

## EXAMINATION MANUAL



**(Effective from the Academic Session: 2026-27)**

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## **Purpose**

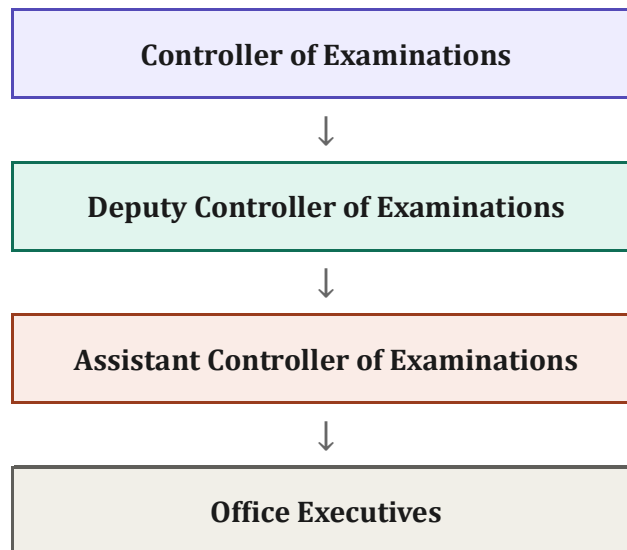
This Examination Manual is a general overview which establishes the policies, operational procedures, responsibilities and timelines governing all examination-related activities at The Apollo University. The objective is to ensure transparency, fairness, confidentiality, academic integrity and effective conduct of examinations in accordance with the University's academic regulations and applicable statutory and regulatory requirements.

## **Scope**

This manual is applicable to:

- All Schools and Programmes of the University
- Directorate of Academic Affairs
- Directorate of Admissions
- Directorate of Evaluation
- Directorate of Research
- Directorate of Training & Placement
- Faculty members
- Scholars & Students
- Other stakeholders

### **1. Organogram of the Directorate of Evaluation**



## 2. Examination Process

### 1) Types of Examinations

- 1.1 Mid Term Examinations (MTE) – Theory and Practical
- 1.2 Semester End Examinations (SEE) – Theory and Practical
- 1.3 Supplementary Examinations
- 1.4 Common Entrance Examinations (UG, PG & Ph.D.)
- 1.5 Ph.D. Course work Examinations
- 1.6 Comprehensive Viva / Internship / Clinicals / Project Work / Practice School

### 2) Examination Schedule, Weightage and Duration

- 2.1 The conduction of Semester End Examination and awarding grades in a particular course and the processing of results at TAU is a centralized process which is carried out under the supervision of Controller of Examinations (CoE).
- 2.2 The following scheme of evaluation for theory examination across all programmes (except B.Pharm., B.Sc. Clinical Psychology (Hons.)) is as mentioned below:

Mid Term Examinations (MTE) : **20 marks** weightage\*

Quizzes, Assignments and Presentations : **10 marks** weightage

Periodic evaluation, case studies and projects : **10 marks** weightage

Semester End Examinations (SEE) : **60 marks** weightage

**Note:** \*Three mid-term examinations shall be conducted for 20 marks each, average of the best two performances shall be taken into consideration.

- 2.3 The duration of MTE examinations will be 1 hr or 1 hr 30 min (as per the programs). The duration for SEE will be 3 hours (for Theory) and 3 hours / 4 hours (for Practicals).
- 2.4 MTE and SEE are scheduled as per the Academic Calendar of the University.
- 2.5 The detailed MTE schedule for University Core and University Elective Courses offered across all the specializations and programmes will be notified by the Office of CoE and for the other courses the concerned PC/HoD/Dean of the programmes / departments / school will schedule and notify the dates at least one week prior to the commencement of examinations.
- 2.6 The Programme/Course-wise detailed examination schedule for SEE will be notified to the students at least one month prior to the commencement of the examinations by the Office of CoE.

2.7 Based on the approved Academic Calendar, the CoE shall:

- ❖ Prepare & Notify Semester End Examination Schedule to the respective Schools & Departments.
- ❖ Publish Exam Notification for Students in ERP.

**Table 1. Tentative Schedule of Semester End Examinations**

| Semester            | Regular             | Supplementary       |
|---------------------|---------------------|---------------------|
| I, III, V and VII   | November / December | May / June          |
| II, IV, VI and VIII | May / June          | November / December |

**Table 2. Assessment Procedure for all Programmes  
(except B.Pharm. & B.Sc. Clin. Psy. (H.))**

| S. No. | Component of Assessment | Marks Allotted | Type of Assessment                   | Scheme of Evaluation                                                                                                                                                                                                                                                                                                                |
|--------|-------------------------|----------------|--------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1      | Theory                  | 40             | Continuous Internal Assessment (CIA) | i. Twenty (20) marks for mid-term examinations. Three mid-term examinations shall be conducted for 20 marks each, average of the best two performances shall be taken into consideration.<br>ii. Ten (10) marks for Quizzes, Assignments and Presentations<br>ii. Ten (10) marks for Periodic evaluation, case studies and projects |
|        |                         | 60             | Semester End Examinations (SEE)      | Sixty (60) marks for Semester End Examinations                                                                                                                                                                                                                                                                                      |
|        | <b>Total</b>            | <b>100</b>     |                                      | <b>Pass: SEE 24 M (Min), Overall Pass 40 M</b>                                                                                                                                                                                                                                                                                      |
| 2      | Laboratory              | 80             | Continuous Internal Assessment (CIA) | Eighty (80) marks with equal weightage to all experiments                                                                                                                                                                                                                                                                           |
|        |                         | 20             | Semester End Examinations (SEE)      | Twenty (20) marks for the semester end examinations (With One of our University faculty as external other than course teacher).                                                                                                                                                                                                     |
|        | <b>Total</b>            | <b>100</b>     |                                      | <b>Pass: Overall Pass 40 M</b>                                                                                                                                                                                                                                                                                                      |
| 3      | Project Work            | 80             | Continuous Internal Assessment (CIA) | Eighty (80) marks for periodic evaluation and technical report writing by the Project Supervisor                                                                                                                                                                                                                                    |
|        |                         | 20             | Semester End Examinations (SEE)      | Twenty (20) marks for final Report presentation and Viva-voce by a panel of internal examiners                                                                                                                                                                                                                                      |
|        | <b>Total</b>            | <b>100</b>     |                                      | <b>Pass: Overall Pass 50 M</b>                                                                                                                                                                                                                                                                                                      |

| S. No. | Component of Assessment | Marks Allotted | Type of Assessment                   | Scheme of Evaluation                                                                                                                                                                                                       |
|--------|-------------------------|----------------|--------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 4      | Student Seminars        | 60             | Continuous Internal Assessment (CIA) | Each student has to give a seminar on any topic in consultation with the faculty member in charge. A detailed report shall be submitted to the incharge.                                                                   |
|        |                         | 40             | Semester End Examinations (SEE)      | Sixty (60) marks for periodic evaluation including report preparation. Forty (40) marks for viva-voce by the panel of examiners                                                                                            |
|        |                         | <b>100</b>     |                                      | <b>Pass: Overall Pass 50 M</b>                                                                                                                                                                                             |
| 5      | Internship              | 80             | Continuous Internal Assessment (CIA) | Eighty (80) marks for periodic evaluation of Internship report by the Project Supervisor.                                                                                                                                  |
|        |                         | 20             | Semester End Examinations (SEE)      | Twenty (20) marks for final Report presentation and Viva-voce, by a panel of internal examiners.<br><br>Students shall undergo TWO internships during their course and the evaluation shall be done as per the curriculum. |
|        |                         | <b>100</b>     |                                      | <b>Pass: Overall Pass 50 M</b>                                                                                                                                                                                             |
| 6      | Clinical Skills*        | 80             | Continuous Internal Assessment (CIA) | Eighty (80) marks - three mid-term examinations shall be conducted for 20 marks each with equal weightage to log book.                                                                                                     |
|        |                         | 20             | Semester End Examinations (SEE)      | Twenty (20) marks for the semester end examinations including Viva-voce and Clinical Procedure. (With One of our University faculty as external other than course teacher)                                                 |
|        |                         | <b>100</b>     |                                      | <b>Pass: Overall Pass 50 M</b>                                                                                                                                                                                             |

\*Applicable for Allied Health & Clinical Psychology programmes

**Table 3. Assessment Procedure for B.Pharm. Programme**

| S. No. | Component of Assessment | Marks Allotted | Type of Assessment                   | Scheme of Evaluation                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|--------|-------------------------|----------------|--------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1      | Theory                  | 25             | Continuous Internal Assessment (CIA) | i. Thirty (30) marks for mid-term examinations. Three mid-term examinations shall be conducted for 30 marks each, and shall be computed for 15 marks, average of the best two performances shall be taken into consideration<br>ii. Ten (10) marks for Continuous mode with criteria Attendance, Academic activities (Average of any 3 activities quiz, assignment, open book test, field work, group discussion and seminar) and Student – Teacher interaction |
|        |                         | 75             | Semester End Examinations (SEE)      | Seventy (75) marks for Semester End Examinations                                                                                                                                                                                                                                                                                                                                                                                                                |
|        | <b>Total</b>            | <b>100</b>     |                                      | <b>Pass: SEE 38 M (Min), Overall Pass 50 M</b>                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 2      | Laboratory              | 15             | Continuous Internal Assessment (CIA) | i. Forty (40) marks for mid-term examinations. Three mid-term examinations shall be conducted for 40 marks each, and shall be computed for 10 marks, average of the best two performances shall be taken into consideration<br>ii. Five (5) marks for Continuous mode with criteria Attendance, Academic activities and Student – Teacher interaction                                                                                                           |
|        |                         | 35             | Semester End Examinations (SEE)      | Thirty-Five (35) marks for the semester end examinations (With One of our University faculty as external other than course teacher)                                                                                                                                                                                                                                                                                                                             |
|        | <b>Total</b>            | <b>50</b>      |                                      | <b>Pass: SEE 18 M (Min), Overall Pass 25 M</b>                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 3      | Practice School         | 25             | Continuous Internal Assessment (CIA) | Weekly progress reports submitted to the supervising/faculty. Attendance and participation (150 hours evenly spread across the semester)                                                                                                                                                                                                                                                                                                                        |
|        |                         | 125            | Semester End Examinations (SEE)      | Students shall submit final/End report in a printed document. Viva-voce / presentation before an evaluation panel by the panel of examiners.                                                                                                                                                                                                                                                                                                                    |
|        |                         | <b>150</b>     |                                      | <b>Pass: Overall Pass 75 M</b>                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 4      | Project Work            | <b>150</b>     | Semester End Examinations (SEE)      | One Hundred and Fifty (150) marks for final Report presentation and Viva-voce by a panel of examiners.                                                                                                                                                                                                                                                                                                                                                          |

**Table 4. Assessment Procedure for B.Sc. Clinical Psychology (Hons.) Programme**

| S. No. | Component of Assessment  | Marks Allotted | Type of Assessment                   | Scheme of Evaluation                                                                                                                                                                                                                                                                                  |
|--------|--------------------------|----------------|--------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1      | Theory (6 Credits)       | 75             | Continuous Internal Assessment (CIA) | (i) Attendance & Mid-Term: 35 marks — computed from three mid-term examinations, with the average of the best two performances considered.<br>(ii) Assignment: 20 marks for academic activities/assignment work.<br>(iii) Seminar and Book Review: 20 marks for seminar presentation and book review. |
|        |                          | 75             | Semester End Examinations (SEE)      | Seventy-Five (75) marks for the Semester End Examination.                                                                                                                                                                                                                                             |
|        | <b>Total</b>             | <b>150</b>     |                                      | <b>Pass: CIA 35, SEE 35, Overall Pass 70</b>                                                                                                                                                                                                                                                          |
| 2      | Theory (4 Credits)       | 50             | Continuous Internal Assessment (CIA) | i. Attendance & Mid-Term: 20 marks — average of best two of three mid-term examinations.<br>ii. Assignment: 10 marks.<br>iii. Seminar and Book Review: 20 marks.                                                                                                                                      |
|        |                          | 50             | Semester End Examinations (SEE)      | Fifty (50) marks for the Semester End Examination.                                                                                                                                                                                                                                                    |
|        | <b>Total</b>             | <b>100</b>     |                                      | <b>Pass: CIA 25, SEE 25, Overall Pass 50</b>                                                                                                                                                                                                                                                          |
| 3      | Theory (2 Credits)       | <b>50</b>      | Semester End Examinations (SEE)      | Fifty (50) marks for the Semester End Examination.                                                                                                                                                                                                                                                    |
|        | <b>Total</b>             | <b>50</b>      |                                      | <b>Pass: 25, Overall Pass 25</b>                                                                                                                                                                                                                                                                      |
| 4      | Laboratory (4 Credits)   | 50             | Continuous Internal Assessment (CIA) | Project/Lab Work (25 Marks) and Conduct/Demonstration (25 Marks) assessed continuously.                                                                                                                                                                                                               |
|        |                          | 50             | Semester End Examinations (SEE)      | i) Demonstration/Presentation: 25 marks (component within this head).<br>ii) 25 marks for viva-voce examination.                                                                                                                                                                                      |
|        | <b>Total</b>             | <b>100</b>     |                                      | <b>Overall Pass 50, Scheme: Practical + Internal</b>                                                                                                                                                                                                                                                  |
| 5      | Practical (Dissertation) | 100            | Continuous Internal Assessment (CIA) | 50 marks for Project / Lab work<br>50 marks for Demonstration / Presentation                                                                                                                                                                                                                          |
|        |                          | 100            | Semester End (External Viva-Voce)    | 50 marks for Demonstration / Presentation and<br>50 marks for viva-voce (with external examiner).                                                                                                                                                                                                     |
|        |                          | <b>200</b>     |                                      | <b>Pass: 50 (External) + 50 (Internal)<br/>Overall Pass 100</b>                                                                                                                                                                                                                                       |

### 3. Grading System

Based on the student performance during a given semester, a final letter grade will be awarded at the end of the semester in each course. The letter grades and the corresponding grade points are as given in Table 5.

**Table 5: UG Programmes - Grades & Grade Points**

| Sl. No. | Grade                    | Grade Points | Absolute Marks |
|---------|--------------------------|--------------|----------------|
| 1       | <b>O</b> (Outstanding)   | 10           | 90 and above   |
| 2       | <b>A+</b> (Excellent)    | 9            | 80 to 89       |
| 3       | <b>A</b> (Very Good)     | 8            | 70 to 79       |
| 4       | <b>B+</b> (Good)         | 7            | 60 to 69       |
| 5       | <b>B</b> (Above Average) | 6            | 50 to 59       |
| 6       | <b>C</b> (Average)       | 5            | 45 to 49       |
| 7       | <b>P</b> (Pass)          | 4            | 40 to 44       |
| 8       | <b>F</b> (Fail)          | 0            | Less than 40   |
| 9       | <b>Ab.</b> (Absent)      | 0            | -              |

#### **SEMESTER GRADE POINT AVERAGE (SGPA)**

A Semester Grade Point Average (SGPA) for the semester will be calculated according to the formula:

$$SGPA = \frac{\sum [C \times G]}{\sum C}$$

Where,

C=Number of credits for the course,

G=Grade points obtained by the student in the course.

A student who earns a minimum of 4 grade points (P grade) in a course is declared to have successfully completed the course, and is deemed to have earned the credits assigned to that course.

#### **CUMULATIVE GRADE POINT AVERAGE (CGPA)**

A similar formula is used to arrive at Cumulative Grade Point Average (CGPA), considering the student's performance in all the courses taken in all the semesters up to the particular point of time.

**Table 6** shows the CGPA required for the award of class after the successful completion of the program.

**Table 6: CGPA required for award of class**

| Class                        | CGPA Required |
|------------------------------|---------------|
| First Class with Distinction | $\geq 8.0^*$  |
| First Class                  | $\geq 6.5$    |
| Second Class                 | $\geq 5.5$    |
| Pass Class                   | $\geq 5.0$    |

\*In addition to the required CGPA of 8.0 or more, the student must have necessarily passed all the courses of every semester in first attempt.

**Table 7: PG Programmes Grading Schema**

| Sl. No. | Grade                    | Grade Points | Absolute Marks |
|---------|--------------------------|--------------|----------------|
| 1       | <b>O</b> (Outstanding)   | 10           | 90 and above   |
| 2       | <b>A+</b> (Excellent)    | 9            | 80 to 89       |
| 3       | <b>A</b> (Very Good)     | 8            | 70 to 79       |
| 4       | <b>B+</b> (Good)         | 7            | 65 to 69       |
| 5       | <b>B</b> (Above Average) | 6            | 60 to 64       |
| 6       | <b>C</b> (Average)       | 5            | 55 to 59       |
| 7       | <b>P</b> (Pass)          | 4            | 50 to 54       |
| 8       | <b>F</b> (Fail)          | 0            | Less than 50   |
| 9       | <b>Ab.</b> (Absent)      | 0            | -              |

**Example of calculation of SGPA and CGPA****Calculation of SGPA**

| Courses                                          | Credits | Grade | Grade Points | Total Grade Points (C × G) |
|--------------------------------------------------|---------|-------|--------------|----------------------------|
| Japanese                                         | 3       | B+    | 7            | 21                         |
| Probability and Statistics                       | 4       | A+    | 9            | 36                         |
| Python Programming                               | 4       | A     | 8            | 32                         |
| Basic Electrical and Electronics Engineering     | 4       | B     | 6            | 24                         |
| Data Structures                                  | 4       | A     | 8            | 32                         |
| Data Structures Lab                              | 1       | B+    | 7            | 7                          |
| Python Programming Lab                           | 1       | O     | 10           | 10                         |
| Basic Electrical and Electronics Engineering Lab | 1       | O     | 10           | 10                         |
| Environmental Studies                            | 0       | P     | 4            | 0                          |

Credits =22

$$\text{SGPA} = (21+36+32+24+32+7+10+10)/22 = 7.81$$

**Calculation of CGPA**

| Semester | Credits Earned | SGPA |
|----------|----------------|------|
| I        | 22             | 7.81 |
| II       | 25             | 8.24 |
| III      | 28             | 8.62 |
| IV       | 27             | 8.42 |

Total Credits Earned = 102

$$\text{CGPA} = \frac{(7.81 \times 22) + (8.24 \times 25) + (8.62 \times 28) + (8.42 \times 27)}{(22+25+28+27)} = \frac{846.52}{102} = 8.29$$

#### **4. REAPPEARANCE**

- a. A student who has secured 'F' grade in a Theory course shall have to reappear at the subsequent Semester end examination held for that course.
- b. A student who has secured 'F' grade in a Practical course shall have to attend Special Instruction Classes and reappear for the practical examinations scheduled by the Department for securing pass.
- c. A student who has secured 'F' Grade in Internship /Project work / Industrial Training shall have to reappear for Viva – Voce scheduled by the department.
- d. A student who is declared fail (F) in a course/s can apply for revaluation within one week from the date of publication of results with a fee prescribed by the university.

#### **5. Procedure for revaluation**

- a) The students who have not satisfied with the marks awarded by the examiner can apply for revaluation within 7 days from the date publication of results in line with the revaluation notification released by CoE.
- b) The students have to apply for revaluation through office of the respective school, by paying the revaluation fee as per the notification.
- c) If a student applies for revaluation, the second evaluation will be conducted.
- d) If the difference between the original marks and the second evaluation marks is not more than 15, the second evaluation marks are final.
- e) If the difference exceeds 15, the answer script is referred for a third evaluation.
- f) The third evaluation marks are final.

#### **6. Submission of Curriculum and Evaluation Scheme**

##### **6.1 Approval and Submission**

After recommendation by the Board of Studies and approval by the statutory bodies:

The following documents shall be submitted to the Controller of Examinations by the respective Deans through Directorate of Academic Affairs.

- Course wise structure for all programmes (signed hard copies)

##### **6.2 Revisions and Updates**

- Course wise structure for all programmes (signed hard copies)
- Academic Calendar

shall be communicated immediately to the Controller of Examinations through proper administrative approval for implementation.

## **7. Question Bank Submission\_(During AY 2021-22 to 2025-26)**

### **7.1 Submission Timeline**

At least one month before commencement of Semester End Examinations, course coordinator/ course champion shall submit Question Bank to the Confidential email ID ([tau\\_confidential@apollouniversity.edu.in](mailto:tau_confidential@apollouniversity.edu.in)) of the university.

### **7.2 Question Bank Submission:**

- ❖ Each course faculty must submit a comprehensive question bank for their respective subjects in the prescribed format.
- ❖ If multiple faculties handle the same subject, a designated course champion will compile and submit a consolidated question bank.
- ❖ The question bank should be updated annually by the respective faculty members to maintain relevance and quality.
- ❖ Questions shall be classified by difficulty level: Easy / Moderate / Advanced and submitted digitally in ERP compatible format

### **7.3 Question Paper Preparation:**

- ❖ The Directorate of Evaluation prepares 3 complete, standardized sets of question papers (Set A, Set B, Set C) from the Question Bank, as per the prescribed question paper format.
- ❖ The question papers will be vetted by the Moderation Committee as mentioned in section 8.4 below.

### **7.4 Moderation of Question Papers:**

To scrutinize and validate the question papers from respective departments, a formal Moderation Meeting is convened by the Controller of Examinations with the Moderation Committee.

- ❖ During meeting the faculty members must review all 3 sets of question papers for accuracy, clarity, and relevance.
- ❖ Verify Blooms Taxonomy Level (BTL) alignment and CO coverage for each question
- ❖ Suggest corrections, replacements, or amendments where-ever necessary

Based on the Moderation Committee's recommendations, the finalized hard copies are then submitted to CoE for secure custody in the Office of Examination.

### **7.5 Selection of Question Papers and Distribution to Examination Halls:**

- ❖ One day before the examination, the Chief Superintendent selects one question paper set for the respective examination. The question papers are printed based on the number of students registered for each course and kept in safe custody.
- ❖ The Office of Examination issues the question papers to the Examination Halls not later than 10 minutes before the scheduled start of the examination by O/o CoE staff under Chief Superintendent's supervision.
- ❖ Invigilator signs receipt of sealed question paper and sealed covers are opened only at the scheduled exam time in the examination hall.
- ❖ Unused / excess copies of question papers and answer scripts are returned to O/o CoE and recorded.

## **8. Question Paper Submission (w.e.f. AY 2026-27)**

### **8.1 Submission Timeline**

At least one month before commencement of Semester End Examinations, course coordinator/ course champion must submit:

- Question Paper
- Scheme of Evaluation

3 sets of question papers shall be submitted to the Controller of Examinations as per **Format 1**.

#### **General Instructions for setting of question paper**

- (i) Questions should be framed by using Bloom's Taxonomy Levels (**Format 2**).
- (ii) All the questions should be typed in MS-word using Times New Roman with font size of 12.
- (iii) Questions should be easily understandable and must be within the syllabus.
- (iv) The questions in **Section A** carries 2 marks each and these questions are asked to test the L1 – L3 levels of Bloom's Taxonomy and the **Section B** questions (2 each from each unit to be answered either A or B) will test the L1 to L6 levels of Bloom's Taxonomy.

### **8.2 Confidentiality**

- ❖ Question papers shall remain confidential and must be handled only through authorized personal of office of examination. Unauthorized disclosure shall attract disciplinary action.

### **8.3 Printing of Question Papers:**

In presence of Chief Superintendent, a day before the scheduled examination, the required number of question papers will be printed in the Office of Examination.

Strict security measures will be followed to ensure confidentiality.

## **9. Appointment and Responsibilities of Chief Superintendent**

The Controller of Examinations with the approval of the Registrar shall appoint a Chief Superintendent for every examination session. Selection of Chief Superintendent is based on Minimum experience of 10 years in teaching and research in University/Institution as cadre level of Professor / Associate Professor.

The Chief Superintendent shall be responsible for:

### **Before Examination**

- a) Question paper selection
- b) Hall allocation
- c) Seating arrangements
- d) Invigilator allocation
- e) Distribution of examination materials

### **During Examination**

- a) Conduct of examinations
- b) Monitoring examination halls
- c) Ensuring discipline
- d) Handling malpractice incidents
- e) Submission of reports

### **After Examination**

- a) Supervising the collection of answer scripts
- b) Verification and secure transfer of answer scripts
- c) Monitoring evaluation process
- d) Coordinating completion of evaluation within prescribed timelines

## **10. Appointment of Invigilators**

The Chief Superintendent will appoint invigilators amongst faculty members as per the seating plan

Invigilators shall:

- a) Verify student ID cards and hall tickets
- b) Ensure adherence to examination rules
- c) Prevent malpractice by strict verification of unauthorized materials
- d) Maintain discipline
- e) Submission of attendance records

The duties and responsibilities assigned to Invigilators as **Appendix 2**

## **11. Internal Assessment Marks**

### **11.1 Submission of Faculty Details**

Departments shall submit details of course handling faculty to the Controller of Examinations for granting mark-entry privileges in The Apollo University Examination Management System (TAUEMS).

### **11.2 Internal Marks Entry**

Faculty shall enter internal assessment marks before commencement of Semester End Examinations.

### **11.3 Hard Copy Submission**

School/ Departments shall submit signed hard copies of:

- (i) Consolidated Internal Marks
- (ii) Minutes of Departmental Committees

## **12. Evaluation of Answer Scripts**

### **12.1 General Principles**

- a) Evaluation shall be unbiased, confidential, and based strictly on the approved scheme of evaluation/marking scheme.
- b) Answer scripts are coded before evaluation so evaluators cannot identify details of the candidates.

### **12.2 Evaluation Responsibility**

- a) Evaluation must be carried out by the respective course handling faculty.
- b) After completion of evaluation, the answer scripts will be scrutinized by a scrutinizer who is a faculty member from the same Department/School.
- c) In case of unavailability of subject experts in the Department/School, External Examiners shall be appointed by the Controller of Examinations from a panel of qualified teachers, usually with a minimum of 5 years teaching experience in the relevant subject.

### **12.3 Evaluation Process**

- a) The CoE will nominate a Senior Faculty Member / Deputy Controller of Examinations to supervise the Central Evaluation process.
- b) Central Evaluation: will be conducted at a designated evaluation centre.

- c) Coded scripts are bundled (commonly in sets of 30) and distributed to evaluators along with the scheme of evaluation.
- d) Spot evaluation or on-screen/digital evaluation may be used, as per the university chosen method.

#### **12.4 Evaluation Timeline**

Evaluation shall be completed within seven days from the date of completion of examinations unless otherwise specified. The concerned evaluators must submit a signed statement of evaluation to the Controller of Examinations/Chief Superintendent.

#### **12.5 Scheme of Evaluation**

Evaluation shall strictly follow:

- (i) Scheme of Evaluation
- (ii) Moderation Guidelines

#### **12.6 Moderation**

- a) A sample of evaluated scripts is reviewed by a moderator/moderation board to check consistency of assessment across evaluators.
- b) Significant discrepancies within the answer scripts may initiate re-evaluation of the batch by the same or another evaluator.

#### **12.7 Confidentiality & Integrity**

- a) Evaluators must sign an undertaking of confidentiality and are prohibited from disclosing marking details.
- b) Any malpractice detected during evaluation must be reported immediately to the Controller of Examinations/Chief Superintendent.

### **13. Entry of SEE Marks**

Upon completion of evaluation:

Faculty shall:

- a) Enter SEE marks in TAUEMS portal
- b) Verify entries before submission
- c) Submit signed award sheets (Question wise marks) to the Controller of Examinations
- d) Award lists are verified by the CoE before results are processed.

## **14. Malpractice Cases**

### **14.1 Reporting**

Any malpractice incident during the examination process shall be reported immediately to the Chief Superintendent by the Invigilators.

### **14.2 Committee**

A Malpractice Committee consisting of:

- i. Controller of Examinations
- ii. Chief Superintendent
- iii. Dean of respective school
- iv. Additional nominated members

shall investigate and recommend actions.

### **14.3 Penalties**

Penalties shall be imposed as per University regulations. (refer **Appendix 1**)

## **15. Moderation Committee**

A Moderation Committee shall review:

- Question paper quality
- Evaluation standards
- Award of marks
- Pass percentages
- Grade distributions

The committee may recommend moderation wherever necessary. (refer **Appendix 3**)

## **16. Results Processing and Approval**

After completion of evaluation and mark entry:

The Controller of Examinations shall:

- Process examination results
- Verify grade calculations
- Generate result reports

The Moderation Committee shall review and approve the results.

Final approval shall be obtained from the Registrar before publication.

## **17. Declaration of Results**

Approved results shall be:

- Published through official channels (TAUEMS portal)
- Communicated to students through ERP portal
- Archived for record purposes

## **18. Revaluation Procedure**

### **18.1 Application**

Students seeking revaluation shall apply within seven working days from declaration of results.

If holidays intervene, revised deadlines shall be notified.

### **18.2 Revaluation Evaluator**

Revaluation shall be performed by an external subject expert other than the evaluator who conducted the first evaluation.

Revaluation results shall normally be processed and declared within two weeks of receipt of applications. (Revaluation Policy) - (**Appendix 4**)

## **19. Supplementary Examinations**

Students who have failed in a course or have not appeared in the previous exam may appear for supplementary examinations.

To register, students shall:

- Submit application in the Department/School
- Pay prescribed examination fee in ERP
- Complete registration within notified dates

Supplementary examinations shall be conducted according to University regulations.

## **20. Student Grievance Redressal**

Students may submit examination-related grievances concerning:

- Marks entry
- Attendance discrepancy
- Result processing
- Hall ticket issues
- Any other issues related to examination

All grievances shall be resolved through the Controller of Examinations within prescribed timelines (within 1 week)

## 21. Confidentiality and Record Retention

The Controller of Examinations shall maintain:

- a) Question paper banks
- b) Answer scripts
- c) Award sheets
- d) Result records
- e) Committee proceedings

## 22. Issuance of Certificates

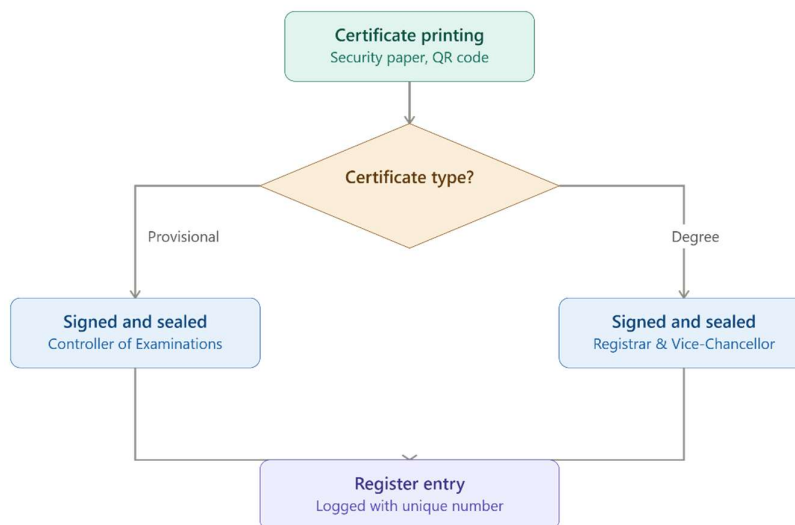
After successful completion of programme requirements:

The University shall issue:

- i. Provisional Certificate
- ii. Consolidated Grade Card
- iii. Migration Certificate
- iv. Degree Certificate (during the Convocation)

Before issue of certificates, students shall obtain No Due Certificates from:

- (i) Library
- (ii) Hostel
- (iii) Finance Section
- (iv) Concerned Department / School
- (v) Any other concerned section



## 23. Continuous Improvement

The Controller of Examinations shall periodically review examination procedures and recommend improvements to ensure quality, transparency, and compliance with regulatory requirements. The same will be communicated to the Academic Council and Board of Management for final approval.

## **24. Effective Date**

This Examination Manual shall come into force upon approval by the competent authorities of The Apollo University and shall remain applicable until revised.

# **The Apollo University**

## **EXAMINATION MALPRACTICE PREVENTION AND ACTIONS**

### **1. Objective:**

To define a structured approach for preventing, identifying, and addressing examination malpractice at The Apollo University.

### **2. Scope:**

This SOP applies to all students, invigilators, examination squad members, Chief Superintendent, Deans, and the Controller of Examinations. It governs all assessments conducted by the university.

### **3. Examination Malpractice:**

The following actions are considered malpractice:

- a) Possession of any manuscript or printed materials inside the examination hall.
- b) Marking or writing any unauthorized content in the answer scripts.
- c) Inserting religious symbols or personal remarks in the answer scripts.
- d) Writing on the question paper.
- e) Exchanging answer scripts or question papers with other students.
- f) Possession or usage of electronic gadgets such as mobile phones, smartwatches, or programmable calculators.

### **4. Actions and Consequences:**

If a student is caught committing malpractice, the invigilator, examination squad, or Chief Superintendent must immediately report the incident to the Controller of Examinations.

#### **4.1 First-Time Offense:**

The concerned subject examination is cancelled, marked as malpractice, and will not be evaluated.

#### **4.2 Repeated Offense:**

If a student is found engaging in malpractice more than once, all subject examinations for that semester will be cancelled, and the student will be treated as a supplementary candidate.

### **5. Malpractice Committee Review:**

- a) A malpractice review committee will be formed, consisting of:
  - ❖ Chief Superintendent
  - ❖ Dean of the respective school
  - ❖ Controller of Examinations
- b) The committee will conduct a meeting after the completion of all examinations to review malpractice cases.
- c) The committee's decision will be final and binding.

### **6. Compliance and Review:**

This SOP will be reviewed periodically to ensure its effectiveness in maintaining examination integrity.

## **Rules regarding Malpractices in examinations**

### **Disciplinary Action for /Improper Conduct in Examinations**

The Controller of Examinations shall refer the cases received from the Chief Superintendent of malpractices in the Semester End Examination to the Enquiry Committee constituted by the University authorities. The Committee will submit a report on the malpractice allegedly committed by the student to the Controller of Examinations. The Controller of Examinations along with the members of the Committee is authorized to impose a suitable punishment, if the student is found guilty as per the following guidelines.

| <b>Clause</b> | <b>Nature of Malpractices / Improper conduct</b>                                                                                                                                                                                                                                                                                                                                                                                   | <b>Punishment</b>                                                                                                                                                                                                                                                                                      |
|---------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|               | <b>If the candidate</b>                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                        |
| <b>1(a)</b>   | Possesses or keeps accessible in examination hall, any paper, note book, programmable calculators, Cell phones, pager, palm computers or any other form of material concerned with or related to the course of the examination (theory or practical) in which he is appearing but has not made use of (material shall include any marks on the body of the candidate which can be used as an aid in the course of the examination) | Expulsion from the examination hall and cancellation of the performance in that course only.                                                                                                                                                                                                           |
| <b>(b)</b>    | Gives assistance or guidance or receives it from any other candidate orally or by any other body language methods or communicates through cell phones with any candidate or persons in or outside the examination hall in respect of any matter.                                                                                                                                                                                   | Expulsion from the examination hall and cancellation of the performance in that course only of all the candidates involved. In case of an outsider, he will be handed over to the police and a case is registered against him.                                                                         |
| <b>2</b>      | Has copied in the examination hall from any paper, book, programmable calculators, palm computers or any other form of material relevant to the course of the examination (theory or practical) in which the candidate is appearing.                                                                                                                                                                                               | Expulsion from the examination hall and cancellation of the performance in that course and all other courses the candidate has already appeared including practical examinations and project work and shall not be permitted to appear for the remaining examinations of the courses of that Semester. |

| Clause | Nature of Malpractices<br>/ Improper conduct                                                                                                                                                        | Punishment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|--------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 3      | Comes in a drunken condition to the examination hall.                                                                                                                                               | Expulsion from the examination hall and cancellation of the performance in that course and all other courses the candidate has already appeared including practical examinations and project work and shall not be permitted to appear for the remaining examinations of the courses of that Semester                                                                                                                                                                                                                             |
| 4      | Smuggles in the Answer book or additional sheet or takes out or arranges to send out the question paper during the examination or answer book or additional sheet, during or after the examination. | Expulsion from the examination hall and cancellation of the performance in that course and all other courses the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the courses of that Semester. The candidate is also debarred for two consecutive semesters from class work and all End examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat. |
| 5      | Leaves the exam hall taking away answer script or intentionally tears of the script or any part thereof inside or outside the examination hall.                                                     | Expulsion from the examination hall and cancellation of the performance in that course and all other courses the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the courses of that Semester. The candidate is also debarred for two consecutive semesters from class work and all End examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat. |
| 6      | Possess any lethal weapon or firearm in the examination hall.                                                                                                                                       | Expulsion from the examination hall and cancellation of the performance in that course and all other courses the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the courses of that Semester. The candidate is also debarred and forfeits of seat.                                                                                                                                                                                 |

| Clause | Nature of Malpractices / Improper conduct                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Punishment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|--------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 7      | Impersonates any other candidate in connection with the examination.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | The candidate who has impersonated shall be expelled from examination hall. The candidate is also debarred and forfeits the seat. The performance of the original candidate, who has been impersonated, shall be cancelled in all the courses of the examination (including practical and project work) already appeared and shall not be allowed to appear for examinations of the remaining courses of that semester/year. The candidate is also debarred for two consecutive semesters from class work and all University examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat. If the impostor is an outsider, he will be handed over to the police and a case is registered against him. |
| 8      | Refuses to obey the orders of the Chief Superintendent of examinations / Observer / any officer on duty or misbehaves or creates disturbance of any kind in and around the examination hall or organizes a walk out or instigates others to walk out, or threatens the officer-in-charge or any person on duty in or outside the examination hall of any injury to his person or to any of his relations whether by words, either spoken or written or by signs or by visible representation, assaults the officer-in charge, or any person on duty in or outside the examination hall or any of his relations, or indulges in any other act of misconduct or mischief which result in damage to or destruction or property in the examination hall or any part of the College campus or engages in any other act which in the opinion of the officer on duty amounts to use of unfair means or misconduct or has the tendency to disrupt the orderly conduct of the examination. | In such case the students shall be expelled from examination halls and cancellation of their performance in that course and all other courses the candidate(s) has (have) already appeared and shall not be permitted to appear for the remaining examinations of the courses of that semester. The candidates also are debarred and forfeit their seats. In case of outsiders, they will be handed over to the police and a police case is registered against them.                                                                                                                                                                                                                                                                                                                |

| Clause | Nature of Malpractices / Improper conduct                                                                                                                                                                    | Punishment                                                                                                                                                                                                                                                                                                                                              |
|--------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 9      | If student of the university, who is not a candidate for the particular examination or any person not connected with the college indulges in any malpractice or improper conduct mentioned in clause 6 to 8. | Expulsion from the examination hall and cancellation of the performance in that course and all other courses the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the courses of that semester/year. The candidate is also debarred and forfeits the seat. |
| 10     | Uses objectionable, abusive or offensive language in the answer paper or in letters to the examiners or writes to the examiner requesting him to award pass marks.                                           | Cancellation of the performance in that course.                                                                                                                                                                                                                                                                                                         |
| 11     | Copying detected on the basis of internal evidence, such as, during valuation or during special scrutiny.                                                                                                    | Cancellation of the performance in that course and all other courses the candidate has appeared including practical examinations and project work of that End examination.                                                                                                                                                                              |
| 12     | If any malpractice is detected which is not covered in the above clauses 1 to 11 shall be reported to the Chief controller of examinations for further action to award suitable punishment.                  |                                                                                                                                                                                                                                                                                                                                                         |

### **Constitution of the Disciplinary Committee:**

1. Controller of Examination - Convener
2. Dean/ HoD of the school / Dept to which the student belongs to- - Member
3. Chief Superintendent of Examinations - Member
4. Invigilator who caught the student red handed- Member

### **Time limit for the enquiry:**

Before the completion of evolution of the answer scripts of that particular Semester End Examinations.

\*\*\*\*\*

# **The Apollo University**

## **INSTRUCTIONS TO EXAM INVIGILATORS**

All faculty members assigned for examination duty are requested to strictly adhere to the following instructions to ensure smooth, fair, and disciplined conduct of examinations.

### **1. Reporting & Hall Preparation**

- a) Invigilators must **report to the reporting venue at least 15 minutes before** the scheduled commencement of the examination.
- b) After collecting attendance sheets, answer booklets, and other materials, invigilators must **reach the allotted examination hall at least 5 minutes before** the examination begins.
- c) Verify the **seating arrangement** and ensure the hall is ready.
- d) Call the students waiting outside and **ensure all students enter the examination hall before commencement**.
- e) Instruct students to **occupy their allotted seats** and check their place.

### **2. Student Verification & Security Checks**

- a) Verify the **Hall Ticket and College/University ID Card** of every student.
- b) Instruct students to **check their pockets** and ensure that **mobile phones, smart watches, bluetooth devices, chits, or any unauthorized materials** are not brought inside the hall, even by mistake.
- c) Any prohibited item found must be dealt with strictly as per the University examination rules.

### **3. Issue of Answer Booklets & Question Papers**

- a) Distribute the **answer booklets** and instruct students to:
  - Fill in all required details clearly and correctly on the **front page**.
- b) Distribute the **question papers** and instruct students to:
  - **Immediately write their Register Number** in the space provided.
  - **Not write anything else** on the question paper (no markings, circles, ticks, dots, symbols, or rough work).
- c) Invigilators must **visit each student's desk** and:
  - Sign the answer booklet,
  - Verify that all front-page details are filled correctly,
  - Confirm that the Register Number is written on the question paper.

### **4. Instructions to Be Announced to Students**

Invigilators must clearly instruct students that:

- a) **Absolute silence** must be maintained in the examination hall.
- b) Students must **not talk, gesture, or communicate** with other candidates.
- c) Students must **not borrow or exchange** stationery or any materials.
- d) Writing on benches, desks, walls, or any examination hall property is **strictly prohibited**.
- e) Students must **not write anything on the question paper** other than the Register Number.
- f) Students must **cover their answer booklet with the question paper** when not writing.

## 5. Duration, Exit Rules & Movement Control

- a) Students must **remain inside the examination hall for a minimum of 2 hours** from the commencement of the examination.
- b) Students **are not permitted to leave the examination hall or go to restrooms** during the examination.
- c) Students leaving the hall **after 2 hours** must:
  - **Submit both the answer booklet and the question paper**, and
  - **Leave the examination venue immediately** without standing or gathering in corridors.
- d) **Only after 2 hours and 30 minutes (2:30 hours)** from the start of the examination, students are permitted to **carry the question paper** while leaving, after submitting the answer booklet.

## 6. Vigilance During Examination

- a) Invigilators must remain **highly vigilant throughout the entire examination duration (3 hours)**.
- b) Any suspicious behaviour must be **closely observed and immediately addressed**.
- c) Invigilators must **not engage in activities that distract attention** from supervision.
- d) Faculties are requested to **carry their own water bottles** for examination duty.

## 7. Emergency Handling

- a) In case of any **student emergency**, invigilators must **immediately inform the Chief Superintendent / Examination In-Charge**.
- b) No student shall be allowed to leave the hall without proper authorization.

## 8. Malpractice Handling Procedure

- a) If any malpractice is detected:  
**Immediately confiscate** the student's:
  - Answer booklet
  - Question paper
  - Hall Ticket
  - ID Card
- a) Inform the **Chief Superintendent / Examination Section immediately**.
- b) A **Student Statement Letter** and an **Invigilator Report Letter** will be provided:  
Fill in all details **clearly and immediately**.
- a) Record the incident in the **Malpractice Case Record** without delay.
- b) Submit all collected documents to the **Examination Section** while submitting the answer booklets

## 9. Responsibility & Compliance

- a) Invigilators are responsible for ensuring:
  - Fair conduct of the examination,
  - Strict adherence to examination rules,
  - Proper documentation of any violations.
- b) Any lapse in invigilation duties will be viewed seriously by the University.

# **The Apollo University**

## **Moderation Policy for Examination Results**

### **1. Purpose**

The purpose of this policy is to establish a fair and transparent process for the moderation of examination marks, ensuring consistency and adherence to academic standards while maintaining the integrity of the evaluation process.

### **2. Scope**

This policy applies to all undergraduate and postgraduate programs offered by The Apollo University. It governs the moderation of marks for end-semester examinations

### **3. Moderation Policy Guidelines**

#### **3.1. Moderation Limits**

- a) The maximum moderation allowed **per student** across all subjects is **8 marks**.
- b) The minimum moderation allowed **per subject** is **4 marks**.
- c) Moderation is applicable only for **theory subjects**. Practical subjects, projects, and other non-theory components are excluded from this policy.
- d) The moderation board has the authority to decide the exact moderation marks within these limits, adhering strictly to the University policy.

#### **3.2. Eligibility for Moderation**

- a) Moderation will be applied only to students who have scored **below the passing marks** but are within a reasonable range of achieving the minimum required score.
- b) The exam section will identify such students before the publication of results and present the cases to the moderation board for review.

#### **3.3. Moderation Board Composition**

The moderation board shall consist of the following members:

- 1. **Controller of Examinations** (Member)
- 2. **Deans** (Chairperson)
- 3. **Program Coordinators** of the respective schools (Members)
- 4. **Chief Superintendent of Examinations** -Member

### **4. Moderation Process**

#### **4.1. Identification of Candidates**

- i. The O/o Directorate of Evaluations will identify students eligible for moderation based on their performance in the examinations.

- ii. A list of such students, along with their marks and subject details, will be prepared and submitted to the moderation board.

#### **4.2. Moderation Board Meeting**

- a) The moderation board will convene a meeting to review the cases presented by the Directorate of Evaluations.
- b) The board will decide the moderation marks for each student, ensuring that the total moderation does not exceed **8 marks per student** and **4 marks per subject**.
- c) The board has the discretion to decide moderation marks **within the university policy limits** but **cannot exceed** the prescribed maximum limits.

#### **4.3. Finalization of Results**

- a) After the moderation board approves the moderation marks, the exam section will update the results accordingly.
- b) The moderated results will be published only after final approval from the moderation board.

### **5. Responsibilities**

#### **5.1. Exam Section**

- a) Identify students eligible for moderation.
- b) Prepare and present the list of students to the moderation board.
- c) Implement the moderation marks as approved by the board.

#### **5.2. Moderation Board**

- a) Review the cases presented by the Directorate of Evaluations.
- b) Decide the moderation marks within the prescribed limits.
- c) Ensure fairness and transparency in the moderation process.

### **6. Policy Compliance**

The moderation board must strictly adhere to the university policy and cannot exceed the maximum moderation limits under any circumstances.

### **7. Review and Amendments**

This policy will be reviewed periodically by the **Academic Council** to ensure its relevance and effectiveness. Any amendments to this policy must be approved by the **Academic Council** and communicated to all stakeholders.

# **The Apollo University**

## **REVALUATION PROCESS**

### **1. Objective:**

To establish a clear and transparent process for the revaluation of theory examination answer scripts.

### **2. Scope:**

This SOP applies to all students, faculty members, and the Directorate of Evaluations involved in the revaluation process.

### **3. Revaluation Process:**

- a) After the declaration of results, students may apply for revaluation within one week.
- b) A fee of Rs. 500 per subject must be paid at the time of application.
- c) Revaluation is applicable only for theory subjects; it is not permitted for lab courses or audit courses.

### **4. Faculty Allocation:**

The respective Deans are responsible for allocating faculty members for the revaluation process as per the University Regulations. Revaluation shall be performed by an external subject expert other than the evaluator who conducted the first evaluation.

### **5. Evaluation Criteria:**

- a) If a student applies for revaluation, the second evaluation will be conducted.
- b) If the difference between the original marks and the second evaluation marks is not more than 15, the second evaluation marks are final.
- c) If the difference exceeds 15, the answer script is referred for a third evaluation.
- d) The third evaluation marks are final.

### **6. Compliance and Review:**

The revaluation process will be reviewed periodically to ensure fairness and accuracy.

# **The Apollo University**

## **Standard Operating Procedure (SOP) for Convocation Ceremony**

**Purpose:** In exercise of the powers conferred under Section 34 of the A.P. Private University Act 3 of 2016, the Governing Body hereby establishes the Statute on the procedure for conducting the Convocation Ceremony at The Apollo University, Murukambattu, Chittoor, Andhra Pradesh. This statute aims to ensure a systematic, structured, and organized process for conferring degrees to graduating students.

**Scope:** This SOP applies to all stakeholders involved in the Convocation, including university administration, faculty, students, and support staff. It covers the planning, execution, and post-event procedures.

### **Responsibilities:**

#### **Controller of Examinations**

- a) Oversee the overall planning and execution of the convocation.
- b) Coordinate with various departments to ensure smooth conduct.
- c) Approve and finalize the schedule and program flow
- d) Ensure the eligibility of graduands for degree conferment.
- e) Prepare and verify the degree certificates.
- f) Communicate the convocation schedule to students and faculty.

#### **Registrar's Office**

Finalize the convocation date in consultation with the Vice-Chancellor (VC), Board of Management (BoM), and other stakeholders.

#### **Deans and Faculty Members:**

- Assist in organizing academic processions.
- Verify and confirm students' participation.

#### **Logistics & Event Management Team:**

- Arrange venue setup, stage design, seating plans, and guest accommodations.
- Manage security, photography, and media coverage.

#### **Students & Graduands:**

- Register for the convocation through the ERP portal.
- Follow dress code and arrive at the venue as per schedule.

### **Steps in Convocation Process:**

- 1. Pre-Convocation Planning**
  - 1.1 Formation of Convocation Committee.
  - 1.2 Fixing the date, venue, and schedule.
  - 1.3 Preparing and verifying the list of eligible graduands.
  - 1.4 Sending invitations to guests, faculty, and students.
- 2. Convocation Registration**
  - 2.1 ERP & IT Team enables online registration for graduands.
  - 2.2 Graduands confirm attendance and collect academic robes.
- 3. Rehearsal & Final Preparations**
  - 3.1 Conduct a rehearsal session for academic procession and faculty.
  - 3.2 Arrange seating as per protocol.
  - 3.3 Set up stage, sound systems, and live streaming.
- 4. Day of Convocation**
  - 4.1 Assemblage of dignitaries and academic procession.
  - 4.2 Welcome address and opening ceremony.
  - 4.3 Conferment of degrees in alphabetical order by faculty.
  - 4.4 Administration of Oath by the Controller of Examinations.
  - 4.5 Chancellor's address and closing ceremony.
- 5. Post-Convocation Activities**
  - 5.1 Distribution of degree certificates and transcripts.
  - 5.2 Media release and official announcements.
  - 5.3 Feedback collection for future improvements.

### **Timeline for Convocation Execution:**

| <b>S.No.</b> | <b>Stage</b>         | <b>Timeline</b>       | <b>Responsible Committee</b>  |
|--------------|----------------------|-----------------------|-------------------------------|
| 1            | Convocation Planning | 3 months before event | Convocation Committee         |
| 2            | Student Registration | 2 months before event | Registrar's Office & IT Team  |
| 3            | Rehearsal & Setup    | 1 week before event   | Logistics & Event Team        |
| 4            | Convocation Day      | Scheduled Date        | All Committees & Participants |
| 5            | Post-Event Wrap-up   | 1 week after event    | Registrar's Office            |

### **Documents Required:**

1. Student Registration List
2. Graduand Eligibility Report
3. Invitation Letters & RSVP Lists
4. Academic Robe & Seating Plan
5. Degree Certificate Formats
6. Event Schedule & Speeches
7. Feedback Report Format

# **The Apollo University**

## **Policy on Provision of Scribes for Examinations**

### **1. Purpose**

This policy is formulated to ensure uniform, fair, and transparent procedures for providing scribes to students during examinations, in accordance with **UGC guidelines**, the **Rights of Persons with Disabilities (RPwD) Act, 2016**, and other applicable statutory and regulatory bodies. The policy also clarifies financial responsibilities, approval mechanisms, and post-payment follow-up procedures.

### **2. Scope**

This policy applies to all **UG, PG, and doctoral programmes** of the University and covers:

- i. Students with permanent disabilities
- ii. Students with temporary or situational disabilities
- iii. Approval, engagement, and payment of scribes
- iv. Institutional and student responsibilities

### **3. Regulatory Framework**

This policy is aligned with:

- ❖ UGC Guidelines for Examinations for Persons with Benchmark Disabilities
- ❖ Rights of Persons with Disabilities (RPwD) Act, 2016
- ❖ Government of India / State Government norms, as applicable
- ❖ University Examination Regulations

### **4. Eligibility for Scribe Facility**

#### **4.1 Students with Permanent Disabilities (University-Paid)**

Students are eligible for a **University-paid scribe** if they have:

- ❖ Benchmark disabilities (40% or more) such as visual impairment, locomotor disability affecting writing, cerebral palsy, learning disabilities, or other disabilities recognized under the RPwD Act, 2016
- ❖ A valid disability certificate issued by a competent medical authority

#### **4.2 Students with Temporary / Situational Disabilities**

Students with the following conditions may be permitted to engage a scribe, **with payment borne by the student**:

- ❖ Temporary physical injury (fracture, surgery, etc.)
- ❖ Short-term medical conditions affecting writing ability
- ❖ Other justified conditions approved by the Controller of Examinations

Medical documentation must be submitted for approval.

### **5. Prior Request and Approval Process**

- i. The student shall submit a **written request for a scribe** to the Controller of Examinations through the School/Department.

- ii. The request must be submitted **at least 7 days prior** to the commencement of examinations.
- iii. The request shall include:
  - ❖ Medical/Disability certificate
  - ❖ Nature of disability (permanent/temporary)
  - ❖ Duration for which scribe support is required
- iv. The request shall be reviewed and approved by:
  - ❖ Controller of Examinations
  - ❖ Dean of the School (if required)
- v. Approval shall clearly specify:
  - ❖ Whether the scribe is University-paid or student-paid
  - ❖ Approved rate of remuneration

## **6. Selection and Eligibility of Scribes**

- i. The scribe must possess minimum educational qualifications as prescribed by the University.
- ii. A declaration shall be obtained from both the student and the scribe confirming compliance

## **7. Remuneration and Payment Norms**

### **7.1 Rate of Payment**

Standard remuneration: **₹100 per hour** (or as revised by the University from time to time)

### **7.2 Payment Responsibility**

Payment shall be made by the University through the proper channel

## **8. Attendance and Work Certification**

- i. The Chief Superintendent / Invigilator shall certify:
  - a. Date and duration of scribe service
  - b. Attendance of the scribe
- ii. A consolidated statement shall be submitted to the Examination Section

## **9. Post-Payment Follow-Up and Acknowledgement**

- 1. Payment shall be released only after verification of:
  - Approved request
  - Attendance certification
- 2. The Examination Section/School shall maintain records for audit and compliance.

## **10. Special Provisions**

- i. Additional compensatory time shall be provided to eligible students as per UGC norms
- ii. Use of assistive technologies may be permitted where applicable
- iii. Any grievance related to scribe allocation or payment shall be addressed to the Controller of Examinations

## **11. Amendments**

The University reserves the right to amend this policy in line with revisions issued by UGC, Government bodies, or statutory authorities from time to time.

## **Annexure – 6A: Application Form for Availing Scribe Facility**

**1. Name of the Student:** \_\_\_\_\_

**2. Registration Number:** \_\_\_\_\_

**3. Program / Year / Semester:** \_\_\_\_\_

**4. School / Department:** \_\_\_\_\_

**5. Nature of Disability:**

☐ Permanent (Benchmark Disability)

☐ Temporary / Medical Condition

**6. Details of Disability / Medical Condition:**

(Attach valid Disability Certificate / Medical Certificate issued by a competent authority)

**7. Examination(s) for which Scribe is Requested:**

Course Code(s):

Date(s):

**8. Requirement of Scribe Payment:**

☐ University-paid (Permanent/ Temporary Disability)

**9. Details of Proposed Scribe (if identified):**

Name:

Qualification:

Contact Number:

**Declaration by Student:**

I hereby declare that the information furnished above is true and I agree to abide by the University rules regarding the use of scribe facility.

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

Forwarded by: Head of the Department / Dean

Signature & Seal

Approved by: Controller of Examinations

### **Annexure – 6B: Scribe Declaration and Undertaking**

**1. Name of the Scribe:** \_\_\_\_\_

**2. Contact Number:** \_\_\_\_\_

**3. Qualification:** \_\_\_\_\_

**4. Name & Register Number of the Candidate Assisted:** \_\_\_\_\_

**Declaration:**

I hereby declare that:

- I shall strictly write only what is dictated by the candidate
- I shall maintain confidentiality and examination integrity
- I shall not engage in any unfair means

I understand that violation of the above may attract disciplinary and legal action.

Signature of Scribe: \_\_\_\_\_

Date: \_\_\_\_\_

Verified by: Chief Superintendent / Invigilator

Signature & Seal

## **Annexure – 6C: Process Flow (Scribe Facility)**



### **Emergency Approval Clause (Last-Minute Medical Cases)**

In case of sudden medical emergencies occurring immediately before or during examinations:

- i. The Chief Superintendent may permit a provisional scribe arrangement
- ii. Medical proof shall be submitted within **48 hours**
- iii. Such cases shall be ratified post-facto by the Controller of Examinations
- iv. Payment responsibility shall be decided based on the nature of disability

### **Audit, Vigilance, and Misuse Prevention Clause**

- i. All scribe-related records shall be maintained by the Examination Section for audit purposes
- ii. Random verification of medical documents may be conducted
- iii. Any misuse, false declaration, or impersonation shall result in:
  - a. Cancellation of examination
  - b. Recovery of payments
  - c. Disciplinary action as per University regulations
- iv. The policy shall be subject to internal and external audit scrutiny

**Submitted for kind consideration and approval.**

Controller of Examinations

Reg. No. \_\_\_\_\_

Format 1



# THE APOLLO UNIVERSITY

B.Tech/AHS &amp; Others \_\_ Semester Regular/Supplementary

Examinations, \_\_\_\_-2026

DIAGNOSTIC TECHNIQUES IN PULMONARY DISEASES I - RTTT2505

Time : 3 hours

Max. Marks: 60

## Section -A (10x2=20 marks)

Answer all Questions in 50 words each

| Q.No. | Question | BTL | CO  | PO |
|-------|----------|-----|-----|----|
| 1     |          | L1  | C01 |    |
| 2     |          | L1  | C01 |    |
| 3     |          | L2  | C02 |    |
| 4     |          | L2  | C02 |    |
| 5     |          | L3  | C03 |    |
| 6     |          | L4  | C03 |    |
| 7     |          | L4  | C04 |    |
| 8     |          | L3  | C04 |    |
| 9     |          | L2  | C05 |    |
| 10    |          | L1  | C05 |    |

## Section -B (5X8=40 marks)

Answer all Questions either A or B in 400 words each

| Q.No. | Question | BTL | CO  | PO |
|-------|----------|-----|-----|----|
| 11A   |          | L1  | C01 |    |
| (Or)  |          |     |     |    |
| 11B   | a)       | L2  | C01 |    |
|       | b)       |     |     |    |
| 12A   |          | L2  | C02 |    |
| (Or)  |          |     |     |    |
| 12B   | a)       | L3  | C02 |    |
|       | b)       |     |     |    |
| 13A   |          | L4  | C03 |    |
| (Or)  |          |     |     |    |
| 13B   | a)       | L5  | C03 |    |
|       | b)       |     |     |    |
| 14A   |          | L5  | C04 |    |
| (Or)  |          |     |     |    |
| 14B   | a)       | L6  | C04 |    |
|       | b)       |     |     |    |
| 15A   |          | L6  | C05 |    |
| (Or)  |          |     |     |    |
| 15B   | a)       | L3  | C05 |    |
|       | b)       |     |     |    |

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**Bloom's Taxonomy - Definitions and Verbs**

| <b>Definitions</b>            | <b>L1.<br/>Remember</b>                                                                                             | <b>L2.<br/>Understand</b>                                                                                                                      | <b>L3.<br/>Apply</b>                                                                                                                       | <b>L4.<br/>Analyze</b>                                                                                                                                                            | <b>L5.<br/>Evaluate</b>                                                                                                                                                                                    | <b>L6.<br/>Create</b>                                                                                                                                                                                               |
|-------------------------------|---------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Bloom's<br/>Definition</b> | Exhibit memory of previously learned material by recalling facts, terms, basic concepts and answers.                | Demonstrate understanding by organizing, comparing, interpreting and summarizing ideas.                                                        | Solve problems in new situations by applying knowledge and techniques.                                                                     | Examine and break information into parts; identify motives and causes.                                                                                                            | Present and defend opinions by making judgments based on criteria.                                                                                                                                         | Compile information together in a new way; create original work.                                                                                                                                                    |
| <b>Verbs</b>                  | Choose, Define, Find, How, Label, List, Match, Name, Recall, Select, Show, Tell, What, When, Where, Which, Who, Why | Classify, Compare, Contrast, Demonstrate, Explain, Extend, Illustrate, Infer, Interpret, Outline, Relate, Rephrase, Show, Summarize, Translate | Apply, Build, Choose, Construct, Develop, Experiment with, Identify, Interview, Make use of, Model, Organize, Plan, Select, Solve, Utilize | Analyze, Categorize, Classify, Compare, Contrast, Discover, Dissect, Distinguish, Divide, Examine, Function, Infer, Inspect, List, Motive, Relationships, Survey, Test for, Theme | Agree, Appraise, Assess, Compare, Conclude, Criticize, Decide, Defend, Determine, Disprove, Estimate, Evaluate, Explain, Influence, Interpret, Judge, Justify, Measure, Prioritize, Prove, Rate, Recommend | Adapt, Build, Change, Combine, Compile, Compose, Construct, Create, Design, Develop, Discuss, Elaborate, Estimate, Formulate, Happen, Imagine, Improve, Invent, Maximize, Modify, Originate, Plan, Predict, Propose |



Passport Size  
Photo with  
Clear  
Background