



**ISLAMIC UNIVERSITY OF SCIENCE & TECHNOLOGY
AWANTIPORA, KASHMIR**

OFFICE MEMO

Subject: Conduct of End Term Examination – reforms thereof.

In anticipation to ratification by Academic Council / Executive Council, the following amendments have been approved by the Vice Chancellor regarding the conduct of End Term Examinations:

Setting up of Question Papers / evaluation / invigilation for the End Term Examinations:

1. All the Departments / Centres shall submit two sets of question papers for each course. However the question papers for 50 % of the core courses of the End Term Examinations shall also be got prepared from external experts, the list of which shall be provided by the concerned HOD. Controller Examinations shall have the discretion to choose the number of papers to be used from external / internal experts, with a minimum of 25% of the core courses from the external experts. The evaluation of external papers shall however be done by the concerned departments.
2. The question paper prepared by the concerned expert shall be a standard question paper involving all the Units. The concerned teacher / expert shall certify that the question paper involves all the syllabi / units. The HOD before forwarding the question papers in sealed envelope shall attest that the question paper is of standard quality and covers all the Units.
3. All laboratory / practical examinations (End Term) shall be conducted by external experts assisted by concerned teacher.
4. The invigilation staff roster prepared by the HOD for End Term Examinations must have atleast one member from the School and the Superintendent is to be nominated by concerned Dean of School from any Department in the School including the host Department. The Superintendent shall certify on the remuneration bill that all the invigilation staff has attended their duties as per the roster issued.
5. During the evaluation of the End Term Answer Scripts, the marks secured by a student shall be recorded only on the front page of the answer script. The blank pages if any in the answer script shall be crossed by the concerned evaluator.
6. The answer scripts of the End Term Examinations shall be returned back to the Office of Controller Examinations after the same are evaluated by the teachers along with award rolls.
7. The award rolls shall be mandatorily to be submitted within the stipulated period (two weeks after the completion of Examination) in online mode after which the online portal shall be closed and the Departments / Centres shall have to take special permission from the Competent Authority along with the reasons for delay in submission of award rolls.
8. The Controller Examination shall randomly check the results before declaration and such courses which don't show normal distribution of awards, may recommend suitable action to Vice Chancellor for approval.

Note: *The reforms as above shall be effective to all batches for Semester Autumn Examination 2022 and onwards.*

By Order,

Sd/-
Controller of Examinations

No: IUST/CoE/23/265

Dated: 08-02-2023

Copy to :

1. Dean Academic Affairs
2. Registrar
3. Finance Officer
4. All Deans / In-charge Deans of Schools/ Directors / Principals of Colleges
5. Director IT&SS
6. All Heads / In-charge Heads of Departments / Centres
7. Deputy Registrar Academics
8. Secretary to Vice Chancellor for kind information of Hon'ble Vice Chancellor
9. File.

Muhammad
Deputy Registrar
Examination
08/02/23