AMITY UNIVERSITY
— UTTAR PRADESH —
(EXAMINATION DEPARTMENT)

CALENDAR OF EXAMINATION ACTIVITIES FOR ACADEMIC SESSION: 2018 – 2019

(For Diploma / UG / PG Diploma / PG Programs)

S. No	Activity		For Odd Semester Exams		For Even Semester Exams	
			Program in Semester System (1st Year)	Program in Semester System (2nd Year onwards)	Program in Semester System (1st Year)	Program in Semester System (2nd Year onwards)
1	Fail / Year Back Cases (AB/RS/RY): Last Date for:					
	a)	Submission of request by the students to HoI	25th June 2018			
	b)	Recommendation of HoI to be forwarded to the Examination Department	29th June 2018			
	c)	Registration of Students opted for Repeat Semester / Repeat Year	12th July 2018		17th December 2018	
2	Nomination of Superintendent /Dy. Supttd. / Add Supttd.		5th July 2018		4th January 2019	
3	Last date for Approval & Blocking of Academic Planning Worksheet		Within 2 weeks of commencement of semester/year			
4	Registration for Guided Self Study Course for Back Papers					
	a)	For the programs of 15 weeks duration	-	12th July to 20th July 2018	17th December to 22nd December 2018	
	b)	For the programs above 15 weeks duration	-	2nd July 2018 to 06th July 2018		

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5	**Examination Sub Committee**					
	a)	Submission of composition of Examination Sub-Committee to CoE	20th July 2018		15th January 2019	
	b)	Approval of Competent Authority	24th July 2018		18th January 2019	
	c)	Submission of minutes of meeting to CoE	02 weeks before the meeting of Examination Committee			
	d)	Conduct of Workshop for members of Institutional Examination Sub-committees (including campus Sub-committee)	14th August 2018			
6	Completion of Assessment of Non Teaching Credit Courses done during Summer Break and submission of marks (Amizone printout)		-	25th July 2018 to 17th August 2018	Nil	
7	**Panel of Paper Setters Last Date for :**					
	a)	Proposal of Name of paper setters by respective Stream Coordinator	1st August 2018		4th January 2019	
	b)	Recommendation of Paper Setters by HoI	3rd August 2018		8th January 2019	
	c)	Recommendation of Paper Setters by Examination Department	6th August 2018		10th January 2019	
	d)	Approval of Paper Setters by Hon'ble Vice Chancellor	7th August 2018		10th January 2019	

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8	Submission / Uploading of required sets of Question Papers by Paper Setters on Amizone		8th August to 17th August 2018		11th January to 25th January 2019	
9	Online Moderation of Question Papers by the respective Moderation Boards		27th August to 31st August 2018		4th February to 8th February 2019	
10	Submission/Uploading of required sets of Question Papers by Paper Setters on Amizone after rejection by the Moderation Board (if any).		5th September to 10th September 2018		11th February to 15th February 2019	
11	Phase II - Online Moderation of Question Papers re-set by the paper setter.		12th September to 17th September 2018		18th February to 20th February 2019	
12	Last date for submission of GSSC and Back Paper Fee by the Student of Pre Final Year (2019 Passout) after the declaration of result of Supplementary Examination		31st August 2018		-	
13	Return of Unused OMR answer sheets to the Examination Department		10th August 2018		15th February 2019	
14	Issue of OMR Answer Books		One week before commencement of Examinations			
15	Program Evaluation by External Experts		20th August to 20th September 2018			
16	Notification of Examination Schedule		10th October 2018		8th March 2019	
17	Last Class					
	a)	For the programs of 15 weeks duration	2nd November to 15th November 2018	2nd November 2018	05th April 2019	
	b)	For the programs above 15 weeks duration	15th November 2018	2nd November 2018	17th April 2019	
	c)	SAP	23rd October 2018		20th March 2019	
	d)	Ph. D (Course Work)	18th November 2018		-	

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18	Request for Re-do of NTCC by the student to HoI and submission of request along with the recommendations of HoI by the institution to the Examination Department.	10th July to 15th July 2018		21st January 2019 to 30th January 2019	
19	Approval of panel of external examiner for Practical / NTCC Viva	Minimum 02 weeks before conduct of Practical / Viva of NTCC			
20	Submission of **Online Examination Forms** by the Students for appearing / repeating the examination	3rd October to 26th October 2018		1st March to 25th March 2019	
21	Submission of offline Examination Form by the Student for repeating the examination by 2018 passout and before batches / Academic break cases	1st August 2018 to 31st August 2018		7th January 2019 to 31st January 2019	
22	Last date for submission of offline Examination Form by the Institution for repeating the examination by 2018 passout and before batches / Academic break cases to Examination Department	7th September 2018		8th February 2019	
23	Submission of Pre Examination Faculty feedback by the students	30th October 2018		29th March 2019	
24	GSSC completion & Submission of Satisfactory Report on Amizone	30th October 2018		29th March 2019	

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25	Last date of Blocking of GSSC (Attendance + Satisfactory report)		31st October 2018		1st April 2019	
26	Blocking of Attendance					
	a)	Last Date & Time for the programs of 15 weeks duration	By 12 Noon, 3rd November 2018		By 12 Noon, 06th April 2019	
	b)	Last Date & Time for the programs above 15 weeks duration	By 12 Noon, 16th November 2018	By 12 Noon, 3rd November 2018	By 12 Noon, 18th April 2019	
27	Briefing of all HoIs alongwith members of Examination Sub-committee, Centre Superintendents, Addl. Superintendents, Dy. Centre Superintendents, nominated Observers and Staff dealing with examinations		1st November 2018		4th April 2019	
28	Permission under Borderline Debarred Cases (B+ CAP)					
	a)	**Online request from student**				
		i) Last date & time for the programs of 15 weeks duration	By 2 PM, 05th November 2018		By 6 PM, 08th April 2019	
		ii) Last date & time for the programs above 15 weeks duration	By 12 Noon, 17th November 2018	By 2 PM 05th November 2018	By 6 PM, 19th April 2019	

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28	b)	**Recommendation of HoI**				
		i) For the programs of 15 weeks duration	10th November 2018		By 12:00 Noon, 9th April 2019	
		ii) For the programs above 15 weeks duration	By 6 PM, 17th November 2018	10th November 2018	By 12:00 Noon, 20th April 2019	
	c)	**Recommendation by Examination Department and Approval by Competent Authority**				
		i) For the programs of 15 weeks duration	By 2 PM, 12th November 2018		By 06:00 PM, 09th April 2019	
		ii) For the programs above 15 weeks duration	By 12 Noon, 19th November 2018	By 2 PM, 12th November 2018	By 06:00 PM, 20th April 2019	
29		Online approval of Examination Forms by the HoIs	After last teaching day or 3 days before the commencement of exams whichever is earlier by ensuring the following: a) Submission of Faculty Feedback b) Blocking of Attendance for all courses opted by the students c) Approval of Borderline Debarred Cases (B+ cap) d) Marking of Attendance and satisfactory report of GSSC			
	a)	For the programs of 15 weeks duration	By 12 Noon, 13th November 2018		By 12:00 Noon, 10th April 2019	
	b)	For the programs above 15 weeks duration	By 2 PM, 19th November 2018	By 12 Noon, 13th November 2018	By 12:00 Noon, 22nd April 2019	
30		Generation of Admit Card by the Examination Department	On receipt of confirmation from HoI and Before commencement of Examinations			
	a)	For the programs of 15 weeks duration	By 6 PM, 13th November 2018		By 06:00 PM, 10th April 2019	
	b)	For the programs above 15 weeks duration	By 4 PM, 19th November 2018	By 6 PM, 13th November 2018	By 06:00 PM, 22nd April 2019	

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31	Taking printout of Admit Cards and distribution of Admit Cards to the Students by the Institution					
	a)	For the programs of 15 weeks duration	By 6:00 PM, 14th November 2018		By 6:00 PM,11th April 2019	
	b)	For the programs above 15 weeks duration	By 6:00 PM, 19th November 2018	By 6:00 PM, 14th November 2018	By 6:00 PM, 23rd April 2019	
32	Blocking of Printing of Admit Cards					
	a)	For the programs of 15 weeks duration	By 12 Midnight , 14th November 2018		By 12 Midnight , 11th April 2019	
	b)	For the programs above 15 weeks duration	By 12 Midnight , 19th November 2018	By 12 Midnight , 14th November 2018	By 12 Midnight, 23rd April 2019	
33	Submission of Amizone Printout of Internal Continuous Assessment marks duly approved & signed by HoI to Examination Department		20th November 2018		22nd April 2019	
34	Submission of Marks of MTC to the Examination Department by the office of Dean (SAA&SS)		27th November 2018		10th May 2019	
35	List of eligible students to be moved on Amizone for Concluding Ceremony		-		5th February 2019	
36	Submission of Awardees List for Concluding Ceremony by the Institution to CoE for verification		One month before the last exam of final semester			

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37	Conduct of End Semester Exams (Including Practical, if any)					
	a)	For the programs of 15 weeks duration	15th November 2018 to 13th December 2018		12th April 2019 to 16th May 2019	
	b)	For the programs above 15 weeks duration	20th November to 13th December 2018	15th November to 13th December 2018	24th April 2019 to 16th May 2019	
	c)	SAP (for the courses of Home Campus)	29th October to 03rd November 2018		25th March to 30th March 2019	
	d)	Ph. D Course Work Examination	11th December to 15th December 2018		-	
38	Conduct of Concluding Ceremony		To be conducted on the last exams of Lab/Practical/Theory/OABC/NTCC Evaluation etc. whichever is later			
39	'I' Category Request					
	a)	Reporting of case to the institution by the student	On same day of examination student is required to inform the HoI/HoD before the commencement of examination with reason for absenting in the examination			
	b)	Submission of request by the students to HoI with all documentary proof	14th December 2018		17th May 2019	
	c)	Recommendation of HoI to be forwarded to the Examination Department along with all documentary proof	20th December 2018		22nd May 2019	
40	Submission of Model Answers		Within 02 days from the date of examination of a course unit			
41	Start of Evaluation of Answer Books		03rd Day of the date of examination of a course unit			
42	Evaluation of answer books at different Evaluation Centre's to be completed		15th December 2018		15th May 2019	
43	Declaration of Results		Within 15 days after the last examination (subject to completion of evaluation of NTCC and uploading of marks of Internals/viva)		Within 15 days after the last examination subject to completion of evaluation of NTCC and uploading of marks of Internals/viva) or 30th May 2019	

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44	Online request for Rechecking of Answer Books by the students	Within two weeks of the date of declaration of results			
45	Submission of **Online Examination Forms with Fee** by the Students for Supplementary Examination	a) For the courses of odd semesters - 25th April 2019 to 10th May 2019 b) For the courses of even semesters – 3rd June 2019 to 14th June 2019			
46	Conduct of Supplementary Exams (For Final & Pre Final year students)	15th June to 27th July 2019			
47	Summer Semester Examination 2019	2nd July to 06th July 2019			
48	Issue of Grade Cards to students	Within 30 days of Declaration of Result			
49	Alternate Degree to be awarded in Convocation 2018 Last Date for:				
	a) Submission of request by the students to HoI	1st August 2018			
	b) Recommendation of HoI along with Course Mapping to be forwarded to the Examination Department	20th August 2018			
	c) Meeting of Equivalence Committee	10th September 2018			
	d) Approval of Competent Authority	20th September 2018			

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			Program in Semester System (1st Year)	Program in Semester System (2nd Year onwards)	Program in Semester System (1st Year)	Program in Semester System (2nd Year onwards)
50	Convocation for award of Degrees / Diplomas for class of 2018					
	a)	Science, Engineering & Technology Domain including Life Sciences and Biotechnology Domain	1st November 2018			
	b)	Arts, Humanities, Social Sciences, Law, Journalism, Mass Communication, Fine Arts, Fashion Technology and others	2nd November 2018			
	c)	Management Domain including Management Programmes of other domains plus AGBS Virtual Convocation of PAN African Programs Distance and Online Programs	3rd November 2018			