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EXAMINATION MANUAL



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Objective and Scope

The conduct of examinations and declaration of results is one of the important activities of the Dhirubhai Ambani Institute of Information and Communication Technology. The Examination Section is the backbone of the examination system. It is of paramount importance that the examinations are conducted with utmost precision, fairness and objectivity to gain public credibility and esteem. In order to achieve this, all rules and procedures relating to the examinations should be so well delineated as to leave nothing to chance and assumption.

This Ordinance/ Manual is an effort in that direction. It defines the roles, responsibilities of the people involved, protocols, procedures to be followed and various steps that have to be taken at all the levels associated with the conduct of the **examinations of the Dhirubhai Ambani Institute of Information and Communication Technology**.

All the Forms/Performa for use in the examination process/ system and documentation have been drawn out in standardized formats. Measures to curb unfair and malpractices have also been listed along with the penalty and punishments.



Work to be attended to by the Office of the Controller of Examinations

The following work shall be attended to by the Office of the Controller of Examinations.

1. Schedule the events/examination as per academic calendar
2. Preparation of detailed Time Tables and their publication in time.
3. Issue proctoring plans
4. Setting up centres of examinations for theory and practical examinations.
5. To provide candidates' lists and monitor Seating arrangement plans and attendance sheets.
6. Preparation of the subject-wise, paper-wise and date-wise statement to print question papers with code.
7. Preparation of the details like question paper semester, date of examinations, Code and name of examination centre, time of examinations, number of question papers in each packet etc.
8. Appointment of invigilators for each session of the examination for each of the examination centers and issue of instructions regarding the conduct of examinations.
9. Appointment of officials and other staff required for conduct of examination.
10. Arrangements for the work for dispatching of all examination material to examination centers with safety.
11. Arrangement for conducting examination, collection of answer papers handover to the course instructor for evaluation.
12. Record keeping



Powers and Functions of the Controller of Examinations (COE)

1. The Controller of Examinations shall be the principal officer-in-charge of the conduct of examinations of the Institute and declaration of the results.
2. The Controller shall be responsible for all the work that has to be attended to by the office of the Controller of Examinations.
3. He shall draw up and notify the events for various examinations as per the academic rule. It is incumbent on the part of the Controller of Examinations to ensure well in advance
4. He shall be responsible for the proper custody and maintenance of question papers and other valuable and permanent records of the section.
5. He shall arrange to make enquiries into all types of malpractices committed during examination through appropriate committees.
6. The Controller of Examinations helps take to action wherever necessary against the candidates any other persons connected with examinations and found guilty of malpractices in relation to the examinations.
7. He shall arrange for printing of question papers and supply them to the center of examinations in accordance with the scheme.
8. He may make any structural changes in the examination administration as and when required.



Question Papers Management

1. All arrangements shall be made to get the required sets of question papers for each paper of examination sufficiently in advance to the commencement of the examination period.
2. **The question paper(s) received from the respective paper setters are processed and stored securely maintaining full confidentiality warranted of an examination system. An account keeping must be done in order to send reminders to the paper setters if question papers are not received within the stipulated time.**
3. The printing of the question papers shall be done in a **classified zone with restricted entry**. The printing process shall NOT leave any trail which may eventually result in the leakage of full or part of the question paper.
4. All the printed question papers shall be packed in cover and sealed securely for storage under the custody of the COE.
5. The sealed envelopes containing Question papers should be arranged examination-wise, and Paper-Code Number-wise and kept under strict secrecy and vigil. The almirah, in which these Question papers are kept, should be sealed every time it is opened.
6. Relevant sealed envelopes containing the Question-papers should be taken out of the confidential almirah strictly in accordance with the Examination Programme. Envelopes should be counted and an entry made in the Stock Register before the envelopes are carried to the Control Room of each of the Examination Centres.



Pre-Examination Work/ Activities

1. Scheduling and Time Table of Examinations
2. While scheduling examinations all care should be taken to ensure that NO overlap in the subjects/ papers of examination occurs for any regular or arrear candidate.
3. The Examination time-table shall be cross validated for any overlap and necessary amendments made.
4. The Time-table of examinations shall be communicated sufficiently in advance to all.
5. The Time tables shall also be posted on the Institute intranet before the commencement of the examinations.
6. On the basis of the Number of candidates and the seating capacity of halls available, the number of examination halls required should be fixed and necessary steps taken to make arrangements for the conduct of examinations.
7. The order of appointment of invigilators be issued and communicated to the invigilators.
8. Attendance sheets/ register of candidates seated in each of the examination hall are prepared based on the Programme of study and Semester/ Year of study.
9. Preparation of Answer-booklets Stock register at the examination centre which need to be updated after each session of examination.
10. Specific number of Answer-booklets shall be prepared hall-wise. The Institute seal shall be affixed.
11. Seating Charts are prepared for each room and displayed in the respective rooms.
12. It should be verified that sufficient quantum of Question Papers of each paper have been received in sealed envelopes. The sealed envelopes are arranged date-wise, hall-wise and paper-wise and kept inside a sealed almirah/safe/ locker. A copy of the time table is kept in the almirah/ safe with the envelopes of Question Papers. This should be available for ready reference everyday. It should be seen every day before taking out the envelopes before the scheduled time of the examination.
13. Appointment of Support Staff for Examination Centre The COE shall appoint a team of members from various cadres of staff in the Office of the COE to facilitate the conduct of day-to-day affairs in the conduct of examinations at the Centre. Such staff shall be responsible for all the activities outlined.



Duties and Responsibilities of the invigilator

1. The invigilators are appointed by the Controller of Examinations to perform invigilation work during the specified sessions of examinations conducted by the university.
2. The invigilator (invigilator) shall report to the CoE at least 15 minutes before the commencement of the examination. The invigilator should affix his signature in the duty attendance sheet/answer books of the session and go to the allotted hall and issue the question paper packet for the hall.
3. On allocation of the examination hall at the Control room, the invigilator shall go to the examination hall allotted at least 10 minutes before the commencement of the examination with relevant examination materials and ensure that no incriminating or any other materials are found in the hall.
4. All the invigilators must remain in the examination hall for the entire period of examination. Invigilators are advised to keep constant vigil on the examinees in the hall.
5. The candidates shall be admitted into the examination hall 10 minutes before the commencement of the examination. The invigilator shall announce to the candidates to leave the bag, books, papers and other reference materials etc., outside the examination hall.
6. Invigilator shall ensure that any undesired materials brought by the candidates are left outside the room in the bag drop zone at his own risk.
7. The invigilator should warn the candidates about the possession of Mobile phones, digital equipment and other electronic gadgets except a simple wrist watch. The candidates should be advised to leave them outside the exam hall, if they have inadvertently brought it to the examination hall.
8. The invigilator shall ensure that candidates are seated before the commencement of the examination.
9. The invigilator shall distribute the Answer Booklets ten minutes before the commencement of examination, only to those candidates, who are seated in the examination hall and are not to be placed on the vacant seat.
10. The invigilator shall distribute the question papers to the candidates seated in the examination hall only when the commencement bell of the examination.
11. When candidates seek clarification on question paper that cannot be dealt with by the TA invigilator(s) in the Examination Hall, the invigilator shall immediately notify the CI who will



endeavor to obtain and convey the necessary information to the student(s).

12. The invigilator shall affix his signature at the appropriate place on the first page of the Answer Booklet only after checking the identity of the candidate with photo on ID card and also ensuring that the Candidate has written the correct Registration number, Programme, Subject of examination, date of exam etc in relevant fields of the First page of the Answer Booklet. He shall also secure the signature of the candidates in the attendance sheet(s) provided for the hall.
13. The invigilator shall NOT accept the Answer Booklet of any examinee without ensuring that, it bears his/ her Institute Register number, other information asked on the title page of the Answer Booklets and that the blank pages in the Answer Booklet are crossed out by the examinee with pen.
14. The invigilator shall remain alert in the examination hall and shall attend to the requests of the candidates for supply of the graph sheets & other relevant material through the Hall Assistant.
15. All invigilators are expected to remain in the hall for the entire duration of the examination. In the event that the invigilator must leave the room in order to clarify a question or other emergency, it shall be made sure that there is at least one invigilator present in the hall. Such absences must be kept to a minimum.
16. The candidate visiting the toilet should be properly escorted; however frequent visits to the toilet by the candidate should be discouraged. No student will be allowed to go to the toilet in the first half an hour and the last 30 minutes.
17. Whenever the warning bell sounds every half an hour, the invigilator shall alert the examinees about the time remaining for the examination session.
18. The invigilator shall ensure that there is no communication among the candidates in the examination hall. The invigilator shall not allow the candidate to use unfair means in the examination hall.
19. The invigilator should report to the CoE the cases of insolent, indecent, undisciplined and undignified behavior of candidates.
20. While making rounds of the examination hall, if the invigilator notices that any candidate is indulging in copying or possessing a manuscript or Answer Booklet other than that of the candidate, any written material on calculator/ geometry box / scale, he/ she shall immediately take in his/ her possession the candidate's Answer Booklet, question paper, and the materials which he / she has used or intended to use for copying and immediately report to the CoE. He should not



allow the candidate to leave the examination hall till the CoE comes to the examination hall and takes over charge.

21. The invigilator should not tamper with the Answer Booklets issued to the candidates for any reason whatsoever. Malpractices are recorded in the appropriate form along with a statement from the candidate in the presence of the CoE. CoE should ensure that if a candidate is asked to give a statement in connection with suspected or proven malpractice or use of unfair means but is unwilling to do so, she/he shall not be forced to give the statement. The fact of his/her having refused to make a statement shall be recorded by the CoE in the presence of the invigilator(s) on duty, at the time of occurrence or detection of the incident or immediately thereafter.
22. The invigilator shall arrange the written Answer Booklets returned by the candidates at the end of the examination in proper order for each subject and programme and tally the same with the attendance of the candidates. He/ she shall be responsible for the safe possession of all Answer Booklets until it is handed over to the Answer-booklets receiving staff in the Control Room. The receiving staff shall receive the Answer-booklets after due verification and tally with the attendance.
23. The invigilator shall not leave the Examination Centre premises until he/ she personally hands over the Answer Booklets at the Control Room to the designated staff and return the examination relevant materials of the examination session in his possession.
24. In the event of an emergency alert, all candidates should be instructed to stop writing, leave all papers, answer books and bags and silently leave the room. It should be made clear to students that examination conditions will continue until they are told otherwise.
25. When any candidate feels extremely sick/ distressed, the invigilator may request the CoE control room to make arrangements to escort the sick candidate to the Institute medical room with necessary transport arrangement with the help of the supporting staff in the control room.
26. Answer Booklets Confiscated due to unfair and malpractice of the candidates shall be handed over separately without mixing them with the regular answer booklets.
27. Any dereliction of duty on the part of the invigilator is recorded and the CoE shall initiate necessary action as per the provisions of the examination regulations and report the same to the COE immediately.



Towards 100% Automation of Exam Management System

- A) Question Paper Upload System (QPUS):** DA-IICT has introduced QPUS for online submission of question paper. This is totally paperless system. The system is locally configured on Moodle server which allows the users (pre-defined) to upload the question papers pertaining to their courses. The system has auto-email notification feature which sends two-way communication (faculty as well as CoE) regarding any action taken by the faculty. Considering security, the QPUS is made available on intranet with the restricted IP range only. The QPUS permit the user for uploading multiple question papers (upto 10 files) with the capacity of 20 Mbs in the each course. The QPUS has feature of adding comments, which allows the user to mention any special instruction related to Question Paper printing. The system generates log of each action taken by faculty which can be used by the authority for related analysis. The CoE can set the deadlines of question paper submission for the faculty which helps the timely submission of question papers. The QPUS also auto-generates the depository of all the question papers uploaded from the time to time. (URL: <https://qpus.daiict.ac.in/login/index.php>)
- B) Examination Schedule Generator (ESG):** Earlier, in the DA-IICT, all the exam schedules were generated manually. It took a lot of time and efforts to handle several constraints while designing a schedule. There were always a threat of errors and omissions. For a small modification, entire schedule got affected and it is a cumbersome process which is now handled by a system named **ESG** effectively and efficiently. The ESG takes care of following criteria while designing the schedule. This helps to eliminate use of bulk paper work. (URL: <https://10.100.56.151:9443/Exam TimeTable Scheduler bySlots Web Project/>)
- ✓ Rationally utilizing room capacity and optimizing distribution.
 - ✓ Minimization of invigilation
 - ✓ Ensures no overlapping of exams
 - ✓ Defining priority of class rooms / floor
 - ✓ Minimize the use of resources and number of time intervals.
 - ✓ Scope of customization
- C) Depository of Question Papers or Question Banks (DQP/QB):**
The CoE introduced depository of the question papers for the exams which are administrated by them. These question papers are saved on a drive in a soft copy formats also. Such depository is very much helpful and handy when it is required to be accessed by any authority or inspecting agency. URL: <https://drive.google.com/>
- D) Exam List Generator:** The course wise, students wise, ID wise different lists are generated for the eligible students who are appearing in the exams with the use of E- Campus ERP. This helps to eliminate any human errors. (URL: <https://ecampus.daiict.ac.in/webapp/intranet/index.jsp>)
- E) Auto processing of Results:** Soon after online submission of the grades by the faculty, the E-Campus ERP helps to calculate SPI, CPI and declare the result. The entire system is automated. The stakeholders including students can view their results in real time. (URL: <https://ecampus.daiict.ac.in/webapp/intranet/index.jsp>)



Malpractices/Improper Conduct in Examinations and Consequences

1. The examinations authority (examinations invigilators, course instructors, controller of examinations, or examinations scrutiny committee) of the institute shall examine the matter of malpractices/improper conduct during in-semester and end-semester examinations as the cases reported to or noticed by the examinations authority.
2. The examination authority, as authorized by the Director or Dean (Academic Programs), shall refer to the following clauses for adjudging a matter on the subject and arriving at a decision on malpractices/unfair means/improper conduct in examinations.
3. A student indulging in any of the following acts in examinations (in physical classroom setup or in an online setup) shall be considered as committed malpractice in the examinations and shall face an appropriate consequence, as applicable and indicated in the respective clauses.

Nature of Malpractices/Improper conduct in Examinations and Punishment

If a student is caught during and after the examinations with any of the following acts by the examinations authority:

Clause 1. Possesses any book, class notes, cell phones, smart gadgets, or any other form of material concerned with or related to the subject of the examinations in which he/she is appearing. Open book/notes test will get due consideration on what is allowed and whatnot as per the announcement of the course examinations.

Punishment: Expulsion from the examination hall and cancellation of the performance in that exam of the course. The candidate shall not be eligible for any supplementary examinations in lieu of the examinations component of the course.

Clause 2. Assists or receives any communication (verbal, digital or any other forms) with other candidates inside or outside the examination hall in respect to the course matter during the examinations.

Punishment: Expulsion from the examination hall and cancellation of the performance in that exam of the course for all the candidates involved in the acts of unfair means. All the candidates involved shall not be eligible for any supplementary examinations in lieu of the examinations component of the course.

Clause 3. Copies from any papers, gadgets, or any other form of material relevant to the subject of the examinations in which the candidate is appearing for his/her performance evaluation.

Punishment: Expulsion from the examinations hall and cancellation of the performance in that exam of



the course and all other courses the candidate has already appeared in the examinations based on the severity of the acts of malpractice, and shall not be permitted to appear for the remaining examinations of the courses during the examinations schedule.

Clause 4. Uses objectionable, abusive or offensive language in the examinations hall/setup, in answer papers or writes to the examinations authority pertaining to the examinations of the course.

Punishment: The candidate shall be issued a letter from the Controller of Examinations for the violation of code of conduct and shall face cancellation of the performance in that subject/component.

Clause 5. Involves in mass cheating in the examinations by sharing answer paper, cheat sheets or soft copies, or through any other means.

Punishment: All the candidates involved in the mass cheating shall face cancellation of the performance in that subject/component, not be eligible for supplementary examinations of the course. The course instructor may also cancel the evaluative component for the course for the entire students of the course based on the severity of the acts of malpractice.

Clause 6. Impersonates any other candidate in connection with the examinations.

Punishment: The candidate who impersonates any other candidate shall be given a fail grade in the subject of the examinations and shall be recommended to appear before the disciplinary action committee.

Clause 7. Identified to be indulging in malpractice during examinations on more than one occasion (repeated offender).

Punishment: The candidate shall be given a fail grade in the subject and shall be debarred from appearing in the subsequent examinations of other courses in the semester. The candidate shall also be recommended to appear before the disciplinary action committee.

Any matter which does not fit the above mentioned clauses, shall be referred to Dean (Academic Programs). Furthermore, unresolved matters fitting into the above mentioned clauses shall be referred to Dean (Academic Programs). The Dean (Academic Programs) or an appointed Examinations Scrutiny Committee may re-examine such unresolved matters and may recommend for more penalty or relax an imposed penalty.



The examination authority, as authorized by the Director or Dean (Academic Programs), shall examine all matters of the acts of malpractice in the examinations and recommend its decision to the office of the Controller of Examinations. The examination authority must involve the Dean (Academic Programs) in all decision making processes before drawing any final decision. The Dean (Academic Programs) may consult the Director in order to address any unresolved or disputed matters.



Rules & Guidelines for Conducting written examination for Person with Benchmark Disabilities

Following are covered under the rules:

- a) Students admitted to DA-IICT under Physically Disabled category.
- b) Any Student falling under categories of disabilities and having a certificate (Prescribed format attached) from the Chief Medical Officer/Civil Surgeon/Medical Superintendent of a government health care institution. This certificate must state that the authority has examined the condition of the candidate and s/he is found to be limited in writing exams.
- c) Any student having temporary disability (e.g. having fracture/plaster) which must be supported by a medical certificate from one of the authorities as stated in the point (b) above and/or endorsed by DAIICT Medical Officer.

Procedure:

Any students of above category (other than c), should write to the Controller of Examination (CoE) mentioning their final registration details (course name, code and CI name) as per e-campus and the type of assistance required for examination of each registered course. The application should reach at the beginning of the semester.

Entitlements:

The student of any of above category can ask for:

- i) **Compensatory Time:** 20 minutes per hour of examination will be provided as compensatory time. For exams of lesser duration, compensatory time will be given on a pro-rata basis.
- ii) **Writer:** The student can request the Controller of Examination for a writer to help him/her to write the examination.
- iii) **Both of the above**

On request, following arrangements can be done by CoE:

The examination hall for such student(s) can be arranged on the ground floor to make it easily accessible for the persons with specific disabilities. CoE will also notify the corresponding course instructor about such an arrangement.



Certificate regarding physical limitation in an examinee to write

This is to certify that, I have examined Mr./Ms/Mrs _____
(name of the candidate with disability), a person
with _____ (nature and percentage of disability as
mentioned in the certificate of disability), S/o/D/o _____, a
resident of _____ (Village/District/State) and to
state that he/she has physical limitation which hampers his/her writing
capabilities owing to his/her disability.

Signature

Chief Medical Officer/Civil Surgeon/medical Superintendent of a
Government health care institution

Name & Designation

Name of Government Hospital/Health Care Centre with Seal

Place:

Date:

Note:

Certificate should be given by a specialist of the relevant stream/disability (eh.

Visual impairment - Ophthalmologist, Locomotor disability - Prthopaedic
specialist/PMR).



Policy: Leave and Re-examination

Student Leave Policy

There is no concept of leave as such. Students are expected to adhere to the attendance requirements of the courses registered. If a student misses academic sessions by more than three weeks, the student can opt for withdrawal of a semester by submitting a written application to the Dean (Academics). In case the student does not opt for withdrawal, he/she should not expect any relaxation so far as continuous evaluation marks are concerned; i.e. quizzes, tutorials, lab assignments etc.

In-semester and End-Semester Examination

Students who are unable to attend an in-semester or end-semester examination for medical reasons are required to obtain prior approval of Convener, Under Graduate Committee or Post Graduate Committee as appropriate. For students missing the end semester examination, the faculty should conduct a re-examination prior to commencement of next semester. For in-semester examination, a faculty member may conduct re-examination as under:

Autumn Semester

Re-examination for students can be arranged during the week after semester break, preferably during the time-slot of 5:00 - 7:00 p.m. If a student misses re-examination, then there will not be any adjustment.

Winter Semester

Re-examination can be arranged in the first week of April, again preferably during the time-slot 5:00 - 7:00 p.m. If a student misses re-examination, then there will not be any adjustment.



Examination Rules for students

The following rules apply to every student of DA-IICT, Gandhinagar while taking the various written examinations that form a part of the evaluation process for their curricular courses.

I. Reporting to the examination hall.

1. No student will be allowed to bring his/her mobile phones to the examination hall.
2. All students must carry with them their Identity Card during the examinations and produce the same for verification, if required.
3. The students should ensure that they bring with them all the material that is allowed by the concerned course instructor, which would be needed to take the examination.
4. The students are expected to take their respective seats 5 minutes prior to the scheduled commencement of the examination.
5. Students should ensure that they are not carrying on their person any material, other than that allowed by the course instructor for the particular examination, before they take their seats in the exam hall. Any such material found on their person during the examination would be construed as a deliberate attempt to use unfair means and would be dealt with accordingly.

II. At the start of the examination

1. The doors of the examination hall would be closed 5 minutes before the commencement of the examination, for the distribution of the exam material to the students already seated in the room. The door will be opened, to allow latecomers, after the last student already seated in the room in time has received his/her exam material.
2. The latecomers should proceed to take their seats and wait for the exam material to be given to them.
3. No student will be allowed to enter the examination hall 15 minutes after the commencement of the examination for in-semester examinations and 30 minutes after the commencement of the examination for end-semester examinations.

III. During the examination.

1. Exchange (borrowing or lending) of any material during the examination is not allowed.
2. No student will resort to any unfair means of any nature while taking their examinations. If any student were found to be involved in using unfair means during an examination, the said student would be immediately expelled from the




exam hall for that examination and the matter would be reported to the respective course instructor and the Dean (AP) for further action.

3. In case a student is found to be copying from his/her fellow student, then both the parties, the one providing the assistance and the one seeking the same, would be punished for the same.
4. In case a student has to leave his/her seat for whatever reason, he/she has to seek the permission of the concerned invigilator(s) of that exam hall before doing so. For visiting the restroom, he/she has to seek the permission of the concerned faculty invigilator of that examination hall before doing so.
5. No supplement(s) would be given to the students in the last 5 minutes of the examination.

IV. On completion of the examination.

1. No student will be allowed to leave the room in the first 15 minutes of the in semester examination (typical duration 1 hour) or first 30 minutes of the end semester examination (typical duration of 3 hours) and in the last 5 minutes of the examination.
2. Students who are present in the last 5 minutes of the examination will have to wait till the exam material is collected from all the students by the invigilators and they are permitted to leave by the faculty invigilator of that exam hall.
3. While leaving the examination hall the students should not hang around to discuss the paper. As there may be other examinations still in progress, quietly leave the building to ensure that you do not disturb them.




Controller of Examination
DA-IICT, Gandhinagar