



# OFFICE OF THE CONTROLLER OF EXAMINATION

SWAMI VIVEKANAND SUBHARTI UNIVERSITY

(Established under U.P. Govt. Act no. 29 of 2008 and approved under section 2(f) of UGC Act 1956)

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Ref: SVSU/COE/2021/ 2987

Date - 25.10.2021

## TIMELINE FOR ODD SEMESTER EXAMINATION, SESSION : 2021-22 (Offline Mode)

<b>ODD SEMESTER EXAMINATION</b> (vide Academic Calendar letter no. U-07/SVSU/2021/933), dated 22.07.2021 issued from the Office of the Registrar, SVSU)	<b>10.01.2022 to 05.02.2022</b>
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(The Institutions governed by Apex Bodies shall follow the Examination Schedules as per their guidelines)

**Following Days and Dates have been mentioned as per time duration given above, for timely completion of all the steps of examinations, so these should be followed strictly.**

### **SECTION A - QUESTION PAPER PREPARATION -**

S. No.	ACTIVITY / SCOPE	DATES	RESPONSIBILITY
1.	Uploading the Panel of paper setter and moderator as per the format provided by COE Office on ERP	Latest by 10.11.2021	College
2.	Uploading of Question Paper By Paper Setter on ERP	Latest by 10.12.2021	College
3.	Moderation of Question Papers through Subject Expert by Internal Faculty on ERP in COE Office	Latest by 24.12.2021	College
4.	Submission of Answer Key (for MCQs, Maths, Statistical Options, Fill ups, etc.)	Latest by 27.12.2021	College

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**SECTION B - CONDUCTION OF EXAMINATION -**

S. No.	ACTIVITY / SCOPE	DATES			RESPONSIBILITY
		Dates for Filling the Examination Form	Late Fine Fee	Last date of Verification of Examination Form on ERP by the College	
5.	Filling/Submission (Online) Examination Form on ERP.	From 15.11.2021 to 13.12.2021	Without any Fine	14.12.2021	College & IT Dept.
		From 14.12.2021 to 16.12.2021	Rs. 1000/-	17.12.2021	
		From 17.12.2021 to 23.12.2021	Rs. 2500/-	24.12.2021	
		From 24.12.2021 to 31.12.2021	Rs. 3500/-	01.01.2022	
		From 01.01.2022 to 05.01.2022	Rs. 5000/-	06.01.2022	
		From 06.01.2022 to 08.01.2022 till 01:00 PM	Rs. 10,000/-	till 2:00 PM of 08.01.2022	
		<p><b>Important:</b> Kindly read carefully.</p> <p>a. For old students /CTS/Lateral Entry, who are not on ERP and whose Examination Forms have to be filled manually, the list of such students with the student's name, Enrolment Number, Programme, Branch Name, Subject Name and Paper Code in which he/she is going to appear has to be sent to the IT Department latest by 15-11-2021 under the intimation to the Office of COE through email. The IT department will generate the Examination Forms of such students and send the forms to the concerned college. After that, the procedure mentioned above will be followed.</p> <p>b. No need to submit a hard copy of the Examination Form to the COE Office.</p> <p>c. No Examination Form will be received by the COE Office on ERP after the last date, i.e. 08.01.2022.</p> <p>d. Here it is to mention that kindly stop the practice to verify the exam form on the day of Exam / 1-2 hours before or after the commencement of the examination as it will not be entertained.</p> <p>e. HOI will verify the examination form on ERP. The Verification parameters are 100% semester fee, 33% Sessional Marks obtained, attendance and Migration / TC submitted.</p> <p>f. Once the Examination Form is verified by the HOI, it will automatically be forwarded to the COE office with Roll List. No hard copy is required.</p>			

S. No.	ACTIVITY / SCOPE	DATES	RESPONSIBILITY
6.	Submission of Proposed Date Sheet denoting subjects and paper codes including all Carryover / Back papers subjects.	Latest by 20.11.2021  The Examination will be conducted in two shifts, as follows- I Shift - 09:00 AM to 12:00 Noon II Shift – 01:00 PM to 04:00 PM	College
7.	Declaration of Examination Schedule	Latest by 19.12.2021	COE Office
9.	Uploading of Sessional Marks on ERP	Latest by 24.12.2021	College
10.	Generation of Admit Card through ERP (subject to the criteria to appear in Examination is fulfilled i.e. 100% Semester fee deposited, 33% Sessional Marks acquired, attendance as per rule & Migration / TC submitted)	Latest by 03.01.2022	College & IT Section
<b>SECTION C - EVALUATION WORK</b>			
18.	Submission of Panel of Evaluators & Practical Examiners (separately) Course & Code wise in semester/year wise Compressed Zipped Folder through email to <a href="mailto:coe@subharti.org">coe@subharti.org</a> from official email id	Latest by 15.12.2021	College
19.	Communication for approved Examiners to the College, through email	For Theory paper evaluation - Within two days of the completion of the Examination	COE Office
		For Practical Examination – within a week after receiving the panel	
20.	Coding of Answer Sheets through ERP	Soon after Completion of Examination	COE Office
21.	Evaluation Work in COE Office & uploading of marks	Within 05 days of the completion of Exam	College & COE Office
<b>SECTION D - DECLARATION OF RESULT</b>			
22.	**Result Declaration	Within one month of Completion of Examinations	COE Office

Note -

1. \*Migration / TC is mandatory to get enrolled & to appear in the Examination.
2. In case, the student is not able to submit MG/TC in time due to any specific reason, he/she has to submit the permission of Hon'ble Vice Chancellor for the late submission of Migration Certificate.
3. As per University policy student has to submit MG/TC within 45 days after the admission closing date. Colleges have to ensure the timely submission of MG/TC or late submission fees as per rule.
4. Examination Form through ERP has to be filled only for those students who have fulfilled all the mandatory eligibility criteria to appear in the Examination.
5. Before verification of Examination Form – Eligibility criteria to appear in Exam- Carry Over / Back paper fee, Late fine fee, and dues must be checked thoroughly at the college level.
6. Colleges can check the fee status of students on ERP by their receipt number, as informed by the CTO.
7. Colleges have to inform properly to the concerned students within time, so that they can fill the exam form timely and get prepare for the exams.
8. Colleges will be accountable for any deficiency in this regard.
9. Question papers must be prepared as per the prescribed syllabus and according to Ordinance.
10. The Options/Sub-sections/Part of a question should not exceed 08 numbers.
11. \*\*Declaration of Result will be late if the delay in stipulated time as mentioned in timeline. HOI will be responsible for the same
12. Before the automatic generation of admit cards, verification parameters/ Rider / Check bar on ERP for mandatory criteria as per University Rule will be ensured by the IT section.
13. Please note that the Examination Forms and Admit Cards must not be generated by the IT Dept. directly without the permission of the undersigned.
14. It is expected from all the learned HOI to adhere to the timeline properly as conduction of examination is a joint effort of the Examination Department, Colleges, and IT Department.
15. Coordination & cooperation from all will be highly appreciable.



*Poonam*  
*25/10/2024*  
(Poonam Kaushik)  
Controller of Examination