



Ambalika Institute of Management and Technology

Mohanlalganj, Lucknow

Examination Regulation Policy

INSTITUTE'S VISION MISSION

Vision :

To nourish the students, blossom them into tomorrow's world class professionals and good human beings by inculcating the qualities of sincerity, integrity and social ethics.

Mission :

- 1.To provide the finest infra-structure and excellent environment for the academic growth of the students & to bridge the gap between academia and the demand of industry.
- 2.To expose students in various co- curricular activities to convert them into skilled professionals.
- 3.To grind very enthusiastic engineering and management student to transform him into hard working, committed, having zeal to excel, keeping the values of devotion, concern and honesty.
- 4.To involve the students in extracurricular activities to make them responsible citizens.

1. Introduction

The Examination Regulation Policy of Ambalika Institute of Management and Technology is in line with the University guidelines which are established to ensure the fair, transparent and efficient conduct of examinations in the fields of engineering and management. This policy aims to maintain academic integrity, provide equal opportunities to all students and promote a conducive environment for learning and assessment.

2. Objectives

The objectives of the Examination Regulation Policy are as follows:

- 2.1. To establish a comprehensive framework for the administration and management of examinations as per the university guidelines.
- 2.2. To ensure the fairness and integrity of examination processes.
- 2.3. To provide guidelines for the development, administration and evaluation of examinations as per the university guidelines.

2.4. To promote effective communication of examination-related information to students and faculty members in accordance with the academic calendar of university.

2.5. To establish procedures for addressing examination grievances and appeals as per the university guidelines.

3. Examination Administration

3.1. Examination Schedule: A detailed examination schedule for sessional examinations, including dates, times and venues, will be prepared as per the academic calendar and university guidelines and communicated to students well in advance. The schedule will be designed to minimize conflicts between different subjects and facilitate effective planning. The schedule of external theory and lab examination will be disseminated as per circulars/notices issued by university.

3.2. Examination Cell: Examination cell will be formed to oversee the administration of examinations. These committees will consist of qualified faculty members skilled staff who will be responsible for arranging question papers, coordinating invigilation, ensuring proper conduct and resolving any examination-related issues.

3.3. End Semester Examination Registration: Students will be required to register for each semester examination within a specified timeframe as notified by university. Late registrations may be subject to additional fees or penalties as decided by university. The registration process will be clearly communicated to students and any necessary guidelines or forms as per university guidelines will be provided.

3.4. Examination Security: Center superintendent, Controller of examinations and observer appointed by the university will ensure that strict measures are implemented to ensure the security and confidentiality of examination materials. Question papers, answer scripts and other relevant documents will be handled and stored securely to prevent unauthorized access or tampering as per university guidelines.

3.5. Examination Accommodations: Students with disabilities or special needs will be provided with appropriate accommodations during examinations, as per the university and college's policy on disability support. These accommodations may include extra time, a separate venue, or assistive devices, as deemed necessary as per guidelines and after approval by the concerned university authority.

4. Examination Conduct

4.1. Examination Rules and Regulations: Clear guidelines and instructions will be provided to students regarding examination rules, including regulations related to conduct, materials allowed, academic integrity and prohibited behaviors. Students will be expected to adhere to these rules and any violation may lead to disciplinary actions.

4.2. Invigilation: Qualified invigilators will be assigned to each examination session to ensure proper supervision, maintain a secure environment and address any concerns or disruptions that may arise during the examination as per the university guidelines and approved by the center superintendent/Controller of examinations.

4.3. Identification and Attendance: Students will be required to present valid identification, such as college ID cards (for internal examinations) and admit card along with valid ID proof (for external

examinations) before entering the examination hall. Attendance will be taken at the beginning of each examination session to ensure the presence of registered students and will be sent within the given time limit to the university/college authorities.

4.4. Use of Technology: The use of unauthorized electronic devices, including mobile phones, smart watches and calculators, will not be permitted during examinations, unless explicitly allowed by the examination regulations.

5. Examination Evaluation and Results

5.1. Evaluation Process: The evaluation of answer scripts will be conducted by faculty members for sessional examinations. For external examination evaluation of answer scripts shall be conducted by university. Clear guidelines and marking schemes will be provided to ensure consistency and fairness in the evaluation process.

5.2. Result Declaration: Results will be declared within a reasonable timeframe after the completion of sessional examinations. The controller of examination will ensure that the process of result compilation and declaration is accurate, confidential and transparent. Results will be communicated to students individually and will also be made available through the college's designated platform or system. Result for external examinations will be declared by the university.

5.3. Review and Revaluation: Students will have the opportunity to request a review or revaluation of their answer scripts for external theory examinations within a specified timeframe. Guidelines and procedures issued by university for the review process will be clearly communicated to students and any fees or requirements associated with the review will be outlined.

6. Grievances and Appeals

6.1. Grievance Redressal: A structured mechanism will be in place to address examination-related grievances and complaints. Students will be provided with a channel to submit their grievances and the college will ensure a prompt and fair resolution of these issues. Grievances related to university examinations will be rooted through registrar's office.

6.2. Appeals: Students will have the right to appeal against examination decisions or outcomes if they believe there has been an error or unfair treatment. The college will establish an appeal process, including the submission of supporting documents or evidence and a designated committee will review and address the appeals in a timely manner.

7. Review and Revision

7.1. Regular Review: The Examination Regulation Policy will be periodically reviewed to ensure its effectiveness, relevance and compliance with changing regulatory requirements as per the guidelines issued by university. Feedback from students, faculty members and relevant stakeholders will be considered during the review process of sessional examinations.

7.2. Policy Updates: Any necessary updates or revisions to the policy will be made based on the outcomes of the review process and the revised policy will be communicated to all stakeholders.

8. Conclusion

The Examination Regulation Policy of Ambalika Institute of Management and Technology aims to establish a robust and transparent framework for conducting examinations as per the university guidelines. By adhering to this policy, the college seeks to ensure fairness, integrity and the highest

standards of assessment, contributing to the overall academic excellence and reputation of the institution.