



EXAMINATION MANUAL

IILM UNIVERSITY

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IILM UNIVERSITY GREATER NOIDA		EXAMINATION MANUAL



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INTRODUCTION

IILM University, Greater Noida, established under the Uttar Pradesh Private University (Amendment) Act 2022, is a young and dynamic institution dedicated to fostering academic excellence, innovation, and holistic development. Nestled in the vibrant educational hub of Greater Noida, the university is strategically located to provide students with access to a global learning environment and opportunities for industry exposure. With its foundation rooted in the principles of inclusivity, integrity, and quality, IILM University is committed to creating a transformative educational experience for all its stakeholders.

The University offers a wide range of Undergraduate, Postgraduate, and Doctoral programs across various disciplines, including Management, Law, Engineering, Sciences, Liberal Arts, and Social Sciences. Its curriculum is designed to integrate academic rigor with practical relevance, ensuring that students are well-equipped to meet the demands of an ever-evolving world. At IILM, the emphasis is not only on academic learning but also on nurturing critical thinking, creativity, and leadership skills, which are vital for personal and professional growth.

Examinations serve as a critical tool for assessing the knowledge, understanding, and learning outcomes of students. For educators, they provide valuable feedback that can be used to refine and improve teaching methodologies. At IILM University, the examination regulations act as a "Manual for the Conduct of University Examinations" embodying the principle of "Permanency with change" to reflect academic integrity while adapting to evolving educational needs.

To ensure a smooth and effective examination process, it is vital that every member of the university community—including students, faculty, and administrative staff—is well-informed about the examination procedures. Transparency and awareness are key, and students have an inherent right to understand the processes that govern their academic assessments.

These Examination Regulations serve as a comprehensive guide for all stakeholders, aligning seamlessly with the university's academic ordinances. The Examination Department at IILM University is designed to be robust, responsive, fair, and transparent. It operates as a multifaceted system committed to delivering quality-assured, time-bound services throughout the examination lifecycle.

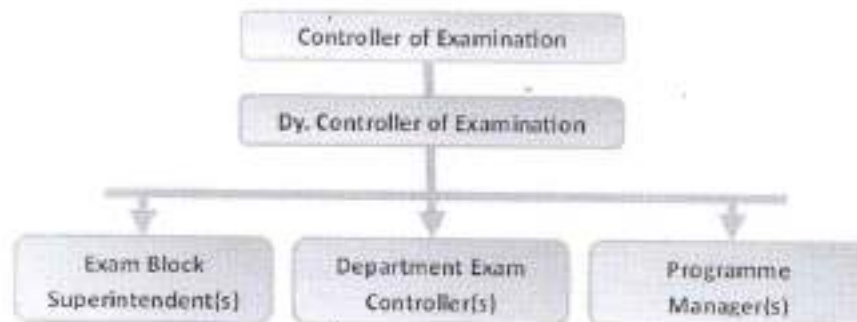
Significant strides in digitalization have transformed the University's examination processes, making them more efficient and accessible. IILM University continues to implement progressive reforms through the integration of IT, ensuring that all examination-related functions uphold the highest standards of accuracy, security, and accountability.

The examination processes at IILM University are meticulously structured and can be broadly categorized into four major phases

- **Pre-Examination (Pre-Conduct):** Activities such as timetable preparation, question paper setting, and student registration.
- **Examination (Conduct):** Execution of examinations in line with defined protocols, ensuring fairness and integrity.

- Post-Examination (Post-Conduct): Answer script evaluation, tabulation of marks, and moderation.
- Results and Grievance Handling: Timely result declaration, review, revaluation, and resolution of student grievances.

All the above examination processes at IILM University are meticulously overseen and managed by a dedicated team comprising the Controller of Examinations (CoE), Deputy Controller of Examinations (Dy. CoE), Examination Block Superintendent, Exam Controller, and Programme Managers. Each of these roles is integral to ensuring the seamless, transparent, and efficient execution of every phase of the examination lifecycle.



- The CoE provides strategic oversight, ensures policy compliance, and leads the examination framework.
- The Dy. CoE supports operations, coordinates with departments, and handles contingency measures.
- The Examination Block Superintendent manages logistics at the ground level during examinations.
- The Exam Controller ensures adherence to the examination timetable, manages invigilation, and monitors procedural compliance.
- The Programmers maintain the digital systems used for scheduling, data processing, results generation, and student records.

Together, this team ensures that examination procedures remain robust, secure, fair, and aligned with UGC norms and institutional standards.

Chapter 1

Roles and Responsibilities

1.1 Role of Controller of Examination

The Controller of Examinations (CoE) plays a crucial role in maintaining the integrity, transparency, and efficiency of the examination and evaluation processes in higher education institutions, as outlined broadly by the University Grants Commission (UGC). The CoE is responsible for planning, organizing, and executing all examination-related activities, including preparing schedules, ensuring the secure and confidential conduct of examinations, and managing evaluation processes. They ensure timely declaration of results, coordination with departments and faculties, and compliance with academic regulations. A key function of the CoE is to uphold the security and integrity of question papers and answer scripts, including overseeing printing, distribution, and secure storage. The CoE also supervises the moderation, revaluation, and grievance redressal mechanisms to ensure fairness and transparency for all students.

In line with UGC and NEP-2020 guidelines, the CoE also facilitates examination reforms by implementing digital solutions such as online examinations, OMR-based tests, and ERP-based result processing. They work closely with university bodies like the Examination Committee and the Result Passing Board and play a central role in addressing malpractice cases through the Unfair Means Committee. Additionally, the CoE is entrusted with maintaining accurate records of results, academic progress, and examination statistics, which are essential for internal quality assurance, NAAC/NBA accreditation, and UGC compliance. Overall, the CoE acts as a central pillar in upholding academic standards and ensuring the smooth functioning of the examination system within the university.

1.2 Examinations observer

The examination observer is to be appointed by the CoE from amongst the senior teaching members/ DCoE/ACoE. The examination observer is responsible for the smooth conduct of examinations at the center and shall work in cooperation with the department of examinations. The examination observer shall be present at the time of opening of the sealed packets containing question papers to ensure that the question paper packets are kept intact, and secrecy is maintained. They should assist the center in charge in checking and arranging the question paper packets (in the serial order date wise and time wise.)

During the examinations, he / she shall constantly be moving around the examination halls to ensure that all the block superintendent(s) is / are discharging their duties properly and there is no scope for lapses / unfair means.

Before the commencement of examination and after the examinations shall collect the answer books by verifying the number and other necessary details. Should observe the absentee report of each block through the control room staff 30 to 45 minutes after beginning of the examination for every session which should be tallied at the end of the examination while collecting the used answer books. Should supervise the packing and sealing of the answer book bundles and its safe custody.

If any case of unfair means occurs during the examination, the observer should take proper action in consultation with and if necessary, should inform the CoE. The answer books and other copy material found in the unfair means cases should be packed separately and be reported to the CoE Office or Control room every day.

In case of answer books, which cannot be dispatched on the same day, the answer book bundles shall be kept under the safe custody of the center in charge with proper care. However, the Center in charge and Observer shall jointly sign the paper seal pasted to the room where the bundles are preserved.

If the examination observer must leave the center during the examination for any other important work of the University like valuation or for any extraordinary reasons, he/she shall obtain the prior permission from CoE and along with the proper substitute arrangement is made.

1.3 Examination Block Superintendent

The role and importance of the examination superintendent in the University examination system is difficult to overstate. During examination periods much of the integrity of the examination system depends on the way examination superintendents perform their assigned tasks. It is a vital role and a role that has been performed with excellence, skill and dedication by the Examination Block Superintendent over the years. In order for Examination Block Superintendents to perform their assigned tasks properly it is imperative that they be completely familiar with all instructions issued for their guidance. The necessary guiding factors/ instructions are given below

- a) The Examination Block Superintendent (EBS) shall be overall in charge of the Examination Centre during the conduct of Examination and He /She will have the total responsibility for smooth conduct of Examination in a fair and unbiased manner at the center under his/ her charge.
- b) The EBS shall arrange to verify the details of the candidates as per the information provided in the identity card and the list provided, before the commencement of the examination. In case a candidate fails to produce the admit card, he/she shall be allowed to undergo the examination only if the Examination Block Superintendent. In case, of non-availability of the identity cards the credential of the candidate can also be verified from the records, and the photograph available in ERP.
- c) The EBS shall arrange to obtain the signatures of each candidate appearing in the examination and ensure that No candidate leaves the examination center without marking his/her attendance sheet supplied by the society. He/She shall also authenticate the Attendance sheet by appending his signatures on the Attendance sheet for each batch.
- d) The EBS shall ensure proper discipline in the examination hall and shall have absolute powers to expel a candidate from the examination hall if, in his/her opinion, the candidate has adopted unfair means in the examination or has caused disturbance to the other candidates in the examination hall.
- e) The EBS shall ensure that no unauthorized person enters the examination hall.
- f) The EBS shall visit the examination center prior to the scheduled examination and set up the infrastructure for conduct of Examination.
- g) The EBS shall organize taking over the charge of Examination venue.

1.4 Exam cell Coordinators

Responsible for conducting Internal Assessment examinations as per the Academic Calendar in their school

- a) Should be able to communicate with the Office of COE and HOD related to all the exams.
- b) Informing about the notifications/circulars related to examinations to the faculty and students.
- c) Addressing the grievances related to registrations and exams to the Office of COE and HOD.
- d) Responsible for the preparation of Internal Assessment Time table
- e) Ensure that all exam-related documents reach the Office of COE on time.
- f) Coordinating the Conduction of University Semester End Practical Examinations.
- g) Keeping the records of all grievances and results

1.5 Examination Invigilators

The primary responsibility of invigilators is to support candidates in a calm and approachable manner whilst maintaining examination integrity.

Following are the important instructions that **MUST** be followed by all the faculty and staff members for the invigilation Duty assigned for the Mid Term Examination, End Semester Examination and other examinations

- a) A Faculty/ Staff Member must perform their assigned invigilation duty with utmost sincerity.
- b) In case of extreme emergency when a faculty / staff member cannot perform the assigned invigilation duty due to medical reason or some other urgent official assignment then it is the duty of the concerned person to find a substitute for him/her and inform the CoE Office at least in one working day advance.
- c) The invigilator should collect examination material (answer sheet, question paper etc.) at least 30 minutes before the start of the examination.
- d) Do NOT allow the students to possess mobile phones, tablets and programmable calculators while writing the exam.
- e) While taking the signature of the student on the attendance sheet, make sure that the student is sitting on the bench bearing his/her roll number according to the seating plan. Check the Identity Card, the PRN number mentioned in the ID-card should be matched with the attendance sheet and seating plan.
- f) **Ensure that a student does NOT use unfair means** i.e. talking to other students, sharing his/her answer sheet, forcing neighboring student to show his/her answer sheet, possession of material not allowed in the exam, spending more than 2-3 minutes outside the examination hall for drinking water or to use the washroom, etc. In the past some study material was recovered from the toilets and some students were found discussing the solution of the question paper when they were in the washroom.
- g) After attendance and identity verification and ensuring that ALL entries are filled by the student are correct, the invigilator must sign the front page of the answer sheet.
- h) If only one invigilator is assigned for a classroom, then the invigilator should **NOT** leave the examination room unattended till an alternative invigilator is called. In case of need, the running invigilator can be called.

- i) Fill all the required information in the Invigilator Report provided by the Examination Office in the Exam Room File.
- j) Invigilators are requested to take regular rounds of the examination room rather than remaining seated in one place for the entire duration of the examination.
- k) Do not indulge in talking with co-invigilator for a longer duration. Also, avoid talking loudly which may disturb the student.
- l) After the conclusion of the examination, all answer sheets must be properly arranged in sequence as per the seating allotment and submitted to the Centre Office. Under no circumstances should the Course Owner/Faculty/Coordinator collect the answer sheets directly from the Invigilators, and Invigilators are strictly instructed not to entertain any such requests

1.6 Flying Squad

The Controller of Examinations (CoE) shall appoint a Flying Squad, which may include senior faculty members from various departments, based on the recommendations of the Dean or Associate Dean.

- a) To ensure the fair and smooth conduct of university examinations, each Flying Squad shall consist of at least three (03) members, including at least one (01) lady member.
- b) The Flying Squad is authorized to
 - (i) Visit any examination hall or the office of the Centre In-Charge without prior intimation.
 - (ii) Verify records and materials related to the examination process.
 - (iii) Ascertain the identity of examinees through proper identification checks.
 - (iv) Detect and report instances of malpractice or use of unfair means, including conducting physical checks if necessary. In the case of female candidates, any such check must be conducted only by the female member of the squad and in complete privacy.
- c) The Centre In-Charge must extend full cooperation to the Flying Squad during their visits.
- d) The Flying Squad must submit a detailed report of each surprise visit directly to the Controller of Examinations, with a copy also provided to the Centre In-Charge. The report may include recommendations for improving examination conduct, if necessary.
- e) Members of the Flying Squad are expected to conduct themselves with courtesy, professionalism, and discretion, ensuring that their presence does not disrupt the examination or cause discomfort to students or staff.
- f) The Flying Squad must not engage in any form of harassment toward students or examination personnel.
- g) Squads are required to frequently and unexpectedly inspect assigned examination centers to assess whether examination arrangements are appropriate and as per norms.
- h) After inspecting the examination hall, and before leaving the center, the Flying Squad must obtain the signature of the Centre In-Charge in the DAY BOOK to record the visit.
- i) The DAY BOOK must be returned to the Assistant Controller of Examinations (ACoE) after the conclusion of the examinations.

1.7 Instruction to the Students

- a) Students are advised to carry Hall ticket and University Identity in Original (No colour Photostat allowed) failing which they will not be allowed to appear in examination. No Student shall be allowed to appear in examination on Photocopy of ID.

- b) Students must enter the examination hall 15 minutes before the commencement of the examination. Late comers may be allowed subject to a maximum by 30 minutes from the commencement of examination on exceptional grounds on written permission of CS / CoE / Addl CoE / In-charge Flying Squad only.
- c) Students will not be allowed to carry mobile phone/electronic device inside examination room under any condition what so ever. Therefore, students are advised not to carry mobile phones inside the campus during the examination.
- d) Bags/books/Written-Notes/Smart Watches/Electronic devices or any type of Programmable Calculators shall not be allowed in the campus. The University shall not be responsible for any type of losses/breakages etc.
- e) Exchanging or borrowing of water bottle, pen, pencil, eraser, scale, calculator, etc. during examination is prohibited.
- f) Students are allowed for washroom only in emergency situation.
- g) Students are allowed to leave the examination hall after ONE hours. No student is permitted to move out in last half an hour of the examination.
- h) Students must sit according to their seating plan.
- i) No supplementary sheet will be provided for rough work, can be carried out on the right-hand side margin or at the end of the answer booklet.
- j) Students are instructed to leave 2-inch margin on the left- and right-hand side of each page in the answer booklet.
- k) Students are advised not to make any type of identification mark on the answer booklet as that would be considered as an act of use of unfair means.
- l) Students are not allowed to take away the answer book/sneak out of the examination hall (with the answer booklet), such acts will be treated as a malpractice and if found guilty, student will not allow to appear in any further examinations as well as disciplinary action will be taken.
- m) Students should not talk with any other examinee and should not disturb anyone during the examination. Any such act will be treated as a malpractice / UFM.

Chapter 2

Examination Policy and Administration

The examination process for each semester shall be administered by the Office of the Controller of Examinations (CoE) in accordance with the syllabus approved by the Board of Studies (BoS). Each course will carry assigned credits as per the approved curriculum structure. The Mid-Term and End-Term Examinations for each semester shall be conducted as per the schedule specified in the Academic Calendar.

To be eligible for the End Semester Examination in any course, students must maintain a minimum attendance of 75% of all scheduled academic sessions, including lectures, tutorials, and practical. Students falling short of the minimum attendance requirement will be assigned an "X" grade for the respective course(s).

Cases of attendance shortage shall be reviewed by the respective Heads of Department/Dean and forwarded to the Program Office for necessary action.

The weightage distribution between Continuous Assessment, Midterm and End term shall be as determined and approved by the Academic Monitoring Committee, and may vary across different types of courses. The minimum period required for completion of a program shall be the program duration as specified in the scheme of teaching, learning & examinations, and syllabi for the concerned program.

The maximum permissible period for semester-based Program is completing a Bachelor's program, Master's Program for which the prescribed program duration is "n" academic years, shall be (n + 2) academic years.

Program Type	Prescribed Duration (Years)	Maximum Permissible Period (Years)	Remarks
Bachelor's Program (4-Year)	4	6	4 + 2 years
Bachelor's Program (3-Year)	3	5	3 + 2 years
Master's Program (2-Year)	2	4	2 + 2 years
Doctoral Program	As per UGC	As per UGC	Follow latest UGC guidelines

Chapter 3

University Assessments and Evaluations

Assessment refers to the tasks used to gather information about student learning, while student evaluation refers to the process of examining this information. The data yielded by an assessment can show you how well your students have mastered what teachers taught and let teachers know if needed to reteach any of it. It can also show the teachers if students are meeting standards, which may be set by department, university, state, or any combination thereof.

3.1 Assessment Types

- Formative Assessment
- Summative Assessments
- Diagnostic Assessments
- Norm-Referenced Tests
- Criterion-Referenced Exams

3.2 Examination Types

Principal Examination Approaches	Subsidiary Examination Approaches
1. Multiple choice	1. Oral presentations
2. Short answer	2. Exhibitions
3. Essay	3. Demonstrations
4. Seen/open question	4. Surveys & Questionnaires
5. Open book	5. Poster presentations
6. Oral	6. Take home / Assignments
7. Practical	7. Capstone/ projective tests
8. Research papers	8. Supervised internships
Case Studies / Case Lets	
Online Examinations	

3.3 Assessment types and with associated Examination Approaches

Assessment Types	Examination Approaches	
	Formative	MCQ, Class Discussions, Oral Presentations, Quizzes, Home assignments, Surveys and Questionnaires, Poster, Exhibitions and Demonstrations
	Summative	MCQ, Short Answers, Essay Answers, Seen/Open, Open Book, Research Papers, Case Studies
	Both	Capstone / Projective, Internships and Case Study/ Case lets

3.4 Examination Definitions

- Continual Internal Assessments:** Continual Internal Assessments (CIA) is part of the compulsory assessment of each student. There will be a minimum of 2 assessments in each course during a semester, which may be conducted in a variety of ways such as quizzes, group assessments (maximum of 4 students in a group), take home exams, projects/ capstone projects, open book exam, presentations.
- Mid Term Examinations (Mid Term):** Midterm exam is also a compulsory assessment given for the students in the middle of the academic session. These will be closed book examinations. There will be 1 compulsory examination for all the courses.
- Semester End Examination (End term):** A final examination, is a test given to students at the end of a term. IILM University typically offers Semester End Term Examinations for the various programs. This shall herein often referred be as "End Term"
- Backlog, Summer Courses:** The Dean shall approve the registration of students for their courses each semester.

Post-submission corrections to grades will be permitted only with the approval of the Higher authorities. Examination/ Class conduction fee will be notified by the Registrar office before the exam notification.

3.5 Assessment Pattern

The formative and summative assessments are given 50-50 weightage to ensure proper learning levels among the students.

Type I	Exam	Conduction of Exams (in marks)				Final Result (in %)		
	Session	Internal			External	Internal		External
	Assessment Component	Student Attendance	Continuous Assessment*	Mid Term	End term	CA + Att.	Mid term	End term
	Awarded marks	10	40	50	100	30	20	50

Type II	Exam	Conduction of Exams (in marks)				Final Result (in %)		
	Session	Internal			External	Internal		External
	Assessment Component	Student Attendance	Practical	Mid Term	End term	Practical + Att.	Mid term	End term
	Awarded marks	10	40	50	100	30	20	50

Type III	Exam	Conduction of Exams (in Marks)			Final Result (in %)	
	Session	Internal		External	Internal	External
	Assessment Component	Student Attendance	Assessment*	Assessment	Assessment	Assessment
	Awarded marks	10	40	50	50	50

Type IV	Exam	Conduction of Exams (in Marks)			Final Result (in %)	
	Session	Internal		External	Internal	External
	Assessment Component	Student Attendance	Assessment*	Assessment	Assessment	Assessment
	Awarded marks	10	40	100	50	50

* Schools to decide the methodology/Platform /Assessment tool for conduction

3.6. Conduct of Practical Examination

1. Notification will be released by the controller of Examination for conduction of Practical exams
2. For Practical courses, Semester End Examinations are conducted in accordance with the Regulations.
3. The dates for the Semester End Practical examinations, as submitted by the concerned course teacher through the proper channel, are approved by the Controller of Examinations (COE).
4. The Semester End Practical External marks may also be uploaded in the software for result processing.
5. The hard copy of the Semester End Practical external marks shall be submitted to the Office of the Controller of Examinations on the day of the examination itself, in a sealed envelope, duly signed by the respective examiners
6. All the external practical answer scripts shall be submitted to the Office of the Controller of Examinations, course-wise and date-wise, after the completion of all Semester End Practical Examinations

3.7. Conduct of Project Viva/Internship Examinations

1. Project Viva-Voce, the final examinations are conducted in accordance with the Regulations.
2. The dates for the Semester End Project Viva-Voce Examinations, as submitted by the concerned head/faculty through the proper channel, are approved by the Controller of Examinations (COE).
3. For the conduct of the Viva-Voce examinations, External/Internal examiners from other Universities are appointed from a panel of examiners recommended by the concerned Head of the Department/Institution.

Chapter 4

Course Coordination and Evaluation Responsibilities

The department has identified the Course coordinator for consolidating marks of the courses

- a) Designation of Course Coordinator: The Course Coordinator for each course shall be designated by the respective Head of the Department/School.
- b) Responsibilities in Theory Courses

For each theory course, the Course Coordinator, assisted by the Faculty member/s, shall be responsible for setting the question paper(s) for all examinations.

All faculty members along with the course coordinators will be equally responsible for evaluating the answer scripts. The Course Coordinator, supported by the faculty members, shall award marks through continuous assessment during the semester and conduct the End Semester Examination (ESE).

- c) Responsibilities in Practical Courses

For the practical component (e.g., laboratory, design, drawing, workshop), the Course Coordinator, assisted by the team of Faculty members, will award marks through Continuous evaluation throughout the semester and final assessment based on the student's performance at the end of the term.

- d) Project and Related Evaluations

The Project Evaluation Committee will assess the following components, as per university guidelines under Project Semester, Survey Camp, Vocational Training, Seminar and Final Project Work

- e) Compilation and Grading

The Course Coordinator, assisted by the faculty members, shall compile all marks, assign the grades, and upload the results to the ERP portal within 10 days of the course's examination.

The Board of Examiners (BoE) will then review and finalize the grades assigned by the instructor and officially declare them.

- f) Answer script evaluation

As per the university regulations, faculty members are required to complete the evaluation of answer scripts within 7 days from the scheduled date of the examination. Upon completion of the evaluation, the awarded marks must be uploaded promptly into the official examination software/system to facilitate timely result processing.

- g) Declaration of Result

Results shall be declared within 15 working days after the submission of all marks.

4.1 Semester Grade Point Average

SGPA stands for Semester Grade Point Average or Sessional Grade Point Average. It calculates the total scores and credits at the end of the Semester. It is the average of all grade points secured in all examinations during one semester. Generally, It is denoted by SGPA

The SGPA is the ratio of summation of the product of the number of credits with the grade points scored by a student in all the courses taken by a student in semester/annual and the sum of the number of credits of all the courses undergone by a student, i.e.

$$\text{GPA } (t_i) = \frac{\sum (C_i \times G_i)}{\sum C_i} \quad \text{Where } C_i \text{ is the number of credits of the } i^{\text{th}} \text{ course, and } G_i \text{ is the grade point scored by the student in the } i^{\text{th}} \text{ course.}$$

4.2 Cumulative Grade Point Average

CGPA is typically used to assess a student's overall academic performance. The cumulative grade point average (CGPA) is determined by taking the mean of the SGPA a student receives each semester / year and dividing it by the total number of credits.

The CGPA is calculated in the same manner considering all the courses undergone by a student overall in the semester / year of a program, i.e.

$$\text{CGPA} = \frac{\sum (C_i \times t_i)}{\sum C_i} \quad \text{Where } t_i \text{ is the SGPA of the } i^{\text{th}} \text{ semester / year and } C_i \text{ is the total number of credits in that semester / year.}$$

4.3 Grading Policy

At the end of each semester, students will be awarded a letter grade in every registered course based on their total score from various assessment components (such as Continuous assessment, Mid Term and End Term, etc.). A relative grading method will be used to determine the final grades.

Grade Scale		
Academic Performance	Grade	Grade Point
Outstanding	A+	10
Excellent	A	9
Very Good	B+	8
Good	B	7
Above Average	C+	6
Average	C	5
Pass	D	4
Fail	F	0
Satisfactory (For 0 credit/Audit course)	S	0
Absent in End term	Ab	0
Inadequate Attendance	X	—

- Grades A+, A, B+, B, C+, C, D and S are pass grades.
- Grades F, Ab, and X are considered failing grades and the associated courses are categorized as backlog courses.

4.5 Backlog and Summer Examination Policy

The Dean shall approve the registration of students for backlog courses each semester and Summer. In specific cases, students may be permitted to undertake an equivalent course in lieu of the backlog course/Summer Courses, subject to Dean's approval.

Backlog Examinations

- Students with backlog courses are allowed to clear them through backlog examinations.
- To be eligible to register for the backlog examination, students must have obtained the minimum required passing percentage in the course.
- Backlog exams are conducted as follows:
 - Odd Semester Backlogs → Conducted during the next odd semester.
 - Even Semester Backlogs → Conducted during the next even semester.
- These exams are scheduled along with the regular examinations.

Summer Examinations (3 courses only allowed)

- Debarred students must register for the course and attend classes, mid-term, and end-term exams during the summer term to clear the course.
- Students who have failed due to low internal marks are also allowed to register for summer courses and clear them by fulfilling the required components.
- Students who have failed due to both internal and external marks are eligible to register for the summer course and attempt to pass by completing all assessment components again.
- Students with a CGPA between 5.00 and 5.99, wishing to improve their grades, are also eligible to register for the summer course (maximum of 10% credits).

Chapter 5

Acts Constituting Malpractice or Misconduct During Examinations

Every student appearing in any University Examination is liable to be charged with committing malpractice(s) / use of unfair means, if he / she is observed as committing any of the following acts:

The following acts are strictly prohibited and shall be considered as **malpractice, misconduct, or violation of examination rules**, liable for disciplinary action

S. No.	Offense	Description
1	Misbehavior and Indiscipline	Misbehaving with examination officials, using unfair means, creating disturbances, using obscene language, resorting to violence or issuing threats in or near the examination hall.
2	Unauthorized Writing	Writing on the question paper, admit card, or passing any written material to other students during the examination.
3	Disclosure of Identity	Revealing one's identity in the answer script by writing names, roll numbers, or using distinguishing marks or messages not permitted.
4	Possession of Prohibited Electronic Devices	Carrying mobile phones, programmable calculators, pen drives, smartwatches, or other electronic storage devices inside the examination hall.
5	Unauthorized Communication	Communicating or attempting to communicate with other students or persons to seek or help in answering during the examination.
6	Copying or Allowing Copying	Copying from another student's answer sheet or allowing one's answers to be copied.
7	Inducement or Threat	Requesting favors, threatening, or offering bribes to invigilators or examination officials in the examination hall or through the answer script.
8	Undue Influence	Directly or indirectly approaching faculty, staff, or examiners to exert influence for favorable evaluation or undue advantage.
9	Tampering with Answer Scripts	Smuggling out or into the examination hall any part of the answer script, tearing or inserting pages, or bringing externally written sheets.
10	External Assistance	Receiving materials from outside or inside the hall with the intent of copying.
11	Unauthorized Material	Being found in possession of unauthorized books, manuscripts, or materials inside the examination hall.
12	Use of Unauthorized Aids	Using or referring to unauthorized materials mentioned in points 10 and 11 to answer in the exam.
13	Impersonation	Impersonating or allowing someone else to impersonate on one's behalf in the examination.

14	Deception and Fraud	Any act or omission intended to deceive or mislead an official or examiner to gain an unfair advantage in the examination.
15	Writing on Unauthorized Surfaces	Possession of written matter on the body, clothes, calculators, identity cards, hall tickets, socks, scales, instrument boxes, etc.
16	Destruction of Evidence	Destroying or attempting to destroy evidence of malpractice—such as tearing answer scripts or absconding with them from the hall.

Notwithstanding anything contained above, any other activity in which the student has indulged and which in the opinion of the authorities of ILM University constitutes the malpractice/ use of Unfair means shall be treated as malpractice/ use of Unfair means.

5.1 Procedure for reporting malpractices / use of Unfair Means

The Controller of Examinations shall constitute a vigilance cell (Flying Squad) to ensure proper conduct of examination and for prevention of unfair means (UFM) for each academic year to deal with the cases of alleged misconduct and use of unfair means in all the examinations conducted by the University.

- If the malpractice case is detected, the room invigilator / Flying Squad member will seize the incriminating materials and the answer script(s), and report the same to officer in-charge immediately in the prescribed form.
- When malpractice / use of unfair means is brought to the notice of the officer In- charge either by Squad members or by the room invigilators, he/she shall hold a preliminary inquiry and take on record the report of the room invigilator, the statement of the student concerned. Only then he/she will forward an unfair means report along with answer script(s) and other incriminating material and other enclosures in a sealed cover to the controller of Examinations. However, answer scripts of subsequent papers of such students noted under unfair means shall be sent directly to the valuation center along with other answer scripts and shall not be marked as unfair means case anywhere.
- The student, the room invigilator, the concerned Squad Member (if the case was detected by the squad member) shall be required to give their statement in person to the Controller of Examinations. These statements shall always be concise, specific and complete in every respect and include all the known facts and the relevant circumstances of the case and other evidence.
- The statement of all concerned shall be in their own handwriting.
- If the student refuses to handover the incriminating materials or the student refuses to give the statement, the student shall be asked to record in writing his/ her refusal to give a statement. If he/she refuses to do even that the facts are recorded by the officer in-charge and / or the squad member.
- The student(s) noted under unfair means shall be allowed to write the subsequent papers. Having been allowed to appear for the papers after noting the case under unfair means, the student/s shall have no claim over the performance of the subsequent papers. The answer scripts of those students noted under unfair means shall be evaluated and the results shall be kept in abeyance, When, a student is caught under unfair means the following steps shall be strictly adhered to
 - Mark the student 'MP' in that particular Course in which he/she has been caught under alleged unfair means.

- Issue a memo instructing the student to attend the meeting of the unfair means committee if required.
- Send the answer script of that particular paper directly to the controller of examinations, along with relevant documents. It shall be super scribed on the left-hand corner of the facing sheet as U/F Case. There shall not be an indication of U/F Case on the pages other than the facing sheet of the answer script.
- Permit the student to write the subsequent papers of the examination, if any, and such answer scripts shall be sent to the valuation center along with other answer scripts, without being marked as U/F Case anywhere.

5.2 Procedure for Imposing Penalties & Punishments

The UFM committee appointed by the Vice Chancellor, consisting of the Controller of Examinations (CoE) as the Chairman, and other members shall be constituted to inquire into the unfair means cases during the Examinations and to recommend the action to be taken on the cases to the Board of Examinations.

The above committee shall decide the venue and time to enquire and suggest punitive action on case-to-case basis as per malpractice manual. However, the final compiled list can be ratified later at the end of the examination, during the examination committee meeting. After detailed inquiry, the committee shall prepare a report giving its recommendation on the penalties and punishments to be imposed for the consideration of the Board of Examination (refer Annexure III).

- In the case of failure by the student to attend the inquiry on the specified date, the committee shall inquire into the charges alleged against the student and impose the necessary penalties and punishments.
- The student shall present his/her case himself/herself and shall not engage a legal practitioner for the purpose.
- The student is awarded punishment only once though he/she may have indulged in unfair means in several papers. This punishment is decided taking into consideration all unfair means during the Semester Term Examination.
- The Unfair means committee shall examine the evidence placed before it and inquire about the student for his/her involvement in the alleged unfair means. After ascertaining the severity of the case, the unfair means committee shall recommend suitable penalties or punishments on the student. The severity of the case shall be categorized as follows.
 - Possession of electronic gadgets without any material(s) or matter, materials(s) or matter on hand, palm, calculator etc. / written, printed matter or copy thereof, which is/are not relevant to the paper the student is writing.
 - Possession of electronic gadgets with the materials related to the subject / materials or matter on hand, palm, calculator etc. / written, printed matter or copy thereof, which is/are relevant to the paper the student is writing.
 - Possession of electronic gadgets with the materials related to the subject / materials or matter on hand, palm, calculator etc. / written, printed matter or copy thereof, which is/are relevant to the paper the student is writing and are particularly for the purpose of copying and copied the material to the answer book.
- While recommending the penalties or punishments, the quantity of the material or matter and relevance of the same to the paper in which the student is caught using unfair means shall be taken

into consideration to decide the severity of the case.

- Repeated use of Unfair means during the Examinations.
- Threatening with weapons and impersonation.

S.No.	Nature of Unfair Means	Penalty / Punishment to be Imposed
1	Misbehavior with official or any kind of rude behavior in or near the Examination Hall using obscene or abusing language.	<p>a. Evaluate the answer script of the particular paper in which the student caught using unfair means and announce the result in the normal way</p> <p>b. Denial of benefit of performance of that particular paper in which the student is using unfair means.</p> <p>c. Denial of benefit of performance of that particular examination (all the subjects for which the student had registered for the examinations).</p> <p>d. Debarring the student from appearing for one more subsequent Examination.</p> <p>e. Debarring the student from appearing for two more subsequent examinations.</p> <p>f. Debarring the student from appearing for three more subsequent examinations.</p> <p>g. Denial of review in any subject of that examination.</p> <p>h. Denial of Make-up examination benefit for any subject of that examination.</p> <p>i. Rusticate the student from university.</p> <p>University authorities are not responsible for mobiles confiscated during examination and they will not be returned to student.</p> <p>The UFM committee shall recommend punishments based on severity of the case.</p> <p>a. Awarding zero marks for that component of Midterm and End term in which Unfair means was detected.</p> <p>b. Awarding NE grade in the subject in which Unfair means was detected. Candidate may withdraw subject.</p> <p>c. Awarding NE grade in the subject but candidate not allowed to withdraw subject.</p>

2	Writing on the Question paper/ Admit card & or passing it to other students in the Examination Hall.	Same as above (following UFM committee decision based on severity).
3	Disclosing identity by writing any words or making peculiar marks or writing USN on pages other than the facing sheet.	Same as above.
4	Possession of electronic devices like mobile, programmable calculator, pen drive, or any other storage device in Exam Hall.	Same as above.
5	Communicating with any student or person inside/outside exam hall to seek/give assistance; having written matter on body, clothes, calculators, ID cards, hall ticket, scales etc.	Same as above.
6	Copying from another student's answers or allowing copying in the exam hall.	Same as above.
7	Requesting favors, offering threats or bribes to invigilators or officials for favors.	Same as above.
8	Approaching teaching staff, officials, examiners directly/indirectly to exert undue pressure or influence.	Same as above.
9	Smuggling out/in answer script pages or supplementary sheets, tearing, or inserting pages written outside the exam hall.	Same as above.
10	Receiving material from outside or inside the exam hall for copying.	Same as above.
11	Bringing or found in possession of unauthorized books, manuscripts, or other materials inside the examination hall.	Same as above.
14	Destroying evidence of unfair means such as tearing/mutilating answer scripts or running away with answer scripts.	Same as above.
15	Repeated indulging in malpractice/using unfair means.	Same as above, with increased severity depending on repetition.
16	Impersonation or allowing another person to impersonate in the examination	Same as above.
17	Threatening with weapons or any means to invigilators, Flying squad, officers, officials of Examination Centers/University.	Same as above, with maximum punishment and possible rustication.

5.3 UFM meeting

The meetings will be scheduled on a daily basis, and all UFM (Unfair Means) cases will be addressed promptly. Each case will be reviewed upon admission, and immediate action will be taken against the concerned students as per university regulations.

In a UFM (Unfair Means) Committee meeting, the Chairperson leads the proceedings, ensuring fairness and adherence to university regulations, while the Member Secretary—often the Controller of Examinations or their representative—presents the cases with relevant evidence, maintains records, and communicates outcomes. Subject Experts provide academic insight, especially for technical or subject-related violations. If present, a Legal Advisor ensures the process follows legal and procedural norms. Invigilators or other witnesses may be called to present their account of the incident. Accused students are given a fair chance to explain their side and respond to questions. All committee members are responsible for objectively reviewing the evidence, participating in discussions, and arriving at a fair and just decision.

Chapter 6

Result Passing Board Meeting

The Controller of Examinations (COE) may form a Moderation Committee for specific courses to conduct sample verification of evaluated answer scripts, ensuring consistency and identifying any instances of erratic or under-evaluation. Final marks and assessment data are uploaded into the examination software, and result preparation is carried out in accordance with the applicable regulations and programme guidelines. A Result Passing Board is constituted for final approval of the results. This Board includes the Dean or Head of the Institution as Chairperson, along with Heads of Departments and senior-most professors as members. The composition of this board is approved by the Vice-Chancellor. A dedicated Result Passing Board Meeting is convened at the Office of the COE to finalize and formally approve the results. The Chairman of the respective Board of Studies (BOS) may recommend moderation of marks in cases where the question paper is exceptionally difficult, includes questions beyond the syllabus, or is excessively lengthy. Moderation marks shall not exceed 10% of the maximum marks for the course and are applicable only to Semester End Theory Examinations. Additionally, grace marks—up to a maximum of 5 marks—may be awarded to candidates who fail in one or more papers, internal assessments, or in aggregate. These grace marks apply only to the Semester End Theory Examinations. The final abstract of results is submitted to the Vice-Chancellor for formal approval.

6.1 Other Examination Matters

If an evaluator suspects the use of unfair means during the valuation process, such as insertion of additional answer sheets, revealing identity, or enclosures like currency notes, the evaluator must return the answer script with a written explanation to the Controller of Examinations and refrain from further valuation of that candidate's scripts. If marks have already been awarded, they shall not be entered in the regular marks list but recorded separately in a sealed cover and forwarded to the Controller of Examinations for appropriate action.

6.2 Questions Out of Syllabus / Wrong Question / Question with Incomplete Data

If any question paper contains questions that are out of syllabus, incorrect, or have incomplete data, the issue shall be brought before the Examination Committee. The Committee will have the question paper examined by the Chairman of the concerned Board of Studies (BOS). The Chairman may also seek the opinion of subject experts. Based on the report, the Examination Committee will either reject the representation or direct the examiner to award full marks to students who have attempted such questions.

6.3 Leakage of a Question Paper

In the event of leakage of a question paper, the University will cancel the examination for that particular course. The examination for the course will be conducted after the last scheduled examination is completed. A high-level Enquiry Committee, appointed by the Vice Chancellor, will investigate the causes, reasons, and individuals responsible for the leakage. The Committee will submit its report to the Controller of

Examinations and the Vice Chancellor for further necessary action.

6.4 Storage of Answer Scripts

All answer scripts of theory examination is securely stored by the University for a period of one year (equivalent to two semesters) from the date of the examination. This is to ensure availability for any examination-related processes such as review, revaluation, or other official requirements. After the completion of this one-year retention period, the answer scripts may be disposed of in accordance with the norms and procedures established by the University.

6.5 Printing and Distribution of Grade Sheets

Following the declaration of review or revaluation results, the mark/grade sheets are printed and distributed to students through the respective Heads of the Institution. The standard timeline for this process is within one month from the date of result declaration. Additionally, all relevant details pertaining to grades and results are made accessible to students through the official University website soon.

6.6 Special Arrangements for Scribe in Examinations (as per UGC Norms)

The University Grants Commission (UGC) has laid down guidelines to ensure inclusive and fair examination opportunities for persons with disabilities (PwDs), particularly for those who require a scribe. The following provisions must be followed by universities and institutions

- a) Students with benchmark disabilities (as per RPwD Act, 2016) who are blind, have low vision, cerebral palsy, or locomotor impairment, or have learning disabilities that affect writing ability, are eligible. A candidate may be permitted to use a scribe upon producing a medical certificate recommending the use
- b) The candidate may arrange their own scribe or request the university to provide one. If provided by the university, the scribe must be academically junior and should not be from the same subject domain as the candidate. The scribe's qualifications must be approved by the Controller of Examinations before the examination.
- c) Candidates using a scribe are given an additional 20 minutes per hour of examination time. For a 3-hour paper, this totals an extra 60 minutes.
- d) The use of a scribe does not entitle the candidate to extra marks. The facility is only to ensure equity.
- e) Scribes must sign a confidentiality agreement and are not allowed to help with solving the paper. The examination center should provide a separate room or space to ensure the examination is conducted fairly.
- f) Students must submit a written request along with a medical certificate to the Controller of Examinations at least two weeks prior to the start of the examination.

Chapter 7

Grievances and Re Evaluation

Grievance meetings will be conducted at the end of every semester, involving student representatives and faculty members, to address concerns related to both pre-examination and post-examination systems.

Re Evaluation

Students are hereby informed that an opportunity for re-evaluation of answer scripts is being provided. Interested students may apply within the stipulated time as per the re-evaluation guidelines. (Refer the Annexure II)

IILM University, Greater Noida**UNFAIR MEANS IN THE EXAMINATION****(Explanation by the student)**

Name of the student

Register No

Programs/Specialization

Year / Semester

Date of Examination & Shift

Section

Course Code

Course Title

Statement of Student

Date

Signature of the student

Office use onlyIf any Comments by the CommitteeRecommendation by the Committee

Recommended for Evaluation

Particular Exam Cancelled

All Examinations cancelled in the session

Forward to the Discipline Committee

Signature(s)

APPLICATION FOR RE-EVALUATION

Dated: _____

CANDIDATE SHOULD CAREFULLY GO THROUGH THE RULES PRINTED OVERLEAF BEFORE FILLING IN THIS FORM.
This application is to be filled in and signed by the candidate only.

Name of the Candidate (Block Letters)

Father's Name

Enrollment No.

Semester

University Mail Id

Mobile No

Serial No.	Date of Exam. Taken	Subject Code	Subject Code	Grade Obtained

DECLARATION

I Solemnly declare that

- I have carefully read all the relevant rules/instructions etc. of the University for re-evaluation and I undertake to abide by the same in all respects.
- The result of re-evaluation as and when declared by the University shall be binding upon me even if it affects my results adversely.
- I shall have no right to claim additional chance to appear in an examination in lieu of any chance, which I may lose during reevaluation process.
- The University shall not be liable to pay any compensation/damages whatsoever on account of delay in the declaration of re-evaluation result of answer-book(s) and/or if any mistake is found during the process of re-evaluation.

- *Note:
1. Signature of the candidate must correspond to that on Examination form filled in by him/her.
 2. Application form is being accepted provisionally subject to verification of details.
 3. Incomplete application will be rejected summarily.

Seal and Signature of Account Section

(Signature of the Candidate)

(TO BE FILLED IN BY THE EXAMINATION DEPARTMENT)

Old Marks

Reevaluation Marks

Comments if any

.....

Verified Signature

Signature of the CoE

RULES FOR RE-EVALUATION

(Candidates seeking revaluation are advised to go through these rules and regulations before they apply for the re-evaluation).

1. Re-evaluation is permitted only for theory papers. Requests for re-evaluation of Practical, Dissertation, or Viva-Voce examinations will not be accepted.
2. Choose carefully the papers for which you seek re-evaluation. Only one application per student will be entertained. No additional requests for other papers will be accepted after submission.
3. Students must submit the duly filled Re-evaluation Form directly to the Examination Office within the stipulated period mentioned in the official notification.
4. Late submissions will not be considered under any circumstances.
5. A photocopy of the current Admit Card must be produced at the time of submission for verification of details such as Enrolment Number, course code, etc.

PLEASE NOTE :

1. By applying for re-evaluation, the candidate agrees to accept the revised marks, which may result in
 - No change in the marks
 - Increase in the marks
 - Decrease in the marks
2. The application must be filled in by the candidate personally, in their own handwriting and under their own signature. Applications submitted by others on behalf of the candidate will not be accepted.
3. A fee of ₹500/- per paper must be deposited with the University Accounts Department at the time of submission.
4. A candidate may apply for re-evaluation in a maximum of two (2) theory papers per semester.

