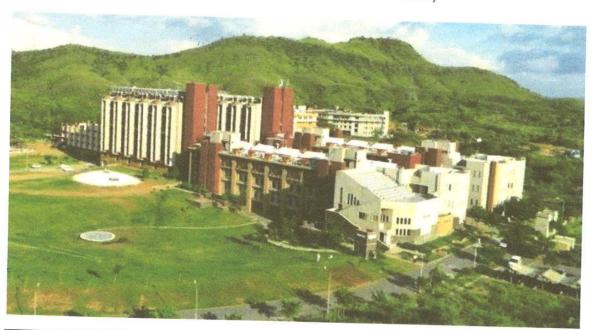




# **Examination Manual**

(Revised Edition in AY 2024-25)



**University Campus:** 

Neemrana, NH-8, Delhi Jaipur Highway, District Alwar, Rajasthan 301705, Tel: 01494-660600 Website: www.niituniversity.in

**University Campus:** 

Neemrana, NH-8, Delhi Jaipur Highway, District Alwar, Rajasthan 301705, Tel: 01494-660600 Website: www.niituniversity.in

Comment of Examination NIIT University, Neemrana

Page **1** of **36** 

NIT UNIVERSITY



## Content

1.	Conduct of Examination Process 4
	1.1 Examination Committee4
	1.2 Types of Examinations4
	1.3 Publication of Examination Schedule4
	1.4 Setting of Question Papers5
	1.5 Printing of Question Papers5
	1.6 Engagement of Invigilator an Observer5
	1.7 Makeup Policy6
	1.8 Unfair Means Case in Examination6
	1.9 Conduct of Online Examination7
2.	Evaluation of Answer Sheet8
	2.1 Answer Sheet Evaluation8
	2.2 Duration Available for Evaluation of Answer sheet8
	2.3 Marks Entry in ERP8
3.	Moderation & Approval Process of Result9
	3.1 Result Generation in ERP9
	3.2 Approval Process of the Result9
4.	Publication of Result10
	10
5	Po avaluation and Re sheeting in Conti
J.	Re-evaluation and Re-checking in Grading11
_	
6.	Issuance of Grade-sheet and Transcript12
	6.1 Issuance of Grade Sheet12
	6.2 Issuance of Official Transcript12
7.	Issuance of Duplicate Grade-sheet and Transcript13

**University Campus:** 

Neemrana, NH-8, Delhi Jaipur Highway, District Alwar, Rajasthan 301705, Tel: 01494-660600 Website: www.niituniversity.in

NIIT University, Neemrana

Page 2 of 36

Registrar NIT UNIVERSITY

Neemrana



**Examination Manual** 

7.1 Issuance of Duplicate Grade Sheet13
7.2 Re-issuance of Transcript13
8. Use of Scribe for Person with Physical Disabilities14
9. Retention & Disposal of Evaluated Answer Booklet16
9.1 Retention Period16
9.2 Standard Operating Procedure for Disposal
of various documents and records17
10. Appendix-1
1. Responsibility of Department Level Examination Coordinator
2. Responsibility of Invigilator
3. Responsibility of Reliever
11.Appendix-220
<ol> <li>Dos and Don'ts for the Student</li> </ol>
2. List of Prohibited Items Inside the Examination Room
12. Appendix-322
Question Paper Template
13. Appendix-423
Automation In Examination Management System (EMS)

University Campus:

Neemrana, NH-8, Delhi Jaipur Highway, District Alwar, Rajasthan 301705, Tel: 01494-660600 Website: www.niituniversity.in

Control Oniversity, Neemisha

Page **3** of **36** 

Registrar

Neemrana



# **Conduct of Examination Process**

#### 1.1 Examination Committee

The examination committee is the Sub-Committee of the Academic Council and is responsible for ensuring the fair conduct of all examinations, timely declaration of results, and approval of the grades. It also ensures the overall discipline of the examination.

The structure of the Examination Committee is as follows:

President or his nominee	Chairman
All Deans	Member
All Heads of the Department	Member
Registrar	Member Secretary
Permanent Invitees	Mentor Professor(s) and Vice-President(s)
Controller of Examinations	Invitee

#### 1.2 Types of Examination

There are various examinations conducted by the Office of the Controller of Examination (CoE). There are a few other evaluation components that are a decentralized process dependent on the individual course in charge. The examinations which are centrally conducted for all the theory components/ theory courses by the CoE office are given below.

- a). Mid-Semester Examination
- b). Mid-Term I Examination
- c). Comprehensive Examination
- e). Summer Term Examination

## 1.3 Publication of Examination Schedule

- A) The conduct of examinations is a centralized process at NIIT University for all the regular on-campus programs under the supervision of the Controller of Examination (CoE).
- B) The office of the Controller of Examination conducts various examinations as per the academic calendar notified by the office of the Dean, Academics.

**University Campus:** 

Neemrana, NH-8, Delhi Jaipur Highway, District Alwar, Rajasthan 301705, Tel: 01494-660600 Website: www.niituniversity.in

NIT University, Noomiana

Page 4 of 36

Registrar WIT UNIVERSITY Neemrana



C) The Controller of the Examination office prepares a detailed course-wise Date-Sheet (Examination Schedule) for all theory courses based on the exam slot allocated in the Academic Calendar after the notification of the academic calendar.

#### 1.4 Setting of Question Papers

The Course In-charge is responsible for setting the 2-set of Question Paper. The head of the Department (HOD) has the responsibility to scrutinizing and moderate the Question Paper. The respective HOD will send both the sets of the question paper in a sealed envelope to the Controller of Examinations (CoE). The CoE will arbitrarily select any one of the sets for the examination.

The HOD will submit the question paper moderation report for all the courses of the department to examination-cell duly signed. This process is to be completed at-least 7 working days before the commencement of any examination series.

## 1.5 Printing of Question Papers

All the question papers are to be printed only from a designated printer available in the Examination Cell after the moderation report of the question paper by HOD. The Exam-cell will complete the printing of all question papers selected by the CoE for each course. The question paper will be kept in the secured almirah in the Examination Strong-Room till the date of exam.

## 1.6 Engagement of Invigilator & Observer (Flying Squad)

The Examination cell will prepare a duty chart for the invigilation during any examination series by following a student invigilation ratio of 25:1 for all the examination rooms. All the invigilators will report to Examination cell for invigilation 30 minutes before the commencement of the examination.

The Examination cell will depute an observer panel (Flying Members' Squad) during an examination to monitor the fair conduct of the examination.

#### 1.7 Makeup Policy

**University Campus:** 

Neemrana, NH-8, Delhi Jaipur Highway, District Alwar, Rajasthan 301705, Tel: 01494-660600 Website: www.niituniversitv.in

Completed Examinations of NIIT University, Necmicula

Page 5 of 36



Students who did not appear in the regular examination as per the schedule should appeal to the respective Course-in -charge for a Make-up examination informing the valid reason for absence in the examination. However, it is solely at the discretion of the course-in-charge to grant the appeal for the makeup examination based on the genuine reason. The make-up examination, if allowed, must be conducted within a week from the date of the scheduled examination unless there is a valid reason for delaying the same. If no make-up is granted or taken by the student, he/she will be treated as absent and awarded zero in that component. Students who have been debarred from appearing in the test by the Academic Office are not entitled to take the Make-up test.

## 1.8 Unfair Means Case in Examination

An Unfair Means Case (UMC) will be reported by the invigilator if a student is involved in any unfair and offensive activity by violating the rules and regulations of the examination during an ongoing examination. The cases of students found adopting or suspected of adopting unfair means before, during or after the examination, or bodily copying other's work(s) etc. will be treated as Unfair Means. The invigilator will submit a detailed report to the Controller of Examination about an Unfair Means Case (UMC) for redressal of the case by the Unfair Means Committee. The committee will find the facts and will propose appropriate action for the reported case.

1. The structure of the Unfair Means Committee is as given below:

Dean Academics	Chairperson
Dean Student Affairs	Member
Faculty 1	Member
Faculty 2	Member
Registrar	Member Secretary

2. The answer booklet in which the use of unfair means is alleged shall be seized by the Invigilator, and the candidate concerned shall be permitted to answer the remaining part of the question paper in a separate answer book. The Invigilator shall forward both the answer booklets, along with a detailed report in the prescribed form to the Examination Cell. The candidate shall not forfeit his / her right to appear in the rest of the examination and in subsequent papers.

**University Campus:** 

Neemrana, NH-8, Delhi Jaipur Highway, District Alwar, Rajasthan 301705, Tel: 01494-660600 Website: www.niituniversity.in

Page 6 of 36

Registrar



### 1.9 Conduct of Online Examination

On-Line Examinations and Assessments are carefully planned and executed in a comprehensive manner. This will enable students to appear in all examinations from remote locations on campus or off campus. Conduct of full-blown Online Learning Environment (OLE) is likely to throw up many challenges from technological innovations to stability of the network, resistance to OLE system and plagiarism issues. University ensures that all students are provided with equal opportunity and a level to take their examinations.

An online examination can be conducted on-campus with the help of regular invigilators in a physical examination mode. The university has a dedicated online examination portal named (exam.niituniversity.in), which can be used for any on-campus online examination with physical proctoring.

An online examination can be conducted virtually with the help of online proctoring for the student who will appear in off-campus mode, if approved. Any feasible online examination platform (software) should be used for this purpose to enable an online proctoring facility. The Controller of Examination office will engage invigilators for virtually proctoring the online examination session. The student's authentication process is the most important in this off-campus (remote) online examination.

**University Campus:** 

Neemrana, NH-8, Delhi Jaipur Highway, District Alwar, Rajasthan 301705, Tel: 01494-660600 Website: www.niituniversity.in

Page **7** of **36** 

Controller of Example of NIIT University, Needurana



# **Evaluation of Answer Sheet**

#### 2.1 Answer Sheet Evaluation

The respective course in-charge evaluates the answer sheets for the respective course.

Comprehensive answer copies (including online exams) must be shown to students within one week from the date of the Comprehensive examination. In the case of courses being taught by Visiting Faculty, these norms may be relaxed depending upon the specific situation. The time slot for showing the copies must be announced to students by email in advance irrespective of the fact that students may or may not be physically present on Campus to avail of this opportunity.

# 2.2 Duration Available for Evaluation of Answer Sheet

Evaluation of Mid-semester/ Mid-Term examination in a course must be completed and marks uploaded on ERP within 5 days from the date of the examination. However, the visiting faculty may count the 5 days from the receipt of answer copies.

Evaluation of Comprehensive examination in a course must be completed and marks and grades uploaded on ERP through due process of the Departmental Committee and Examination committee's approval within 10 days from the date of the Comprehensive examination.

#### 2.3 Marks Entry in ERP

After completing the assessment of various evaluation components in a course, the course in-charge will upload the marks by entering the marks for individual students for the respective evaluation components in the ERP portal. Once marks are uploaded in ERP, each of the evaluation components is to be published so that students can verify their marks for the respective evaluation components in a course.

Thereafter, the final grade will be prepared for a course after completing the comprehensive exam assessment at the end of the academic session (semester/term/termlet).

**University Campus:** 

Neemrana, NH-8, Delhi Jaipur Highway, District Alwar, Rajasthan 301705, Tel: 01494-660600 Website: www.niituniversity.in

Page 8 of 36

Controller of Examina Manual NIIT University, Neemicana

NIIT UNIVERSITY



# **Moderation & Approval Process of Result**

#### 3.1 Result Generation in ERP

Once all the evaluation components are entered in ERP at the and of an academic session, the course in-charge will compile all the assessment components in a course to generate the course result. A student-wise graphical histogram will be prepared in ERP considering the total marks obtained by individual students registered in a course with mean, median, and standard deviation. The ERP will now show a computed grade range based on the Mean & Standard Deviation. The course in-charge will propose a grading scheme based ERP computed grade range under the provision of Clause R.41 stated in Academic Regulation of the University. The proposed grade range with allocated grade for each registered student will be forwarded to the Sub-Area Academic Monitoring (SAAM) Committee for review and approval.

The course in-charge will seek approval of a proposed course result from the SAAM Committee followed by Sub-Committee of Examination Committee. The moderation Processes are given below.

## 3.2 Approval Process of the Result

The course in-charge will seek approval of the course result with a valid grade allocated to each student registered in a course as per the process below.

- **Step-1:** The course In-charge will propose a grade scheme in Sub Area Academic Monitoring (SAAM) Committee in the respective area.
- **Step-2:** The SAAM Committee may approve or may seek any valid justification in the proposed course grade with a further suggestion to change or modify based on the ERP computed grade range.
- **Step-3:** The course in-charge will address the committee's observations as suggested and resubmit the grade scheme, as applicable.
- **Step-4:** The SAAM committee will forward the grade scheme to the Examination Sub-Committee for 2<sup>nd</sup> level of review in the proposed grade scheme.
- **Step-5:** After approval, the course in-charge will submit the final course result without Any further change or modification in course result.

Thereafter, the course in-charge will submit the approved course results to the Exam-cell and also in the ERP.

**University Campus:** 

Neemrana, NH-8, Delhi Jaipur Highway, District Alwar, Rajasthan 301705, Tel: 01494-660600 Website: www.niituniversitv.in

Page 9 of 36

Controller of Lawrence NIIT University, Nacronal



## **Publication of Result**

The Examination will compile the program-wise results with SGPA/TGPA by using ERP automation. The Controller of the Examination will call an Examination Committee Meeting to analyze all the programme-wise results and for subsequent approval of the same. A list of students will be reported for Academic Counselling Committee (ACC) for the students whose performances are not up to the marks as per the minimum stipulated performance criteria decided by the university.

The program-wise course result shall be approved by the committee after a detail analysis and review.

The Examination cell will publish the result after the approval of the result by the Examination Committee. The consolidated results of all the programs need to be published within 20 days from the last date of the comprehensive examination.

- **Step-1:** Examination section will generate the final programme result based on the courses offered in a programme.
- **Step-2:** The Controller of Examinations will call an Examination Committee meeting. to discuss the results, chaired by President as a Chairperson of Examination Committee.
- **Step-3:** In case of any dispute in results, results will be returned to the SAAM committee for review and will follow the whole process again as mentioned in Section 3.2.
- **Step-4:** After satisfactory comments from The Examination Committee, the programme result will be considered as "APPROVED".
- **Step-5:** Examination-section will publish the results for the respective programmes for which the results are "APPROVED" by the Examination Committee.
- **Step-6:** Approval of results will be recorded in Minutes of Meeting of Examination Committee Meeting.

**University Campus:** 

Controller of Examination NIT University, Neemrana

Neemrana, NH-8, Delhi Jaipur Highway, District Alwar, Rajasthan 301705, Tel: 01494-660600 Website: www.niituniversity.in

Page **10** of **36** 



# Re-evaluation and Re-checking in Grading

If a student is not satisfied with the marks awarded by the course in-charge, a student can make a written request to the HOD within 24 hours from the time of seeing of the answer copy. HOD will mediate and resolve the issue in the best academic interest.

Once the course grades are declared to students on ERP at the end of the Semester/ Term, if a student is not satisfied with the Grade/ marks awarded to her/ him, s/he can make a written request for review of the mark / grade to the Registrar by paying a prescribed fee within seven days from the date of publication of result. A reevaluation committee shall be constituted for reevaluating the answer booklet of the respective student and review the allocated grade. The decision of the committee on the reevaluation request will be placed before the Examination Committee for necessary action and approval.

No request from any student pertaining to the review of the Grade/ Report will be entertained after seven days from the date of the result publication in ERP.

Results are published in ERP A student may request for reevaluation to the Registrar, if not satisfied Request forwarded to Dean Academic Affairs; A committee is formed for reevaluation of answer sheet

Committee shares their recommendation / decision on reevaluation EC reviews the recommendation and approves; Marks/grade is updated, if applicable, by Exam-cell. Exam-cell informs Registrar Office for change/no-change. Registrar-office communicates the decision to the respective student.

**University Campus:** 

Neemrana, NH-8, Delhi Jaipur Highway, District Alwar, Rajasthan 301705, Tel: 01494-660600 Website: www.niituniversitv.in

Controller of Examination NIIT University, Neemrana

Page **11** of **36** 



# **Issuance of Grade Sheet and Transcript**

#### 6.1 Issuance of Grade Sheet

The course-wise performance of a student would be given on a sheet called *Grade Sheet* containing the list of courses they studied in a semester/trimester/term along with the grades obtained. This grade sheet will contain the performance of the student in terms of *SGPA/TGPA*, *CGPA*, etc. The format of *the Grade Sheet* would be as approved by the Academic Council.

The examination cell will generate and print the grade sheets for all the students registered in an academic session within 45 days from the date of reevaluation window closes. Thereafter, the examination cell will intimate to all the students about the distribution of the grade sheets.

## 6.2 Issuance of Official Transcript

A *transcript* is a history of the semester-wise/trimester-wise/ term-wise progress of the student, i.e., it is the collection of all *Grade Sheets* issued to him/her arranged semester-wise/trimester-wise/ term-wise along with academic history.

On the approval of the *Graduation Eligibility* by the Examination Committee, Academic Council and Board of Management (BOM) a student would be issued a *Transcript*, provided he/she has no dues pending against his/her name.

Meanwhile, a course completion certificate can be issued to students from the academic office as per the requirements of any student.

University Campus:

Neemrana, NH-8, Delhi Jaipur Highway, District Alwar, Rajasthan 301705, Tel: 01494-660600 Website: www.niituniversitv.in

Page 12 of 36

Controller of Examination NIIT University, Neemband

Neemrana



# **Issuance of Duplicate Grade Sheet and Transcript**

### 7.1 Issuance of Duplicate Grade Sheet

Issuance of Duplicate grade-sheet is subject to loss of original grade sheet. A complaint should be lodged at the police station on a form of FIR/GDR and the same is to be attached while applying for the duplicate grade sheet.

A student will apply for a duplicate grade sheet as per the prescribed format along with a non-traceable certificate from the police station by paying applicable fees for the same as notified by the concerned authority.

A self-attested photocopy of the proof of identity is to be provided during the collection of the duplicate documents.

An authorization letter is to be forwarded if the documents are to be handed over to a person other than the applicant (student).

### 7.2 Re-issuance of Transcript

Students will apply for a Transcript/set of transcripts by stating the reason for re-issue of transcript in a prescribed format by paying an applicable fee for the re-issuance of transcript as notified by the concerned authority.

A self-attested photocopy of the proof of identity is to be provided during the collection of the duplicate documents.

**University Campus:** 

NIIT University, Nashus...

Neemrana, NH-8, Delhi Jaipur Highway, District Alwar, Rajasthan 301705, Tel: 01494-660600 Website: www.niituniversitv.in



# Use of Scribe for Person with Physical Disabilities

These guidelines have been updated as per UGC's 'Guidelines for conducting written examinations for persons with benchmark disabilities' dated 14 Jan 2019.

- I. The Examination Cell, the Academic Office, and the Needs Assessment Board will coordinate to assess the specific needs on case-to-case basis after examining the disability certificate issued by the competent medical authority.
- II. The decided criteria will apply for all examinations conducted during the course of the programme for a given student unless different circumstances/needs arise.
- III. The facility of Scribe/Reader/Lab Assistant will be allowed to any person who has disability of 40% or more if so desired by the person.
- IV. The facility of Scribe/Reader/Lab Assistant will also be allowed to any student who has suffered a temporary disability due to accident.
- V. Locomotor/ Orthopedic disabled candidates with permanent writing disability will be granted scribe and extra time if it is unavoidable.
- VI. The facility of Scribe /Reader/ Lab Assistant is meant for only those candidates with disabilities who have Physical limitations to write the Examination including that of speed.
- VII. The candidate will be given the discretion of opting for his/her own scribe/reader/lab assistant or request the Examination Cell for the same.
- VIII. The Examining Cell may constitute a panel of scribes/readers/lab assistant as per the requirements of the examination. The name of the scribe suggested by the candidate will be included in the panel, but the scribe should not be the near relative of the candidate.

**University Campus:** 

NIIT University, Neemrana

Neemrana, NH-8, Delhi Jaipur Highway, District Alwar, Rajasthan 301705, Tel: 01494-660600 Website: www.niituniversitv.in

Page **14** of **36** 



- IX. The scribes/readers will be one academic level lower than the candidate. If a NU student is used as a scribe/reader then he or she will be from at least one semester lower than the candidate.
- X. The candidates will be allowed to meet the scribe a day before the examination so that the candidates get a chance to check and verify whether the scribe is suitable or not.
- XI. The Exam Cell will provide flexibility in accommodating any change in scribe/reader/lab assistant in case of emergency.
- XII. The candidates will be allowed to take more than one scribe/reader for writing different papers especially for languages.
- VII The following options of choosing the mode for taking the examinations will be provided with provision to add more options in future taking the exam in the computer including online or by recording the answers.
- VIII Compensatory time will be decided beforehand after consultation with the Need Assessment Board on a case to case basis and communicated to the student. This will be as per the UGC guidelines.
- IX The candidates will be allowed to use assistive devices appropriate to the disability.
- X Proper arrangement for seating, supply of exam-related stationery, access to required software and internet if found necessary or is required part of exam will be made prior to the commencement of examination.

**University Campus:** 

Neemrana, NH-8, Delhi Jaipur Highway, District Alwar, Rajasthan 301705, Tel: 01494-660600 Website: www.niituniversity.in

Controller of Examina and NIIT University, Neemrana

Page 15 of 36



# Retention & Disposal of Examination Records

This activity is intended to ensure that students' evaluated answer scripts and related examination records are retained for a sufficient time duration to address any evaluation and marks-related grievances by the students and dispose of the evaluated answer booklets and documents appropriately after the end of the stipulated time period.

#### 9.1 Retention Period

The time duration given below outlines the duration for holding the examination answer scripts and related documents pertaining to University Examinations:

Type of Records	Retention Period	Domonto
Evaluated answer sheets of Mid Semester/Term Examination	Need not to be retained	Remarks Returned to students after evaluation.
Evaluated answer sheets of Comprehensive /End Term Examination Examination related records (Attendance, Absentees etc.)	A minimum of 12 months from the date of announcement of result	To be retained for future records after scrutiny by students.

#### N.B:

- 1. In case of any disputed results or a legal action is pending, answer scripts and other related papers shall be retained until the matter is resolved by the respective authority or all available appeal avenues are exhausted.
- 2. in all such cases, a minimum stipulated retention duration needs to be maintained from the date of resolution.
- 3. All such documents and answer scripts should be stored in a secure location with restricted access.

**University Campus:** 

Neemrana, NH-8, Delhi Jaipur Highway, District Alwar, Rajasthan 301705, Tel: 01494-660600 Website: www.niituniversity.in

Collection of Examine and NIIT University, Neemrana

Page **16** of **36** 

NIT UNIVERSITY



# 9.2 Standard Operating Procedure for Disposal of various documents and records

Answer scripts and documents that are ready to be disposed of should follow the process below.

- a) The Controller of Examinations will report to the Examination Committee at the end of the minimum stipulated time of holding the evaluated answer booklets.
- b) The examination section will generate a disposal request to the NU Admin for calling a paper merchant for disposal in a competitive price for sell.
- c) Vendor/paper merchants will destroy the answer booklets and other examination documents by shredding the papers in front of a member from examination-cell (Invitee) and at least another two-representative member from the list, as given below, as witnesses.
  - 1. Representative from examination cell (Invitee).
  - 2. Representative from the academic office (member).
  - 3. Representative from NU-admin (member).
  - 4. Representative member of Registrar (member).
  - 5. Representative member of Finance (member).
- d) Destruction must be handled securely and confidentially.
- e) The shredded paper shall be sold to the paper merchants for recycling.
- f) NU-Admin shall submit a destroy report to the Controller of Examinations with the signature of witnesses.
- g) The report shall be preserved digitally in the permanent archive of the university.

**University Campus:** 

Neemrana, NH-8, Delhi Jaipur Highway, District Alwar, Rajasthan 301705, Tel: 01494-660600 Website: www.niituniversity.in

Continue Con

Page 17 of 36



## **Appendix-1**

# 1. Responsibility of Department Level Examination Coordinator:

All the departments will depute a faculty as an examination coordinator. The faculty coordinator will be responsible for ensuring various activities related to the examination which will include question paper printing, ensuring evaluation of the answer booklet within a deadline, result submission etc.

#### 2. Responsibility of Invigilator:

- A. The Invigilator shall collect the blank answer booklets, question paper envelopes, and attendance sheets along with Unfair Means Forms from the office of the Controller of Examination at least 20 minutes prior to the commencement of the Exam.
- B. The Invigilator shall ensure that the question paper envelopes are properly sealed, and answer booklets are in proper condition and carry the booklet number.
- C. The invigilator shall ensure that a number of answer booklets and no. of question papers are the same as the number of students listed in the attendance sheet and in the student's seating plan.
- D. The invigilator shall ensure that students should enter answer booklet no. in the attendance sheet.
- E. Invigilators should reach the examination room at least 10 minutes prior to the commencement of the examination to ensure that students enter the exam room only in their presence.
- F. Invigilator must also ensure that no other students, apart from those whose names appear in the attendance sheet and in students' seating plan.
- G. In case of unfair means activity by any students, the UMC history to be reported to the office of the Controller of Examination.
- H. After the exam is over, the invigilator will collect the answer booklet from each student individually and ensure that no written answer booklet left unattended in the examination room.
- I. The invigilator will deposit the written answer booklets and attendance sheet to the office of the controller of examination.

**University Campus:** 

Neemrana, NH-8, Delhi Jaipur Highway, District Alwar, Rajasthan 301705, Tel: 01494-660600 Website: www.niituniversitv.in

Page **18** of **36** 



#### 3. Responsibility of The Reliever:

Reliever will be responsible for providing a refreshment break to the invigilator where the single invigilator is assigned. The reliever will play the role of an invigilator during that break time. The reliever schedule will be circulated by the controller of the examination office along with guidelines.

**University Campus:** 

Neemrana, NH-8, Delhi Jaipur Highway, District Alwar, Rajasthan 301705, Tel: 01494-660600 Website: www.niituniversity.in

Convoice of Examination NIT University, Nectorana Page 19 of 36

Registrar NIIT UNIVERSITY Neemrana



## Appendix-2

## 1. Dos and don'ts for the Students

- a. Students are advised to be seated in the examination room at least 10 minutes before the start of the exam to avoid delay in getting the question paper and (for the online exam) ensure the computer is running properly.
- Students are not allowed to enter the examination room after 15 minutes from the commencement of the examination for any kind of examination (pen-paper / online exam).
- c. Students are allowed to go out for any bio-break only once for a maximum of 5 minutes as per the time in the record sheet; failing which (taking more than 5 minutes) the Answer sheet will be blocked for the next 10 minutes. Any argument by the student may lead to a Disciplinary Committee.
- d. Bio-break will be permitted after 30 minutes from the commencement of the examination. No bio-break will be permitted in the last 15 minutes of the examination.
- e. Students who come late to the online exams will not get any additional benefit of a computer clock. The exam will be stopped exactly at a time as in the date sheet except for any hardware/ server delay.
- f. If a student is caught discussing, with mobile phone/book/notes in the washroom/corridor by any faculty/staff/security during their 5 minutes bio-break, will also be treated as unfair means; action will be taken accordingly.
- g. Students are allowed to submit the written answer sheet only after 50 % time of the total exam duration.
- Items not allowed inside the examination room- any electronic gadgets, digital/smart watch, any unauthorized paper. Only analog watches are allowed inside the examination room.
- Students found holding any of such prohibited items will be treated as unfair means; action will be taken accordingly.
- 'Open Book' would mean -Textbook and/or hand-written notebooks only; No loose sheets are allowed.
- k. Students are required to carry their own necessary stationary [pen, pencil, eraser, scale, calculator (if allowed) etc.]

**University Campus:** 

Neemrana, NH-8, Delhi Jaipur Highway, District Alwar, Rajasthan 301705, Tel: 01494-660600 Website: www.niituniversity.in

Confluer of Examination

Page 20 of 36

Registrar NIIT UNIVERSITY

Neemrana



# **Examination Manual**

 Students are advised to save all the working files from time to time during the online exam to avoid any type of data loss in emergency system/hardware issues/abnormal system shutdown.

# 2. List of Prohibited Items Inside the Examination Room

- a. Any electronic gadgets (Tablet, Mobile, Smartphone, Bluetooth earpiece, Laptop)
- b. Memorable calculators are not allowed.
- c. Digital/smart watch is not allowed. Only analog watches are allowed inside the examination room.
- d. Any unauthorized item/paper (includes old question paper, money purse etc.)

**University Campus:** 

Neemrana, NH-8, Delhi Jaipur Highway, District Alwar, Rajasthan 301705, Tel: 01494-660600 Website: www.niituniversitv.in

Confuser of Examination
NIIT University, Neumrana

Page 21 of 36



# **Appendix-3**

# Revised Question Paper Template (Revised from AY:2023-24, Even Semester)

student Name:	Enrollment No.
Comprehensive Exam	
Course Name: Industrial Biotechnology Academic Year: Choose an item Date of Examination: 11-Mar-2024 Time: Choose an item	Course Code: BT XXX Semester: NA Total pages: 01

No more instruction to write! you can write about whether calculator is allowed or not.
 No more instruction to write! you can write about open/closed book exam; otherwise leave blank.

Q. No.	Questions	Total Marks	COs
1	How many positive integers between 100 and 999 inclusive i) are divisible by 7? ii) are not divisible by 4? iii) are divisible by 3 and 4? iv) are divisible by 3 or 4? v) are divisible by 3 but not by 4 and 7?	8	CO-x
2	Consider a main memory built with SDRAM chips. Data are transferred in burst lengths of 8. Assume that 32 bits of data are transferred in parallel. If a 400-MHz clock is used, how much time does it take to transfer.  (a) 32 bytes of data (b) 64 bytes of data	8	C Oxy
	<u>Discus</u> implementation of mutual exclusion with semaphores.  Explain the role of <u>want 1</u> and signal() functions in this regard.	G4	CO-2
	Apply Norton's theorem to find 'b' in the circuit given  240  410  410	6	CO2

\*\*\*\*

**University Campus:** 

Neemrana, NH-8, Delhi Jaipur Highway, District Alwar, Rajasthan 301705, Tel: 01494-660600 Website: www.niituniversity.in

Colorsher of Examination NIIT University, Neemrana Page 22 of 36



# **Appendix-4**

# **Automation in Examination Management System (EMS)**

The examination process at NIIT University is completely automated and managed by a cloud-based Nucleus ERP system [https://nucleus.niituniversity.in]. This Examination Management System (EMS) is also an integral of ERP. It has all the functionalities from student registration to result publication. The EMS automation process follows the workflow as given below along with activity under each process and various data capturing for automation.

#### 1. Course Registration in ERP

✓ Captures the total no of courses offered in a session.

✓ Total no of students registered in a course eligible for appearing in examination.

#### 2. Course Evaluation Scheme in ERP

✓ Course in-charge configures the course handout in ERP along with evaluation scheme.
✓ Captures the information related to the mode of exam, duration, name of exam etc.

#### 3. Exam Schedule Generation in ERP

✓ Fetches the list of courses for examination along with list of student eligible for examination.
✓ Generates the date-wise exam-schedule through automation and publish it.

### 4. Exam Hall Seating Plan for Eligible Student in ERP

✓ A specific seat no is alloted to each eligible students.

✓ Enables the verification pocess of students' identity for eligible student.

✓ Enables the verification pocess of students' identity for eligible student.

✓ Enables the verification pocess of students' identity for eligible students.

✓ Enables the verification pocess of students' identity for eligible students.

✓ Enables the verification pocess of students' identity for eligible students.

✓ Enables the verification pocess of students' identity for eligible students.

✓ Enables the verification pocess of students' identity for eligible students.

✓ Enables the verification pocess of students' identity for eligible students.

✓ Enables the verification pocess of students' identity for eligible students.

✓ Enables the verification pocess of students' identity for eligible students.

✓ Enables the verification pocess of students' identity for eligible students.

✓ Enables the verification pocess of students' identity for eligible students.

✓ Enables the verification pocess of students' identity for eligible students.

✓ Enables the verification pocess of students' identity for eligible students.

✓ Enables the verification pocess of students' identity identi

#### 5. Attendance Sheet Generation in ERP

✓ Fetches the list of eligible student with enrollment no for examination.
✓ Serves as entry pass to Examination hall/room and contains list of eligible students with Enrollment no.
✓ The Invigilator can ensure allowing only the eligible student in examination hall/room by checking the University ID

#### 6. Capturing Marks in ERP

✓Enables the option to enter the marks in ERP after evaluation.
✓Imports the marks from online examination server through automation.

#### 7. Result Submission in ERP

✓ An approved letter grade-range is configured in ERP for each course based on the mean and standard deviation.

✓ ERP allocates grades to each students through automation as per the approved grade-range.

#### 8. Publication of Result through ERP

✓ Feteches the course-wise results for all programmes.
 ✓ Generates a programme result with CGPA for all programmes.
 ✓ Publication of results and auto generated notification to students in ERP.

#### 9. Grade Sheet Printing through ERP

✓ Generates the grade sheet for each student through ERP with list of courses and obtained grade.

✓ Enables us to print the grade sheets for distribution.

**University Campus:** 

Neemrana, NH-8, Delhi Jaipur Highway, District Alwar, Rajasthan 301705, Tel: 01494-660600 Website: www.niituniversitv.in

Controller of Examination NIIT University, Neemrona Registrar NIIT UNIVERSITY Neemrana



# Nucleus ERP home page for Admin Log-in:

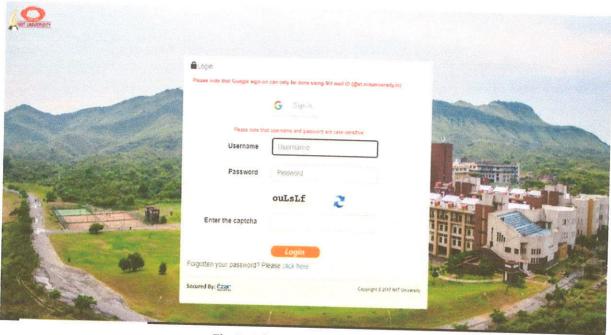


Fig 1: Admin Login to Nucleus ERP

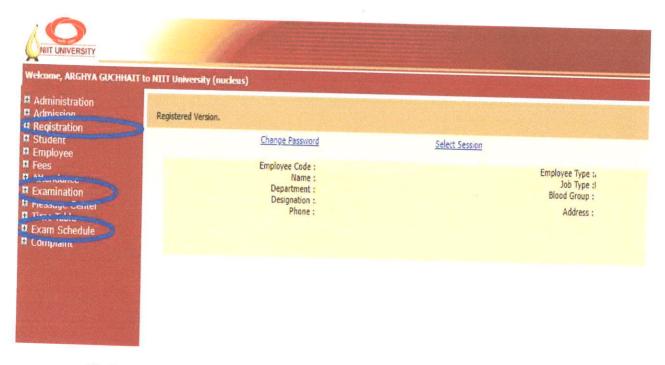


Fig 2: Exam-related activities home page in ERP showing various processes.

**University Campus:** 

Neemrana, NH-8, Delhi Jaipur Highway, District Alwar, Rajasthan 301705, Tel: 01494-660600 Website: www.niituniversity.in







## Registration:

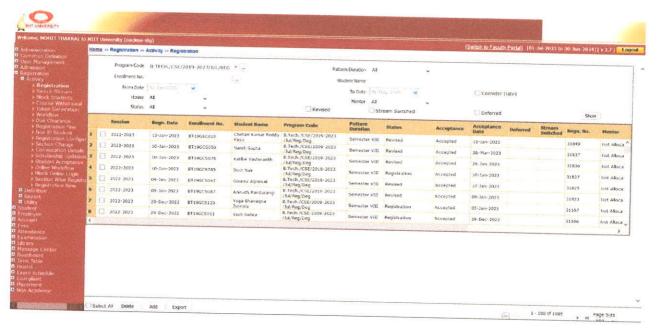


Fig 3: Registration: captures the course-wise list of students to appear for examination.

**University Campus:** 

Neemrana, NH-8, Delhi Jaipur Highway, District Alwar, Rajasthan 301705, Tel: 01494-660600 Website: www.niituniversity.in

NIIT University, Neemrana

Registrar NIIT UNIVERSITY Neemrana

Page 25 of 36

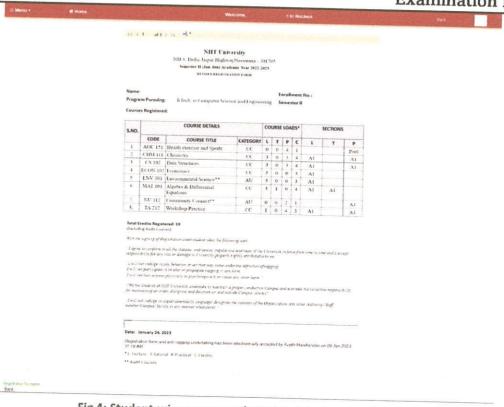
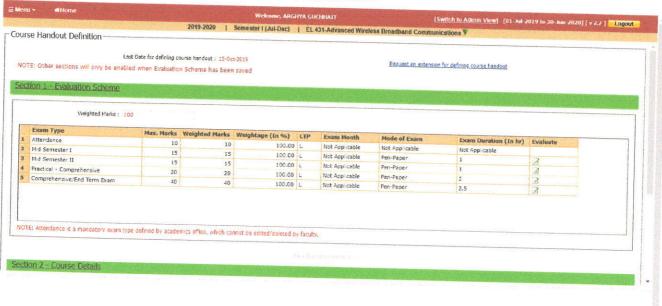


Fig 4: Student-wise course registration data for examination.

#### **Evaluation Scheme:**

The faculty decides on a course delivery plan and configures it in ERP. The course delivery plan includes various evaluation components with their mode of evaluation, durations etc.



**University Campus:** 

Neemrana, NH-8, Delhi Jaipur Highway, District Alwar, Rajasthan 301705, Tel: 01494-660600 Website: www.niituniversity.in

Colvoller of Examination

Page **26** of **36** 



# Fig. 5: Course evaluation component declaration.

### **Exam Schedule:**

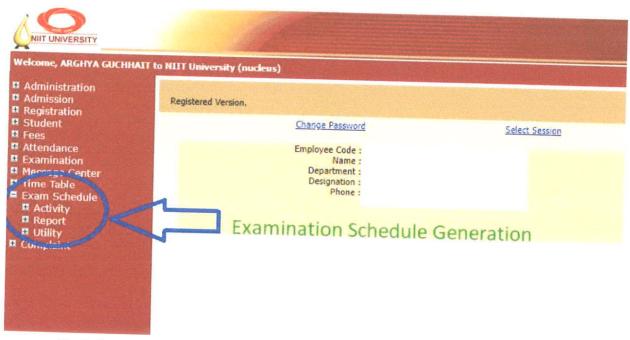


Fig. 6: Exam schedule generation [extracts the data from registration & evaluation scheme]

**University Campus:** 

Neemrana, NH-8, Delhi Jaipur Highway, District Alwar, Rajasthan 301705, Tel: 01494-660600 Website: www.niituniversity.in

Continer of Examination
NIIT University, Necmirana

NIT UNIVERSITY

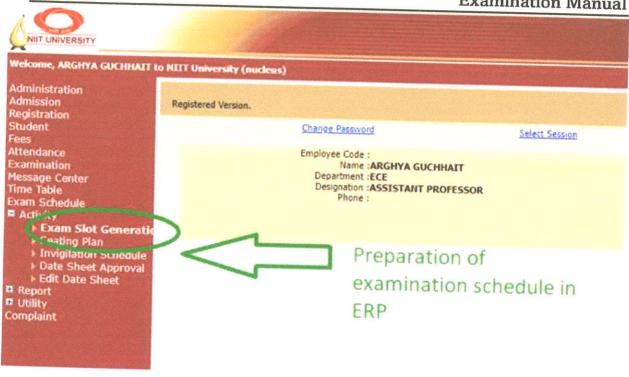


Fig. 7: Exam schedule generation.

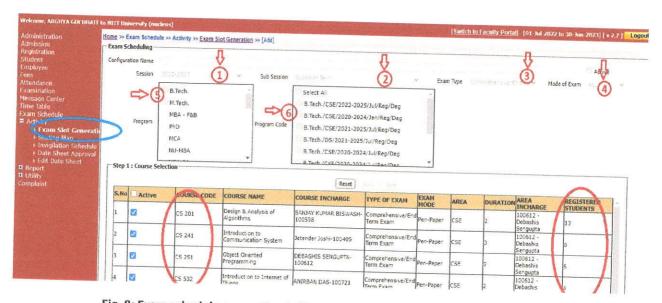


Fig. 8: Exam schedule generation indicates processes by using EMS automation.

**University Campus:** 

Neemrana, NH-8, Delhi Jaipur Highway, District Alwar, Rajasthan 301705, Tel: 01494-660600 Website: www.niituniversity.in

Continuer of Examination NIT University, Neemrana Page 28 of 36

Registrar NIIT UNIVERSITY Neemrana



# **Examination Manual**

# **Marks Entry and Result Submission:**

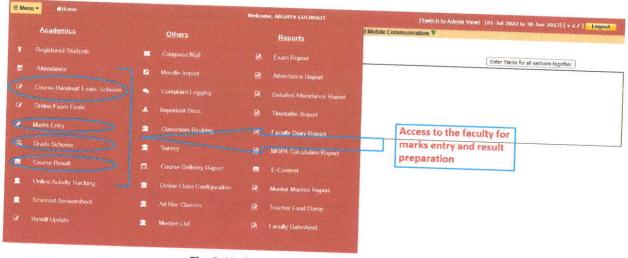


Fig. 9: Various activities under Marks Entry.

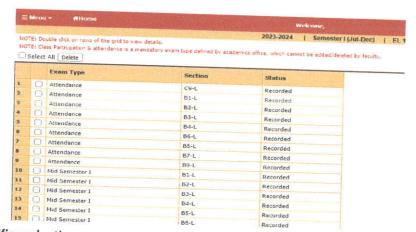
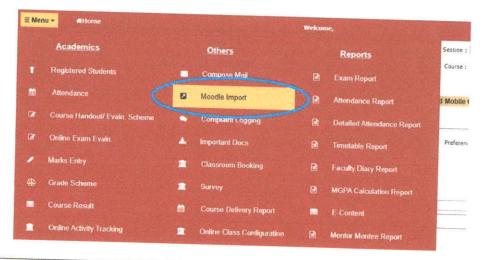


Fig. 10: A specific evaluation component to be selected from the list of evaluation components defined.



**University Campus:** 

Neemrana, NH-8, Delhi Jaipur Highway, District Alwar, Rajasthan 301705, Tel: 01494-660600 Website: www.niituniversity.in

Registrar

Neemrana

Page 29 of 36

NIII University, Neemrana

#### **Examination Manual**

Fig. 11: Marks can either be entered or can be Imported from online exam server through automation.

	THE RESERVE OF THE PARTY OF THE					Sala		[Switch to Admin View] [01 Jul 2020 to 30 Jun 2021] [ v 2.7 ] Logot
			2020-2021   Seme	ster I (Jul-D	ec)	TA 202	Engine	ering Graphics V
E	Exam Type: Quiz Section: A1-L 🖸 Pu	hish to Students	Sand Intimation Mad					
	Re-enter marks for confirmation							
		M M - Marc	merks: C.M.: Obtained marks: R.M.: Relente	r marks				
Mi	ark Faculty Diary		*					
No	ote : Sorting can be done on enrollment nu	mber/ student name	by clicking on column header in t	he and Sor	thing will	rafrach	the orie	d and marks will have to be changed again.
No	ote : In case of withdrawn students, marks	entry can not be do	ne if registration acceptance has n	ot been do	ne by stu	dent.	and diffe	o are make will have to be trianged again.
	Program Code	Enrollment No	Student Name	M M	Absent	OM	RM	Remarks
_	B.Tech./CSE/2020-2024/Jul/Reg/Deg	BT20HCS005	Adithya Jayadevan	10.0	0	10.00	10.00	Marks bine been imported from mindle
2	B.Tech./CSE/2020-2024/Jul/Reg/Deg	BT20HCS055	Anirudh Sharma	10.0	0	10.00	10.00	Varks have been imported from mootle
1	B.Tech./CSE/2020-2024/Jui/Reg/Deg	BT20HCS047	Ansh Sharma	10.0	0	10.00	10.00	Marks have been imported from moodle Marks have been imported
	B.Tech./C5E/2020-2024/Jul/Reg/Deg	BT20HC5010	Arnav Jain	10.0	O C	0.00	0.00	Marks have been imported from moodle from moodle online exam
	B.Tech./CSE/2020-2024/Jul/Reg/Deg	BT20HCS057	Arnav Pandey	10.0	0	9.00	9.00	Marks have been imported from moodle portal, through automation.
•	B.Tech./CSE/2020-2024/Jul/Reg/Deg	BT20HCS001	Aryan Atul Apte	10.00	0	9.00	9.00	Marks have been imported from mood
	8.Tech./CSE/2020-2024/Jul/Reg/Deg	BT20HCS042	Chetna Lamba	10.00	0	10.00	10.00	
3	B.Tech./CSE/2020-2024/Jul/Reg/Deg	BT20HCS040	Chinmay Subramanian	10.00	0	0.00	0.00	Marks have been imported from moudle
•	8.Tech./CSE/2020-2024/Jul/Reg/Deg	BT20HCS0S2	Dasari Tejeswara Rep	10.00	0	9.00	9.00	Marks have been imported from moodle
0	B.Tech./CSE/2020-2024/Jul/Reg/Deg	BT20HC5024	Eshe Dogra	10:00	0	10.00	10.00	Marks have been imported from moodle
1	B.Tech./CSE/2020-2024/Jul/Reg/Deg	BT20HCS050	Gandra Suchin Kumar	10.00	0	2.00	2.00	Merks have been imported from insortie
12	B.Tech./CSE/2020-2024/Jul/Reg/Deg	BT20HCS053	Gurchet Singh Bawa	10.00	0	2.00	2.00	Marks have been imported from mondle
13	B.Tech./CSE/2020-2024/Jul/Reg/Deg	BT20HC5169	Harshil Suthar	10.00		0.00	0.00	Marks have been imported from moodie
14	B.Tech./CSE/2020-2024/Jul/Reg/Deg	BT20HC5008	Iftikar Asif	10.00	0	9.00	9.00	Marks have been imported from modifie
	B.Tech./CSE/2020-2024/Jul/Reg/Deg	BT20HCS044	Jakra Sriniket Mondai	10.00	1	THE STREET, SAME	-	The state of the s

Fig. 12: Individual student's marks are fetched from the online examination server of the university.

# Result Submission: (final course-wise result with allocated grades)

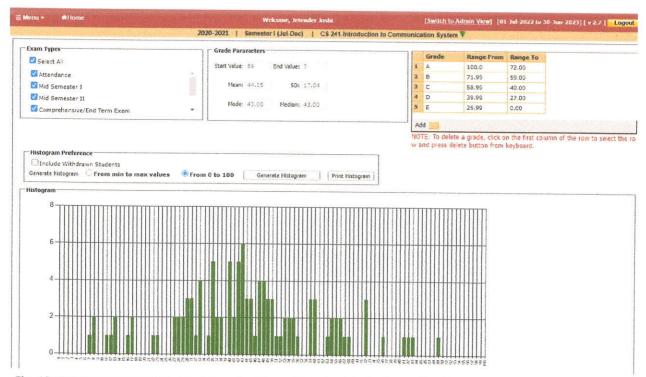


Fig. 13: ERP generates a histogram showing Mean, Standard deviation to decide on a valid grade range in the course. Thereafter, the grades are allocated for each student through ERP automation.

**University Campus:** 

Neemrana, NH-8, Delhi Jaipur Highway, District Alwar, Rajasthan 301705, Tel: 01494-660600 Website: www.niituniversity.in

Page 30 of 36

Registrar NIIT UNIVERSITY

Colvision of Examination NIIT University, Neemrana



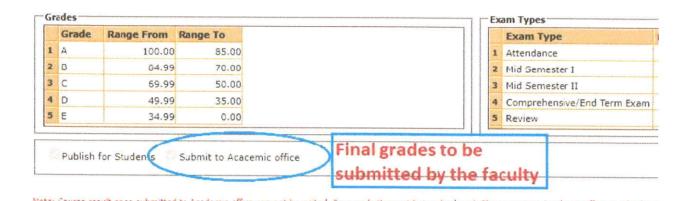


Fig. 14: Faculty submits the final student-wise course grade by enabling the checkbox, which is to be considered as the final result for preparing the program-wise result creation.

### **Program-wise Result Publication:**

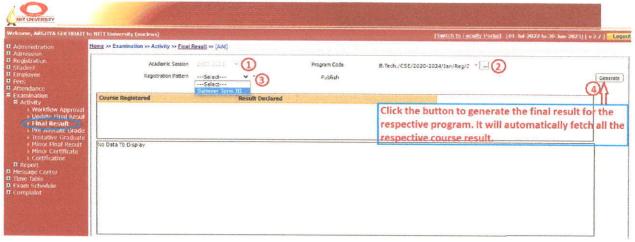


Fig. 15: Generating the final programme-wise result.

**University Campus:** 

Neemrana, NH-8, Delhi Jaipur Highway, District Alwar, Rajasthan 301705, Tel: 01494-660600 Website: www.niituniversity.in

NIT University, Neomrana

Ragistrar NIIT UNIVERSITY Neemrana

Page 31 of 36



#### **Examination Manual**

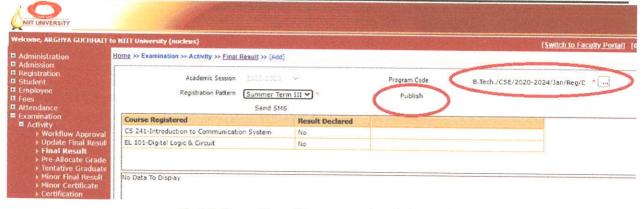


Fig. 16: Generation of Programme Result (Step-1).

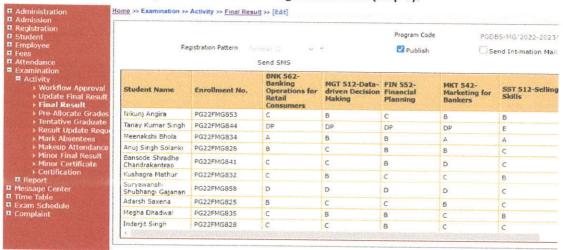


Fig. 17: Generation of program-wise result through ERP automation (Step-2).

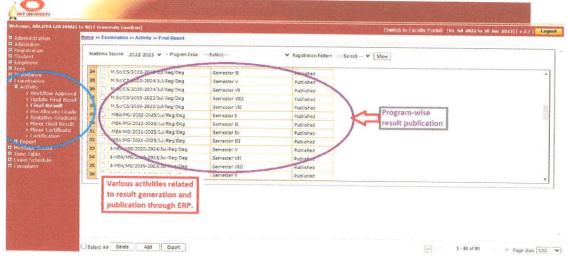


Fig. 18: Program-wise result Publication Status.

**University Campus:** 

Neemrana, NH-8, Delhi Jaipur Highway, District Alwar, Rajasthan 301705, Tel: 01494-660600 Website: www.niituniversity.in

Continuer of Exemination NHT University, Nucmana Page **32** of **36** 

Registrar NIIT UNIVERSITY Neemrana



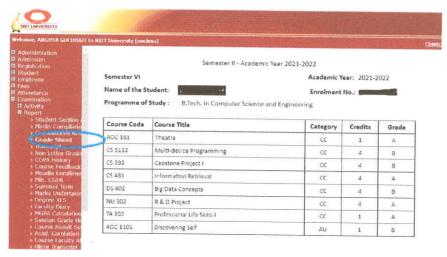


Fig. 19: Generation and printing of grade sheets through ERP.

# **Dedicated Portal for Conducting Online Examination:**

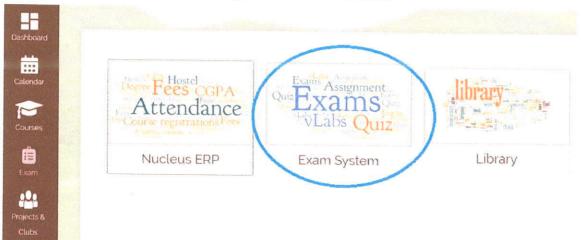


Fig. 20: Learn portal integrating online examination system.

**University Campus:** 

Neemrana, NH-8, Delhi Jaipur Highway, District Alwar, Rajasthan 301705, Tel: 01494-660600 Website: www.niituniversity.in

NIIT University, Neomrana

Registrar
NIIT UNIVERSITY
Neemrana

Fig. 21: Online Examination portal home page for faculty.

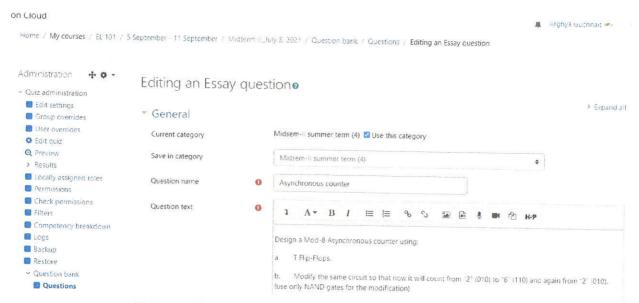


Fig. 22: Configuring a question paper for online examination.

**University Campus:** 

Neemrana, NH-8, Delhi Jaipur Highway, District Alwar, Rajasthan 301705, Tel: 01494-660600 Website: www.niituniversity.in







### Digital Logic & Circuit

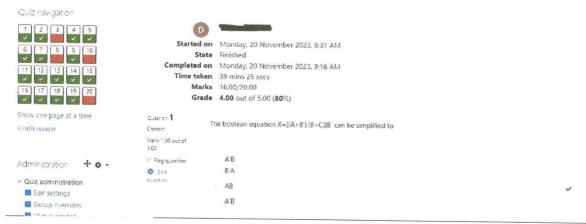


Fig. 23: Sample screenshot of an online examination.

#### **Student Portal:**

All the students have their personal log-in ID in Nucleus ERP to get the relevant data from the Nucleus related to various activities.

A. Students can access the Examination schedule published through EMS (Nucleus ERP).

				Welcome,					
S No.	Exam Date	Exam Time	Course Code	Course Name	Exam Duration	Exam Type	Mode	Venue	Seat No
1	18-05-2023	10:30 AM	ENG 102	English Literature	3.00	Comprehensive/End Term Exam	Pen-Paper		
2	20-05-2023	10:30 AM	CS 201	Design & Analysis of Algorithms	3 00	Comprehensive/End Term Exam	Pen-Paper		
3	22-05-2023	10:30 AM	C9 231	Database Management Systems	3.00	Comprehensive/End Term Exam	Pen-Paper		
•	23-05-2023	10 30 AM	CS 211	Operating System	3 50	Comprehensive/End Term Exem	Pen-Paper		
5	24-05-2023	10 30 AM	C9 302	Theory of Computation	3.00	Comprehensive/End Term Exam	Pen-Paper	7.	
6	25-05-2023	10 30 AM	CS 122	Computer Architecture & Organisation	3 50	ComprehensiverEnd Term Exam	Pen-Paper		

Fig. 24: Exam Schedule publication (also visible from the student's portal).

B. Students can view their course results after result publication.

**University Campus:** 

Neemrana, NH-8, Delhi Jaipur Highway, District Alwar, Rajasthan 301705, Tel: 01494-660600 Website: www.niituniversity.in

Controller of Examination NIIT University, Neemrana Registrar
NIIT UNIVERSITY
Neemrana



#### **Examination Manual**

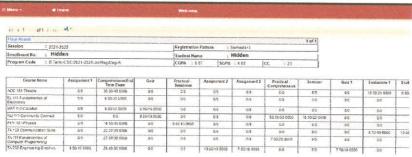


Fig. 25: Course Result

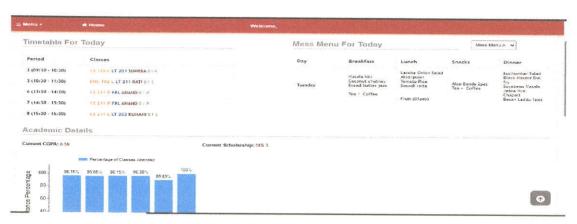


Fig. 26: Consolidated Performance History

C. In case there is any issue related to the examination, a student can generate a query through the ERP portal.



Fig. 27: Grievance/Query Registration

\*\*\*\*\*

**University Campus:** 

Neemrana, NH-8, Delhi Jaipur Highway, District Alwar, Rajasthan 301705, Tel: 01494-660600 Website: www.niituniversity.in



