUMP Regulations (Revised Apr 2019) Conduct of Examination Scheme of Evaluation and Discipline among Students in Examinations**, Guidelines for online examination shall be as under: -

### 3.1 For Final Year students

#### 3.1.1 Online Examinations of Final Semester and back Papers of previous Semesters

For students of Final Year and the students under N+1+(1)/N+2+(1) category, online final semester and back papers examinations will be conducted in June 2020 using various online platforms as under:

Ser No	Course Type	Mode	Online Platform
1	NTCC	Project Report/dissertation thesis and Viva Voce	MS Team
2	SIP	Report and Viva Voce	
3	Lab Practicals	Lab report and Viva Voce	
4	Theory Courses	Written Examination	Online Platform
5	<b>Value Added Courses</b> (Behavior Science, Communication Skills, Business Communication, Foreign Business Language)	Written examinations in MCQ format	AMIZONE
6	Experiment based lab or thesis courses and Clinical Courses	<ul style="list-style-type: none"> <li>Examination will be conducted after completion of experiments or clinical courses in University or other research organisations /industry.</li> <li>Students are advised to be in touch with their Programme Leader and HoI</li> </ul>	

#### 3.1.2 Examination Regulations & Guidelines

Following Regulations and Guidelines are still relevant to all examinations as under:

- AUMP Regulations (Revised Apr 2019) on Conduct of Examination Scheme of Evaluation and Discipline among Students in Examinations
- AUMP Guidelines issued for Non-Teaching Credit Courses (NTCC).
- Lab Practical Examination Guidelines as in the course syllabus or provided by the course faculty.

### 3.1.3 Examination Schedule

The Examination Schedule of Theory Courses will be notified by the Examination Department of the University on AMIZONE. However, schedule of Viva Based examinations of various course types as above will be communicated by the respective institutions through various modes (eg notice on AMIZONE, email, whatsapp group etc).

### 3.1.4 Examination Timings

The Examination Timings as given in the Examination Schedule which will be displayed on Amizone will be as per Indian Standard Time (IST) in New Delhi Time Zone. The students may please note that the Examination timings are not based on their local time and they need to be aware of the time difference, if overseas.

### 3.1.5 Commencement of Examination

**Examinations of theory-based courses will commence from 10<sup>th</sup> June 2020.** Examination Schedule will be notified on Amizone. Viva-voce based examination is in progress and accordingly schedule is being communicated by the respective institution. Make sure that you login on time on respective platform. **The login details for course specific examinations will be communicated separately.**

### 3.1.6 Requirements of Online Examination

- Keep your laptop fully charged before the commencement of examination.
- In case you are using mobile data then you must ensure that the battery of the mobile is fully charged. It is advisable that when you are taking the examination, no other devices should be connected to the Wifi/hotspot and other members of the family should avoid using the Wifi/hotspot.
- While taking the examination, do not use mobile phone. It will be considered as an act of unfair means. It can only be used as a hotspot to access internet to run the examinations.
- Ensure that there is no other member of the family or any other person in the room while you take online examination.
- While taking the examination, ensure that you are decently dressed and seated on a table and chair. Do not keep any book or any other material on the table.
- You are allowed only a blank sheet of paper and pen/pencil to be used for rough work. For technical courses, though the system has an inbuilt calculator but you can keep your own non-programmable scientific calculator handy as well. If required, after taking permission from the proctor you can use it.

### 3.1.7 Examination Misconduct

University takes matters of Academic Misconduct very seriously. Anyone suspected of Misconduct during examination will be reported to Examination Discipline Committee (EDC) and may be called to appear before EDC online or face to face as the situation be. The details of penalties for misconduct are given in **AUMP Regulations (Revised Apr 2019) on Conduct of Examination Scheme of Evaluation and Discipline among Students in Examinations.**

- Proctoring During Examinations:** You must remember that while you take the examinations, there will be proctor who will be constantly watching you and may ask you to show your surroundings to ensure that there is no unwanted material around you. These proctors can view you and your screen.
- Video recording of Examination:** In addition, **the whole exam taken by you gets recorded as a video and logs** including Viva based examinations. Any breach by a student will be available to examination discipline committee and action will be taken accordingly. Hence, it is advised to take the examinations seriously and **do not indulge in any unfair means activity.**

### 3.1.8 Online Student Support

Online Student Support and Well Being Team has been established to answer various queries of the students. You may contact the **Student Support and Well Being Team** if, need support and

advice about examination. You may also put your queries on Amizone which will be responded by the Team.

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### 3.1.9 Option to appear in Examination Later

- The students should contact the **Student Support and Well Being Team** if they need support and advice about examination deferral. The student may either send their request on online portal (AMIZONE) or send an e-mail to their HoI.
- For all those students who do not wish to appear in online theory examinations to be held in June 2020, you need to submit your option on Amizone. Also intimate your HoI well in advance with valid reasons for necessary approval.
- A chance will be given to reappear in Supplementary Examination 2020 likely to be conducted in August 2020 (offline/online as per the situations that time) to genuine cases without 'B+' cap. However Debarred students will be permitted to appear with 'B+' cap as per Regulations of the University. University in that case shall not be responsible for late declaration of results.

### 3.1.10 Examination Adjustments

The students should contact the **Student Support and Well Being Team** if they need support and advice about examination adjustments specially viva-voce based examinations due to internet connectivity or incomplete project report due to lack of lab-based/field-based data in view of sudden lockdown.

### 3.1.11 Illness or other extenuating circumstances on the day of examination

If a student is unwell or is affected by other circumstances which are sudden, unexpected and beyond their control (i.e. bereavement, or caring responsibilities) and they are unable to complete any examination or appear in the examination, they should apply for a deferral/'I' category with details of the extenuating circumstances as per **Examination Guidelines**.

### 3.1.12 Technical Problems

- If a student experiences technical difficulties during examination which prevent them from appearing in examination or Viva or submitting thesis by the deadline, they should submit a request for deferral of Viva /examination or a 'condoned late submission of project report/thesis' by providing details of extenuating circumstances. If the request of the students is accepted, viva will be conducted again or condoned late submission request is accepted, the submission will no longer be deemed as late.
- If University experiences technical problems, this should be dealt with under the Material Irregularity Procedure with the help of IT department.

### 3.1.13 Unauthorised Absence from an Examination

If a student does not appear in examination including Viva Voce as per schedule, this is deemed as an absence from the examination. The students is required to apply to HOI with details of extenuating circumstances.

### 3.1.14 Academic Integrity

All work of NTCC / SIP submitted, must be the students 's own efforts. The University will investigate and penalise any activity which gives student an unfair advantage.

### 3.1.15 Any other Matter

All efforts are being made to support the students for their ease to appear in examination for objective and fair evaluation of their performance. Therefore, any issue related to examinations and students will be dealt appropriately within the ambit of relevant regulations/policy guidelines by relevant committees.

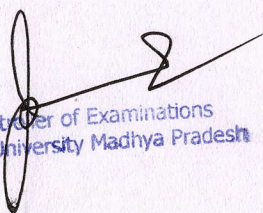
## 3.2 For Current Students other than Final Year Students

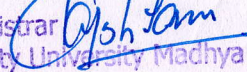
As there will be ample opportunities to assess the students learning outcomes during their studies at University. As per UGC guidelines, Amity University has planned to finalise the result of students and their promotion to next year based on their internal assessment of current even semester and marks of end

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semester of previous odd semester of academic session 2019-20. The details of calculating grades and finalizing result will be communicated separately.

  
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Gwalior



AMITY UNIVERSITY

MADHYA PRADESH

(Established by Ritmand Balved Education Foundation)

AUMP/ED/ONLINE/2020/3

24 May 2020

**GUIDELINES FOR CONDUCT OF ONLINE END SEMESTER EXAMINATIONS  
JUN 2020 IN VIEW OF COVID 19 PANDEMIC RELATION TO UNIVERSITY  
EXAMINATIONS**

{University as defined by section 2(f) of UGC Act and established under the Amity University Madhya Pradesh, Act}

No.-R-83-CC-2013-XXXVIII.—In exercise of the powers conferred by sub-section (1) of Section 28 of the Madhya Pradesh Niji Vishwavidyalaya (Sthapna avam Sanchalan) Adhiniyam, 2007, the State Government hereby makes, the First Ordinance of the Amity University Maharajpura Dang, Gwalior (M.P.) is hereby published in the ordinary gazette as per the provision of the Madhya Pradesh Niji Vishwavidyalaya (Sthapna avam Sanchalan) Adhiniyam, 2007 under Section 35. The First Ordinance of the University shall come in to force from the date of notification.

THE FIRST ORDINANCE

By order and in the name of the Governor of Madhya Pradesh,  
C. B. PADWAR, Dy. Secy.

The Ordinance No. 4 dated 23 Mar 2013 specifies Regulations for Conduct of Examinations, Scheme of Examinations and Discipline among Students during Examinations as well as lays down conditions for appearing in an examination of the **AMITY UNIVERSITY MADHYA PRADESH (AU MP)** for a degree or a diploma, either generally or for a particular examination, unless there is anything, repugnant in the subject or context. The ordinance shall be applicable to all courses of **AU MP**.

The Regulations (**Revised Apr 2019**) are read in conjunction with **Ordinance No 4** and the Regulations lay down conditions for appearing in an examination of the University for a Degree or a Diploma, conduct of examinations, scheme of evaluation of student's performance and discipline among students in relation to university examinations.

**1. SHORT TITLE, APPLICATION AND COMMENCEMENT**

**1.0** This Policy Guidelines may be called Guidelines for "Conduct of End Semester Examination Online 2020".

**1.1** This Policy Guidelines shall apply to all students of final year (2020 passing out), all students under N+1+(1)/N+2+(1) category, Hols, Superintendents/ Dy. Superintendents/ Asst. Superintendents and Invigilators (Proctors) engaged in conduct of End Semester Examinations/Supplementary Examinations of academic session 2019-2020, of Amity University Madhya Pradesh.

**2. OBJECTIVE**

**Objective of these Guidelines is to ensure compliance of provisions of AUMP's Act, Statutes, Ordinances, Regulations and Advisory Guidelines issued by UGC in April 2020 relating to Conduct of Examinations in view of Covid 19 Pandemic and Lockdown. AUMP guidelines shall cover broadly the issues related to the Examinations & the Academic Calendar for avoiding academic loss; taking appropriate measures in the best interest of students w.r.t., safety, well being and merit based academic progression.**

**3. INTRODUCTION**

As per the provision laid down in the **AUMP Regulations (Revised Apr 2019)** on the subject, "Conduct of Examination, Scheme of Evaluation and Discipline among Students in Examinations", all the examinations (End Semester Examination, I Category Examination, Summer Semester Examination and

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Supplementary Examinations) are conducted as per the block of examination, notified in the Calendar of Examination Activities for all such academic programmes, as are approved by the Academic Council. All the examination activities are monitored and controlled through Calendar of Examination Activities notified by the Examination Department. During conduct of examination, all engaged officials shall follow the instructions given by the University. These guidelines are specially prepared in view of Covid 19 pandemic to conduct the End Semester Examinations of various types of courses (theory, practical, field work, NTCC, VAC, studio and others)

#### 4. CONDUCT OF EXAMINATIONS

In view of COVID -19 and subsequent lockdown, UGC and various Regulatory bodies (PCI, CoA and others) have issued advisory Guidelines for academic delivery, examinations and next academic session calendar. All institutions of the University shifted to Online Mode on 23 March 2020 for online academic delivery. The last teaching day was 30 Apr 2020 and all classes were successfully completed within the time frame. University has adequate technical infrastructure and maximum students of all the programmes are having the accessibility to internet. After making a comprehensive assessment of all factors such as the best interests of all the stakeholders, giving highest priority to students, their level of preparedness, residential status of the students, w.r.t different regions / state and other factors, including giving highest priority to health and safety of all concerned, **End Semester Examination of even semester (Academic Session 2019-20) will be conducted in ONLINE mode only for the students of final year (2020 passing out batches) and all students under N+1+(1)/N+2+(1) category, using appropriate platforms as per the provisions in Para 27 of AUMP Regulations (Revised Apr 2019) Conduct of Examination, Scheme of Evaluation and Discipline among Students in Examinations, Guidelines for conduct of examination shall be as under: -**

- 4.1 To maintain the sanctity of academic expectations, integrity of examination process and operational sanctity, End Semester Examination of even semester (Academic Session 2019-20) of all the programmes of **final year (2020 passing out batches) and students under N+1+(1)/N+2+(1) category and Summer Semester Examination 2020** will be conducted in online proctored mode.
- 4.2 For all those students who do not wish to appear in online theory examinations to be held in June 2020, they need to submit their option on Amizone. Also intimate their HoI well in advance with valid reasons for necessary approval. **A chance will be given to reappear in Supplementary Examination 2020 likely to be conducted in August 2020 (offline/online as per the situation at that time) to genuine cases without 'B+' cap. However Debarred students will be permitted to appear with 'B+' cap as per Regulations of the University.** University in that case shall not be responsible for late declaration of results.
- 4.3 Examination Department will prepare the Calendar of Examination Activities and course wise examination schedule to be promulgated to the all stakeholders well in advance (atleast one week).
- 4.4 As the University has already completed the setting and moderation process of question papers of theory courses however if required, question papers of the some of the courses will be modified in view of online technology platform. Deans/HoIs of such programmes will identify such courses and will inform the CoE for modification of the question papers of such courses. The paper setter will set the new question paper keeping in mind the limitation of online examination platform.
- 4.5 The Section C of the question papers of technical courses (Engineering & Technology, Bio Sciences Biotechnology, Science & Technology, Health & Allied Science and Architecture Planning & Design, Agriculture and Allied) will be conducted as open book examinations on Amizone based on the recommendations of the Deans/HoIs. All such courses for open book examination of Section C will be identified and send to CoE for making necessary provision on Amizone.



- 4.6 In case of rest of the courses of all domains, same set of Question papers with same weightage shall be utilized with Extra-time to be given to the students. The weightage of Continuous Internal Assessment and External during Summer Semester Examination will be 50:50.
- 4.7 The online evaluation of NTCC such as Dissertation, Major Project, Internship, Field work, will be conducted on successful completion of the course as per the assessment plan. However, HoIs / HoD's will submit the plan for completion and assessment of NTCC which were based on Experiment/Industry/Lab work and were not completed due to lockdown.
- 4.8 Online viva based evaluation of lab courses will be done. However, experiment based lab courses, clinical courses will be evaluated when the University opens. Deans/HoIs will send their plan to the CoE.
- 4.9 Learning Outcome of Laboratory based examinations may be assessed for such courses of the programmes, and if possible, course coordinators may propose the alternative online activity to achieve the stated Learning Outcome of the course. However, in case the Learning Outcomes cannot be achieved through the proposed ONLINE activity, the Laboratory based Exam of such courses shall be conducted after re-opening of the campus post-lockdown. The result of such courses shall be declared post conduct of such Laboratory Based examinations.
- 4.10 Specially constituted student's support committee will address online all the academic matters related to course completion, NTCC, attendance, continuous internal evaluation, fee, internship and other related issues of the students. Nominated Group / Institute Superintendents will address all the matters related to examinations starting from Examination Form submission to the result declarations.**
- 4.11 Due to unforeseen situation, if the student is not able to appear in the ONLINE Examination, he/she may be given special chance to appear during Supplementary Examinations 2020 as per Regulations of the University.
- 4.12 The attendance of the students will be taken on the basis of their physical presence in the classes during face to face teaching till 20 Mar 2020. However keeping in mind, the initial teasing problem of migrating from face to face teaching to online teaching, the lockdown period has been considered as present as per UGC guidelines and in the best interest of the students.
- 4.13 Online examinations of various courses will be conducted using various digital online platforms as under:
- Examinations of Value Added Courses ( Behavioural Science, Communication Skills/ Business Communication and FBL ) will be conducted in the format of MCQs online on Amizone.
  - Examinations of rest of the courses will be conducted online on outsourced platform as identified by the Examination Committee and approved by the competent authority.
  - Viva-voce based examinations of NTCC, practical and other relevant courses will be held on MS-Team platform as per norms of the University.
- 4.14 Pre-examination faculty feedback will be submitted by the students to enable them to submit their Examination Form.
- 4.15 All eligible students will get the benefit of B+ cap where attendance in a course is between 70% to 74.99% automatically. However, the students who want to take this benefit without "B+ cap" will apply online with all supporting documents. HoI will process as per University norms.
- 4.16 Admit Cards will be made available on Amizone ID of the students and instructions regarding online examination will also be available on Amizone where it is mandatory for each student to give their acceptance that they have read and understood.

## 5.0 RESPONSIBILITY

As per the provision in **Para 30 of AUMP Regulations (Revised Apr 2019) Conduct of Examination Scheme of Evaluation and Discipline among Students in Examinations**, Roles and responsibilities of the engaged officials shall be as under: -

### 5.1 HoI

- a) The Head of Institutions played a vital role in smooth running of the Institutions and shall be overall responsible for smooth conduct of online examination.
- b) The HoIs should ensure the compliance of the following pre-examination activities :
  - i) Submission of pre-examination faculty feedback by all students.
  - ii) Intimation to the students about notification of examination schedule under proper acknowledgement.
  - iii) Submission of Examination Forms by all students.
  - iv) Approval of Examination Forms.
  - v) All eligible students get benefit of "B+" cap.
  - vi) All students get the Admit Cards online on Amizone.
  - vii) Instructions for online examination be communicated to the students and record their acceptance on Amizone that they have understood.
  - viii) Proper practice session be conducted for students to make them familiar with online digital platforms (Amizone and other digital platforms)
  - ix) **Training for online proctoring be arranged for online invigilators (faculty members) who will perform the role of online proctor.**
  - x) The examinations are conducted smoothly and in hassle free & fair manner.
- c) There are certain issues/points as mentioned below where HoIs are requested to be more cautious and judicious while execution of the same:-
  - i) Constant liaison with the Superintendent of Examination, to ensure smooth and flawless conduct of online examinations.
  - ii) Hold meetings on MS-Team as and when necessary of all officials appointed for examination work and brief them about their role and responsibility or any new instructions.
  - iii) Proper Instructions to be issued to all faculty members to fully co-operate with Centre Superintendents during proctoring & other examination related activities.
  - iv) Ensure that duty chart of Invigilators / Proctors and other supporting staff are prepared according to the Examination schedule and number of students for each date.
  - v) Monitoring of UFM cases reported by online system to Controller of Examinations.
  - vi) Faculty members appointed for Examination/ Invigilation (Proctoring) duties on weekends should not be gender biased and all faculty should get justified allotment of duties on weekends. It will reduce large number of objections and grievances raised by faculties and will enhance team work.
  - vii) Timely presence of faculty members and staff detailed for examination/invigilation (online proctoring) duties is mandatory during the conduct of examinations and sudden absence of faculty members on the day of examination creates lots of inconvenience to the Superintendent in smooth conduct of examinations. In case there is any absences/gap due to some genuine urgency, the faculty is required to give prior written information to Centre Superintendent, Head of Institution and to the Controller of Examinations with reasons atleast one day in advance so that substitute faculty member can be arranged.

## 5.2 SUPERINTENDENT OF EXAMINATION

- 5.2.1 Pre- Conduct Activities** The Superintendent of Examination should ensure the compliance of the following:
- 5.2.1.1 To inform all the students about the pre-examination activities as per Revised Calendar of Examination Activities notified by the Examination Department.
  - 5.2.1.2 Intimation to the students about notification of examination schedule under proper acknowledgement.
  - 5.2.1.3 Submission of Examination Forms by all students and approval of same by the institution within due date.
  - 5.2.1.4 All eligible students get benefit of "B+" cap.
  - 5.2.1.5 Timely issuance of Admit Cards to all students online on Amizone
  - 5.2.1.6 Instructions for online examination be communicated to the students and record their acceptance on Amizone that they have understood.
  - 5.2.1.7 Proper practice session be conducted under the supervision of HoI and CoE for students to make them familiar with online digital platform.**
  - 5.2.1.8 Allocation of duties of invigilators/proctors three days prior to the commencement of End Semester Examination. There shall be 01 proctors per 25 students and record for the same shall be maintained. In coordination with HoI and CoE, training for online proctoring be arranged for invigilators who will perform the role of online proctor.
  - 5.2.1.9 In case there is any absences/gap due to some genuine urgency, the faculty is required to give prior written information to Centre Superintendent, Head of Institution and to the Controller of Examinations with reasons atleast one day in advance so that substitute faculty member can be arranged.
  - 5.2.1.10 The process of taking approval for Amanuensis on request made by the student atleast seven days prior to the commencement of examination.
  - 5.2.1.11 The examinations are conducted smoothly and in hassle free & fair manner.

**5.2.2 During Conduct Of Examination,** The Superintendent of Examination should ensure the compliance of the following:

- 5.2.2.1 During examinations, barring student, no one should be allowed in examination room (place of stay of the student).
- 5.2.2.2 Examination Superintendent/Online Proctors shall ensure that no student is permitted to attempt **any** examination without verifying identity of the students.
- 5.2.2.3 During examination, no communication through mobile phone or any other medium is allowed to the students.
- 5.2.2.4 Due to any unforeseen circumstances, if any change in examination schedule occurs, it should be communicated to the students by the Centre Superintendent and compliance of the same should be reported to the Controller of Examinations.
- 5.2.2.5 If any error or misprint in the question paper is detected/ reported by any student through proctor, it shall be communicated to the CoE immediately and modifications if any shall only be allowed after the approval from Controller of Examinations.
- 5.2.2.6 Any other information / documents required at any time by the Examination Department is to be provided by the Superintendent of Examination.

### 5.2.3 Post Conduct Of Examinations

- 5.2.3.1 All 'I'-Category cases must be forwarded along with supporting documents before the due date in prescribed format.
- 5.2.3.2 Centre Superintendent will ensure that all model answers are uploaded on Amizone within prescribed time for timely start of evaluation.
- 5.2.3.3 Any queries regarding results to be informed to the Asst CoE's.

## 5.3 ONLINE PROCTORS / INVIGILATORS

- i) The faculty should not undertake the duty of online proctoring for the courses where if any of his/her close relative is appearing in a particular Examination of the course. **He/ She shall also give an undertaking to the effect before taking this assignment.**
- ii) The online proctors must be available 20 minutes before the commencement of the examination. He/ She should be informed well in time about his/her duties to make his/her aware of the assigned duties.
- iii) In case a proctor is unable to present on day of duty due to any unavoidable circumstances he/she shall give at least 24 hour notice to the Group / Centre / Institute Superintendent with genuine reasons alongwith documentary evidence.
- iv) The online proctor must be aware regarding number of students allotted for online proctoring.
- v) The online proctor shall ensure that no one barring student is in the examination room (at place of stay) during examination.
- vi) Students can be admitted to enter into the Test, 15 minutes before the scheduled time of the commencement of the examination. However, on genuine grounds, the student may be allowed to enter into the Test Portal upto 30 minutes of the scheduled time on commencement in each paper with the permission of Superintendent of Examinations.
- vii) The online proctors shall remain on the Examination Portal during the time allotted for each paper and shall not leave without the permission of the Centre Superintendent.
- viii) No student will be allowed to leave the examination during first one hour of the commencement of the examination of that session and if any student intended to leave after one hour he/she should finish the test.
- ix) The online proctors must announce that in case any student is found in possession of any mobile/electronic gadgets/chit/incriminating material, strict action will be taken against him/her as per **Guidelines issued by Hon'ble Supreme Court.**
- x) The online proctors should bring to the notice of the Controller of Examinations through the Centre Superintendent any complaints or other difficulties/problems pointed out by the students regarding the question paper set for the examination.
- xi) If any student is found to resort to unfair means at the examination or to create disturbance or act in any manner, the online proctors can warned to the students and report the matter to the Controller of Examinations through Centre Superintendent.
- xii) If a student raises a question in regard to any misprint or ambiguity in a question paper, the matter must be brought to the notice of Controller of Examinations by the proctor through Centre Superintendent immediately.
- xiii) **No online proctor should provide any help to write answer during this online examination.**
- xiv) The online proctors should remain alert during the examination and attend promptly to the acts/request of students.
- xv) The online proctors should ensure that student should not chit chat with anyone and ensure that there is no other communication happening i.e., no other use of unfair means.
- xvi) When a student desires to go out of the Examination place for nature call only, he/she may be allowed to go out as far as possible only after one hour of the commencement of the

examination. No student should be allowed to go to the toilet during the last 30 minutes of the examination in each session. The movement of the students during course of examination should be recorded in a sheet.

- xvii) If a student remains outside of the Examination Room for more than a period of 05 minutes for unspecified reasons, he/she should not be allowed to re-enter the Test Portal and the case of use of unfair means should be referred to the Controller of Examinations through Centre Superintendent.
- xviii) Smoking, taking tea or other refreshment during the examination is strictly prohibited. Matchbox or cigarette lighter is also not allowed at the Examination place.

#### 5.4 STUDENTS

5.4.1.1 During the course of conduct of Examinations, students will be under disciplinary control as per Regulations of the University. Therefore, for smooth conduct of examinations, students are expected to follow the examinations related directions/ instructions strictly.

5.4.1.2 Online Student Support and Well Being Team has been established to answer various queries of the students. Students may contact the nominated **Student Support and Well Being Team** if in need of support and advice about examinations.

5.4.1.3 For all those students who do not wish to appear in online theory examinations to be held in June 2020, they are required to submit their option on Amizone. Also intimate their HoI well in advance with valid reasons for necessary approval. A chance will be given to reappear in Supplementary Examination 2020 likely to be conducted in August 2020 (offline/online as per the situations that time) to genuine cases without 'B+' cap. However Debarred students will be permitted to appear with 'B+' cap as per Regulations of the University. University in that case shall not be responsible for late declaration of results.

5.4.1.4 Students must report to the Examination Portal at least 15 minutes before the scheduled time of commencement of the examination. In extreme emergency and on merits of each individual case, the student may be permitted appear for Test after submission of undertaking, if he/she is late up to a maximum of 30 minutes. No compensation or extra time will be given for late comers.

5.4.1.5 Students must be in possession of Valid AUMP Identity Card and AUMP Examination Admit Card. Students have to show his/her Examination Admit Card issued by the University/Institution to the online proctors or any other authorized Officer/ observers of the University on demand. Impersonated by somebody in the examination is a serious offence and offenders are liable for prosecution.

5.4.1.6 Ensure that no incriminating material is kept/ lying in around your place of examination.

5.4.1.7 Students are not permitted to kept mobile phone/smart watch and any other electronic gadgets at the place of examination. Use of scientific or simple calculator will only be permitted if recommended in the question paper. If found, further disciplinary action will be taken as per University norms.

5.4.1.8 Students have to maintain complete silence and discipline and may put their queries directly to the online proctors on duty one by one.

5.4.1.9 Read the instruction carefully before start of the examination.

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5.4.1.10 Students are not allowed to leave the examination during first one hour. Thereafter, student can be permitted to leave seat with permission of the proctor, for not more than five

minutes. If a student found, out of the place of examination for more than five minutes, student shall not be allowed to write examinations further and disciplinary case will be instituted against such students as per University norms.

- 5.4.1.11 Read the question paper carefully and ensure the receipt of relevant question paper only. In case find the question paper is not related to particular student, or there is any misprint, should make a request to the Proctor immediately.
- 5.4.1.12 Student will be permitted to leave the examination only after one hour post commencement of examination.
- 5.4.1.13 Student should not write his/her name or put any identification mark/ any other requests or special marks while writing the examination. If student does so, it will be considered as an act of unfair means.
- 5.4.1.14 If use of any unfair means, misbehavior or misconduct or act of disorderly conduct is reported against student, disciplinary action will be taken against such students as per University Regulation
- 5.4.1.15 Smoking during the examination hour is strictly prohibited.
- 5.4.1.16 Student are not allowed to take tea, coffee, cold drink, or snacks during the examination hours. Only transparent water bottle can be allowed.

## 6.0 POSTPONEMENT / CANCELLATION OF EXAMINATION

- i) Examination schedules are prepared on the basis of Block Academic Calendar issued by the University and Examination Activity Calendar issued by the Examination Department for each academic session.
- ii) Once the examination schedule is finally notified to the students, there will be no change in the schedule however, there may be postponement or cancellation of examination due to following reasons :-
  - a) Special Holiday declared suddenly by State / Central Government on account of Election/Visit of VVIPs/State or Central Event.
  - b) Agitation in the City/State/Country.
  - c) Any unforeseen circumstances.
- iii) In order to Cancel/Postpone any examinations, following procedure will be adopted :
  - a) In any of the above mentioned situations, the Registrar & OSD (HR & Admin.) will inform the Controller of Examinations along with details.
  - b) The Controller of Examination will convene a meeting, chaired by Hon'ble Vice Chancellor and attended by Registrar, OSD (HR & Admin.) and concerned Head of Institution to discuss the situation and consider the requirement of Postponement/Cancellation of the Examination.
  - c) On recommendation of the committee, the Controller of Examinations will forward the request to the Vice Chancellor for Postponement/Cancellation of examination.
  - d) After due approval from the Vice Chancellor, Controller of Examinations will inform/confirm the Postponement/Cancellation status to concerned Head of Institution to inform the students through notices/emails etc.
  - e) In consultation with Head of Institution, the new schedule will be notified by Controller of Examinations.



AUMP/ED/ONLINE/2020/

19 Jun 2020

## POLICY GUIDELINES FOR SETTING OF ONLINE QUESTION PAPERS

### CONDUCT OF EVEN SEMESTER EXAMINATION JUN / JUL 2020

#### 1.0 Short Title, Application and Commencement

- 1.1 These Guidelines may be called Amity University Madhya Pradesh Online Examination Policy Guidelines.
- 1.2 These Guidelines shall apply to all the Faculty Members of Amity University Madhya Pradesh from the date of notification.

#### 2.0 Objective

- 2.1 The objective of these Guidelines is to formulate an online question paper policy of Amity University Madhya Pradesh.

#### 3.0 Preamble

In the light of changing global economic scenario and the mission of the University, Online examinations are the future of education. The package of reach - ability, scalability, and security makes online examination the most desirable. Keeping in view, the safety and security of the students along with compliance with the Governmental orders; AUMP shall be conducting Even Semester Jun-Jul 2020 Examinations in remote / Online Mode.

#### 4.0 Definition

Online examination, as the name suggests uses the internet facility to conduct tests/ assessments, where the candidates are evaluated on a fully automated platform. It supports an easy to use interface for not only the test takers but also the conductors. In addition, the ability to generate immediate results is a sought-after feature that saves time.

#### 5.0 Introduction

Instructions of setting of question papers is outlined in the Regulations **R3/ APR 2019** of Conduct of Examinations, Scheme of Evaluation and Discipline among Students in Examinations, **Para,s 25 & 26** pertaining to "Paper Setting" & "Setting of Question Paper".

The Duration of the online question paper for theory examinations of any program shall depend upon the associated credit units and weightage defined in the course curriculum of the said programme.

The course curriculum of each course shall have 4 to 6 well-defined modules along with a topic-wise breakdown. The modules shall be numbered. The online question papers for the End Semester Examinations shall be set in such a manner so as to ensure that they cover the entire Course Curriculum as per the weightage of the modules of the concerned course unit. The online questions should be framed in such a way that the Learning Outcomes of the course are assessed properly.

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The tests and examinations shall aim at evaluating not only the student's ability to recall information, which student had memorized, but also their understanding of the course, ability to apply the concepts in real life situations, analyze, evaluate and create information into a meaningful whole. The question paper would test the various levels of cognitive learning as per Bloom's Taxonomy.

Some of the questions shall be analytical / applied and invite original thinking or application of theory.

The paper setters should give wider choice to the students for answering questions, by providing alternate questions in each of the sections of the question paper. The total option in a question paper should not be more than 30% of the total marks assigned to a question paper.

#### 6. Structure and Marks of Question Papers:

The online question paper of end semester examination may be of 60/70 marks and may have two modes as follows:

- a) **Mode 1: Only Multiple-Choice Questions (MCQ)**
- b) **Mode 2: Only Open Book Examination (OBE)**

#### MODE 1: Only MCQ

Students shall mark his/her choice for MCQs on the system itself.

**Duration:** The total duration of the MCQ examination shall be of 1 / 2 hours.

<b>Maximum Marks 70</b>			
Type of Courses	<b>A Knowledge understanding</b>	<b>&amp; B Apply &amp; Analyze</b>	<b>C Evaluate &amp; Create</b>
<b>Theory</b>	<b>30 Marks</b> 30 questions of 01 mark each	<b>20 Marks</b> 10 questions of 02 marks each.	<b>20 marks</b> 10 questions of 2 marks each
<b>Numerical/Mathematical</b>	<b>30 Marks</b> 15 questions of 02 marks each	<b>20 Marks</b> 10 questions of 02 marks each.	<b>20 marks</b> 5 questions of 4 marks each
<b>Hybrid (Theory+Numerical)</b>	<b>30 Marks</b> 20 questions of 1.5 marks each	<b>20 Marks</b> 10 questions of 02 marks each.	<b>20 marks</b> 8 questions of 2.5 marks each
<b>Maximum Marks 60</b>			
Type of Courses	<b>A Knowledge understanding</b>	<b>B Apply &amp; Analyze</b>	<b>C Evaluate &amp; Create</b>
<b>Theory</b>	<b>24 Marks</b> 24 questions of 01 mark each	<b>20 Marks</b> 10 questions of 02 marks each.	<b>16 marks</b> 8 questions of 2 marks each
<b>Numerical/Mathematical</b>	<b>24 Marks</b> 12 questions of 02 marks each	<b>20 Marks</b> 10 questions of 02 marks each.	<b>16 marks</b> 4 questions of 4 marks each



<b>Hybrid (Theory+Numerical)</b>	<b>24 Marks</b> 16 questions of 1.5 marks each	<b>20 Marks</b> 10 questions of 02 marks each.	<b>16 marks</b> 8 questions of 2 marks each
<b>Maximum Marks 50</b>			
Type of Courses	<b>A</b> <b>Knowledge &amp; understanding</b>	<b>B</b> <b>Apply &amp; Analyze</b>	<b>C</b> <b>Evaluate &amp; Create</b>
<b>Theory</b>	<b>20 Marks</b> 20 questions of 01 mark each	<b>16 Marks</b> 8 questions of 02 marks each.	<b>14 marks</b> 7 questions of 2 marks each
<b>Numerical/Mathematical</b>	<b>20 Marks</b> 10 questions of 02 marks each	<b>16 Marks</b> 8 questions of 02 marks each.	<b>14 marks</b> 4 questions of 3.5 marks each
<b>Hybrid (Theory+Numerical)</b>	<b>20 Marks</b> 20 questions of 01 marks each	<b>16 Marks</b> 8 questions of 02 marks each.	<b>14 marks</b> 4 questions of 3.5 marks each

Each MCQ in section A and C will have 2 to 5 choices with one correct answer.

**Section B will have 5 options with relative correct answer as under:**

Answer can be

- Wrong
- 25% correct,
- 50% Correct
- 75% correct
- 100 % Correct

Marks will be 0, 25%, 50%, 75% and 100% respectively.

### **MODE 2: Only Open Book Examination (OBE)**

The Open Book Examination is an assessment method designed in a way that allows students to refer to either class notes, textbooks, or other material while answering questions. When used properly, it will be pointless for students taking the open book examinations to consult any material they have brought, because the questions will be designed in such a way that the answers will not be found in the textbooks, handouts or class notes.

The main premise for open book exams is that teachers can devise questions that require students to answer in more critical and analytical ways thus encouraging high-order thinking skills in their students; as compared to closed book or traditional exams that tend to encourage rote learning and more superficial application of knowledge.

- a) **The written exam of subjective questions will be conducted through AMIZONE/MS Teams platform.**
- b) **Student can attempt questions and upload the scanned answer sheet in stipulated time frame.**

### **Duration:**

The total duration of the OBE shall be of 2 hours plus additional 20 minutes which will be utilized for uploading the scanned images of answer sheets after completion of the examinations

A	B	C Evaluate & Create
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Maximum Marks	SECTION A (42 Marks)		SECTION B (28 Marks)	
	Bloom's Learning Level		Bloom's Learning Level	
	<ul style="list-style-type: none"> <li>• Knowledge</li> <li>• understanding,</li> <li>• Apply &amp;</li> <li>• Analyze</li> </ul>		<ul style="list-style-type: none"> <li>• Evaluate</li> <li>• Create</li> </ul>	
70	No. of Problem/Case Study	Number of questions on each case study	No. of Problem/Case Study	Number of questions on case study
	3	Each problem will have 2 questions of 7 marks each.	2	Each problem will have 2 questions of 7 marks each.
60	SECTION A (36 Marks)		SECTION B (24 Marks)	
	3	Each problem will have 2 questions of 6 marks each	2	Each problem will have 2 questions of 6 marks each.
50	SECTION A (30 Marks)		SECTION B (20 Marks)	
	3	Each problem will have 2 questions of 5 marks each	2	Each problem will have 2 questions of 5 marks each.

Questions papers for Open Book Exams need to be devised to assess student's ability of interpretation and application of knowledge, comprehension skills, and critical thinking skills rather than only knowledge recall.

#### Type of Questions:

- a) Questions paper setter should prepare case-based questions that require students to apply critical reasoning skills in response to the question.
- b) Structure content or topic questions in a way that tests for an ability to apply, analyse, synthesize, interpret evaluate, create, etc.
- c) Questions paper setter should design questions and overall exam paper with the learning outcomes in mind i.e. what skills and knowledge are you assessing?
- d) Questions may be essay-style questions or involve problem solving or delivering solutions. The style of question depends on the particular domain setting the exam.  
For example, in Law, the questions may set up a hypothetical fact situation that students need to discuss
- e) The questions should not have been discussed at any time in the class or in the tutorial/assignment/test. They should be formulated in such a way that students can demonstrate that they have read, digested, and understood the material and have the ability to apply what they have learnt.
- f) The question should not be easily available in any book or online.

## 7. Timeline and Responsibility

- 7.1 HOI will designate a senior faculty member/s, out of the group of faculty members who are teaching the course in the concerned semester and will recommend him/her online for setting of question papers of that course for approval of competent authority.
- 7.2 CoE will prepare the list of Moderation Boards and get it approved by the competent authority. Process of moderation of question papers by the Moderation Board will be carried out online.
- 7.3 The question papers approved by the Chairperson of Moderation Board will be randomly selected by CoE for conduct of examination.

### Answer Key

The paper setters will provide the answer key for MCQ.

### Marking Scheme:

The marking for the MCQ type is of two types depending on the options:

- a) Absolute: Only one option is correct.
- b) Relative: Multiple options are correct
- a) **Absolute Marking:** (only one correct answer)

**Q1.** If  $x$  distance is covered at  $y$  speed and half of this distance is covered in double the time, then the ratio of the two speeds is:

- A) 2 : 1
- B) 4 : 1
- C) 3 : 1
- D) 1 : 1

**Correct Answer:** Option B

For Choosing B only: 100% Marks

For choosing any of the Option A, C and D: 0 Marks

### b) Relative Marking (Multiple Select)

Relative marking is a system of assessment where by Faculty members determine student marks by comparing them against the right option. Unlike the system of absolute marking, where a student's score absolute mark (full marks) on a given option (for example, 2/2). In relative marking students' marks fluctuate depending on the option that is right or near to the right.

### Example :

In the option 1 it is only 25 %correct student will get ( .25 or 25% marks of marks),in option2 it is only 50 %correct student will get (.50 or 50% of marks),option3 it is only 75 %correct student will get (.75 or 75%of the marks) option 4 it is 100 %correct student will get (full or 100% of the marks)and option 5 is zero as it is an incorrect answer.

**Ms. Rosy has started working in a startup organization that will deals with organizing and managing events. This organization does not have a very diverse workforce. It has employees of almost similar backgrounds. They Her job will involve complex calculations and financial predictions with attention to details and accuracy being very important. Being an event company most of the employees have to be on site. Ms. Rosy will mostly be working alone and for long hours so ability to self-motivate and manage time is very importance. Socialization of Ms. Rosy with the other employees is not going to be much due to the fact that she would be working alone most of the times.**

1. Which of the big 5 factors do you think she should possess so as to be effective in her job?

- A. She should be high on Conscientiousness as people who are conscientious are more aware of their actions and the consequences of their behavior than people who are unconscientious. They feel a sense of responsibility towards other and are generally careful to carry out the duties assigned to them. Conscientious individuals like to keep a tidy environment and are well-organized. They are keen to maintain good timekeeping.
- B. She should be high on the openness to experience dimension of personality as it is characterized by a willingness to try new activities. People with higher levels of openness are amenable to unconventional ideas and beliefs, including those which challenge their existing assumptions. They feel uncomfortable in unfamiliar situations and prefer familiar environments. Less open individuals value the safety of predictability, and like to adhere to well-known traditions and routines.
- C. She should be high on agreeableness as individuals who score highly on agreeableness measures are friendly and co-operative. Often considered more likeable by their peers and colleagues, agreeable people are trusting of others and are more altruistic, willing to help others during times of need. Their ability to work with others means that they often work well as members of a team. Agreeable people dislike being involved in arguments, conflict with others and other forms of confrontation. They seek to pacify and appease others, acting as the mediating 'peace-maker' of their group.
- D. She should be on the lower side of neuroticism as this personality dimension is measured on a continuum ranging from emotional stability to emotional instability. People with high neuroticism scores are often persistent worriers. They are more fearful and often feel anxious, over-thinking their problems and exaggerating their significance. Rather than seeing the positive in a situation, they may dwell on its negative aspects.
- E. She can be said on the higher side of Extraversion as she would enjoy meeting new people and is happy to introduce themselves to strangers, thriving in company of others.

**Answer Key**

- A- 2
- B- 1
- C- 0.5
- D- 1.5
- E- 0

The paper setter must ensure, whole syllabus is covered while setting the question papers for MCQ or OBE. Therefore, appropriate case study/Problem must be selected while designing the questions. The level of difficulty be such, which able to differentiate between excellent, good and average students.



AMITY UNIVERSITY

MADHYA PRADESH

(Established by Ritmand Balved Education Foundation)

## POLICY GUIDELINES FOR SETTING OF VALUE ADDED COURSES (VAC) ON LINE QUESTION PAPERS

### 1.0 Short Title, Application and Commencement

- 1.1 These Guidelines may be called Amity University Madhya Pradesh Value Added Course (VAC) Online Examination Policy Guidelines.
- 1.2 **Value Addition courses (VAC)** applies to Behavioral Science, Business Communication, Communication skills, Foreign Business Language, Environmental Science and **Choice Based Credit System (CBCS)** imparted to all students of Amity University Madhya Pradesh.
- 1.3 These Guidelines shall apply to all the Faculty Members of Amity University Madhya Pradesh and its campuses from the date of notification.

### 2.0 Objective

- 2.1 The objective of these Guidelines is to formulate an online question paper policy of Amity University Madhya Pradesh.

### 3.0 Preamble

In the light of changing global economic scenario and the mission of the University, Online examinations are the future of education. With the advent of technology, the idea of pen & paper is slowly becoming redundant and will soon be wiped off for a better, newer advanced system of online testing. The package of reach - ability, scalability, and security makes online examination the most desirable.

### 4.0 Definition

Online examination, as the name suggests uses the internet to conduct tests/ assessments, where the candidates are evaluated on a fully automated platform. It supports an easy to use interface for not only the test takers but also the conductors. In addition, the ability to generate immediate results is a sought-after feature that saves time

### 5.0 Introduction

Instructions of setting of question papers is outlined in the Regulations 1 of Conduct of Examinations, Scheme of Evaluation and Discipline among Students in Examinations, Para 24 'Setting of Question Paper'.

The Duration of the online question paper for theory examinations of Behavioral Science, Communication Skills & Business Communication of any program shall be depending upon the associated credit unit, and weightage defined in the course curriculum of the said programme. **The question paper shall have 03 sections: Section A, Section B and Section C.**

The course curriculum of each course shall have 4 to 6 well-defined modules along with a topic-wise breakdown. The modules shall be numbered. The online question papers for the End Semester Examinations shall be set in such a manner so as to ensure that they cover the entire Course Curriculum as per the weightage of the modules of the concerned course unit. The online questions should be framed in such a way that the Student Learning Outcomes (SLOs) of the course are assessed properly.

The tests and examinations shall aim at evaluating not only the student's ability to recall information, which student had memorized, but also their understanding of the course, ability to apply the concepts in real life situations, analyze, evaluate and create information into a meaningful whole. The question paper would test the various levels of cognitive learning as per Bloom's Taxonomy.

Some of the questions shall be analytical / applied and invite original thinking or application of theory.

The paper setters should give wider choice to the students for answering questions, by providing alternate questions in each of the sections of the question paper. The total option in a question paper should not be more than 30% of the total marks assigned to a question paper.

#### 6. Structure and Marks of Question Papers:

The online question paper of end semester examination may be of 70 marks and will have three sections that will consist of only objective type questions as per the following format:

VAC	Level	A Knowledge & understanding	B Apply & Analyze	C Evaluate &Create
Behavioural Science	UG	<b>20 Marks</b> 10 questions of 02 marks each	<b>30 Marks</b> 15 questions of 02 marks each.	<b>20 marks</b> 10 questions of 02 marks each
	PG	<b>20 Marks</b> 10 questions of 02 marks each	<b>30 Marks</b> 15 questions of 02 marks each.	<b>20 marks</b> 10 questions of 02 marks each
Communication Skills & Business Communication And Foreign Business Language	UG	<b>20 Marks</b> 10 questions of 02 marks each.	<b>30 Marks</b> 15 questions of 02 marks each.	<b>20 marks</b> 10 questions of 02 marks each
	PG	<b>20 Marks</b> 10 questions of 02 marks each.	<b>30 Marks</b> 15 questions of 02 marks each.	<b>20 marks</b> 10 questions of 02 marks each
Enviourmental Studies	UG	<b>20 Marks</b> 10 questions of 02 marks each.	<b>30 Marks</b> 15 questions of 02 marks each.	<b>20 marks</b> 10 questions of 02 marks each
CBCS	UG	<b>20 Marks</b> 10 questions of 02 marks each.	<b>30 Marks</b> 15 questions of 02 marks each.	<b>20 marks</b> 10 questions of 02 marks each

**Section A:** The questions in this section will assess students' Knowledge & Understanding of concepts and framework. This section will have 11 multiple choice questions and the students have to attempt 10 questions as per instructions given in the question paper. Marks will be given as per the weightage given to the Section in overall marking scheme.

**Section B:** The questions in this section will test their ability to apply and analyze the concepts to a given situation or in a given context. This section will have 16 multiple choice questions for UG / PG students respectively. The students would be required to attempt 15 questions as per instructions given in the question paper.

**Section C:** This section will be compulsory without any choice and questions in this section may be based on a case study, a hypothetical problem or a situation seeking a possible solution(s), students' response to a situation based on general awareness of the broad discipline of study etc. The section would test the ability of the students to make judgement (evaluate) & to create a new point of view. This section will have 11 multiple choice questions for UG/PG students respectively. The students would be required to attempt 10 questions as per instructions given in the question paper. Marks will be given as per the weightage given to the Section in overall marking scheme.

The key points of questions for each section should be such that it clearly differentiates between excellent students, good students, average students and poor students. The questions shall be free from ambiguity and shall be structured with detailed marking scheme.

## 7. Timeline and Responsibility

7.1 HOI will designate a senior faculty member/s, out of the group of faculty members who are teaching the course in the concerned semester and will recommend him/her online for setting of question papers of that course for approval of competent authority.

7.2 Min. 03 sets of question papers will be uploaded on Amizone by the respective paper setter as per the deadline mentioned in Calendar of Examination Activities. However if number of paper setters is more than 1 then following scheme will be applicable.

S. No.	No. of Paper setters	No. of Sets
1	1	3
2	2	3 each
3	3	2 each
4	4	2+2+1+1

7.3 CoE will prepare the list of Moderation Boards and get it approved by the competent authority. Process of moderation of question papers by the Moderation Board will be carried out online.

7.4 The question papers approved by the Chairperson of Moderation Board will be randomly selected by CoE for conduct of examination.

### Answer Key

The paper setter will provide the answer key.

## AMITY UNIVERSITY MADHYA PRADESH

Appendix "F"  
Refer Para 34

## ACADEMIC RESULT (2019 TO 2020)

S.No.	Institute/ Programme	Duration of Programme	No. of Candidates Appeared	Pass	Pass (%)	Fail	Fail (%)	Debar
<b>Batch 2015</b>								
1	ALS	B.A. LL.B. (H)	5	27	27	100.00%	-	-
2		B.B.A. LL.B. (H)	5	11	11	100.00%	-	-
3		B.Com. LL.B. (H)	5	5	5	100.00%	-	-
4	ASAP	B Arch	5	28	28	100.00%	-	-
<b>Total</b>			<b>71</b>	<b>71</b>	<b>100.00%</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>
<b>Batch 2016</b>								
5	AIB	B. Tech (Bio Tech)	4	21	21	100.00%	-	-
6	ALS	B.A. LL.B. (H)	5	28	28	100.00%	-	-
7		B.B.A. LL.B. (H)	5	13	13	100.00%	-	-
8		B.Com. LL.B. (H)	5	3	3	100.00%	-	-
9	ASAP	B Arch	5	24	24	100.00%	-	-
10		BID	4	2	2	100.00%	-	-
11	ASET	B. Tech (CSE)	4	142	142	100.00%	-	-
12		B. Tech (ECE)	4	8	8	100.00%	-	-
13		B. Tech (MAE)	4	27	27	100.00%	-	-
14		B. Tech (Civil)	4	17	17	100.00%	-	-
15	ASFDT	B. Des. (FDT)	4	10	10	100.00%	-	-
<b>Total</b>			<b>295</b>	<b>295</b>	<b>100.00%</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>
<b>Batch 2017</b>								
16	ABS	BBA	3	68	68	100.00%		
17		B COM	3	69	69	100.00%		
18	AIB	B. Tech (Bio Tech)	4	14	14	100.00%	-	-
19		B Sc (Bio Tech)	3	17	17	100.00%	-	-
20	AIBAS	BA (H) App Psy	3	8	8	100.00%		
21	ALS	B.A. LL.B. (H)	5	26	26	100.00%	-	-
22		B.B.A. LL.B. (H)	5	10	10	100.00%	-	-
23		B.Com. LL.B. (H)	5	12	12	100.00%	-	-
24	ASAP	B Arch	5	4	4	100.00%	-	-
25		BID	4	6	6	100.00%	-	-
26	ASCO	BA (JMC)	3	46	46	100.00%		
27	ASET	B. Tech (CSE)	4	88	88	100.00%	-	-
28		B. Tech (ECE)	4	3	3	100.00%	-	-
29		B. Tech (ME)	4	7	7	100.00%	-	-
30		B. Tech (Civil)	4	5	5	100.00%	-	-
31		BCA	3	12	12	100.00%		
32	ASFDT	B. Des. (FD)	4	13	13	100.00%	-	-
<b>Total</b>			<b>408</b>	<b>408</b>	<b>100.00%</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>
<b>Batch 2018</b>								
33	ABS	MBA	2	31	31	100.00%		
34		BBA	3	104	103	99.04%	1	0.96%
35		B COM	3	64	64	100.00%	-	-
36	AIB	M Sc (Bio Tech)	2	5	5	100.00%	-	-
37		B. Tech (Bio Tech)	4	13	13	100.00%	-	-
38		B Sc (Bio Tech)	3	15	15	100.00%	-	-



S.No.	Institute/ Programme	Duration of Programme	No. of Candidates Appeared	Pass	Pass (%)	Fail	Fail (%)	Debar	
39	AIBAS	M Phill (CP)	2	7	7	100.00%	-	-	
40		MA (CP)	2	6	6	100.00%	-	-	
41		BA (H) App Psy	3	9	9	100.00%	-	-	
42	AIP	B Pharma	4	45	45	100.00%	-	-	
43	ALS	B.A. LL.B. (H)	5	39	39	100.00%	-	-	
44		B.B.A. LL.B. (H)	5	21	21	100.00%	-	-	
45		B.Com. LL.B. (H)	5	7	7	100.00%	-	-	
46	ASAP	B Arch	5	8	8	100.00%	-	-	
47		BID	4	5	5	100.00%	-	-	
48	ASCO	MA (JMC)	2	8	8	100.00%	-	-	
49		BA (JMC)	3	45	45	100.00%	-	-	
50	ASET	B. Tech (CSE)	4	77	77	100.00%	-	-	
51		B. Tech (ECE)	4	6	6	100.00%	-	-	
52		B. Tech (Civil)	4	3	3	100.00%	-	-	
53		BCA	3	9	9	100.00%	-	-	
54	ASFDT	B. Des. (FD)	4	8	8	100.00%	-	-	
Total				535	534	99.81%	1	0.19%	0
<b>Batch 2019</b>									
55	ABS	MBA	2	29	29	100.00%	-	-	
56		BBA	3	132	126	95.45%	6	4.55%	
57		B COM	3	53	52	98.11%	1	1.89%	
58	AIB	M Tech (Bio Tech)	2	1	1	100.00%	-	-	
59		M Sc (Bio Tech)	2	3	3	100.00%	-	-	
60		B. Tech (Bio Tech)	4	9	9	100.00%	-	-	
61		B Sc (H) Bio Tech	3	5	5	100.00%	-	-	
62	AISS	BA (H) Pol Sci	3	31	26	83.87%	5	16.13%	
63	AIBAS	M Phill (Cli Psy)	2	8	8	100.00%	-	-	
64		MA (Cli Psy)	2	8	8	100.00%	-	-	
65		MA (App Psy)	2	7	7	100.00%	-	-	
66	AIP	BA (H) App Psy	3	16	16	100.00%	-	-	
67		B Pharma	4	52	50	96.15%	2	3.85%	
68	ALS	B.A. LL.B. (H)	5	60	60	100.00%	-	-	
69		B.B.A. LL.B. (H)	5	37	36	97.30%	1	2.70%	
70		B.Com. LL.B. (H)	5	12	11	91.67%	1	8.33%	
71		LLB (H)	3	3	3	100.00%	-	-	
72		LLM	1	19	19	100.00%	-	0.00%	
73	ASAP	B Arch	5	8	7	87.50%	1	12.50%	
74		BID	4	8	7	87.50%	1	12.50%	
75	ASCO	MA (JMC)	2	7	7	100.00%	-	-	
76		BA (JMC)	3	60	53	88.33%	7	11.67%	
77	ASET	B. Tech (CSE)	4	119	115	96.64%	4	3.36%	
78		B. Tech (ECE)	4	4	4	100.00%	-	-	
79		B Tech (ME)	4	5	5	100.00%	-	-	
80		B. Tech (Civil)	4	5	5	100.00%	-	-	
81		BCA	3	17	16	94.12%	1	5.88%	
82	ASFDT	B. Des. (FD)	4	4	4	100.00%	-	-	
Total				722	692	95.84%	30	4.16%	0

<b>SUMMARY</b>		
Particular	Ser. No. of Programme	Strength
Number of final year students appeared for the End Sem Examination	Ser. No. 1, 2, 3, 4, 5, 10, 11, 12, 13, 14, 15, 16, 17, 19, 20, 26, 31, 33, 36, 39, 40, 48, 72	594
Number of students passed in final year examination	-	-
Pass percentage of final year students	-	100.00%