

2019

Standard Operating Procedure

Student Records & Evaluation Department

**UNIVERSITY OF PETROLEUM &
ENERGY STUDIES**



UNIVERSITY OF PETROLEUM & ENERGY STUDIES DEHRADUN



PROCEDURE MANUAL

Issue 05

Student Records & Evaluation Department ISO 9001 : 2008

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1. **PURPOSE:** To lay down the procedure for Conduct of Examinations, Evaluation and processing of Results besides student dossiers/records.
2. **SCOPE:** This procedure covers all the activities related to academic administration and all the Examination of the entire programmes run by the University.
3. **RESPONSIBILITY:** Academic Administration: Dean of the respective School is responsible for Academic Administration in the University.
4. **INPUT:**
 - 4.1. Programmes Offered
 - 4.2. Details of courses per programme
 - 4.3.
 - 4.4. Numbers of Students per programme
 - 4.5. Academic Calendar
 - 4.6. Eligibility Criteria for appearing in Examination
 - 4.7. Faculty data base
 - 4.8. Infrastructure available
5. **OUTPUT:**
 - 5.1. Records Keeping
 - 5.2. Examination Schedule
 - 5.3. Question paper Request
 - 5.4. Seating Plan
 - 5.5. Conduct of Examinations
 - 5.6. Evaluated Answer scripts
 - 5.7. Results
6. **PROCEDURE:**
 - 6.1. **EXAMINATION**

Controller of Examination will be responsible for conduct of all Examination in the University. University will conduct the examination twice in a Semester. One will be Mid Semester exam and the other will be End Semester Exam. These two examinations will have their weightage for preparing final grades point

6.1.1. Steps of Conducting Examination:

- 1.
2. Scheduling of examination



3. Question Paper Setting
4. Printing of Answer scripts & Procurement of stationary
5. Seating plan
6. Invigilation Duty during the Examination
7. Cases of adoption of unfair means in examination
8. Seal & Distribution the Answer scripts after the Exam

6.1.1.1. Scheduling of Examination:

The Controller of Examination and Deputy Registrar/ Assistant Registrar will be responsible to conduct the examination on the dates mentioned in the Academic calendar and in no case these will be altered except written order of the Dean of the Concerned School.

6.1.1.2. Question Paper Setting

Controller of examination or his nominee would send the request to all the concerned faculty members for paper setting. Faculty members will have to submit their question paper as per the specified date

6.1.1.3. Printing of Answer scripts & Procurement of stationary

Printing of Answer scripts of the University will the responsibility of the Controller of Examination / Deputy Registrar. Deputy Registrar/ Assistant Registrar will send the requirement for taking the necessary action.

6.1.1.4. Seating Plan

Deputy Registrar /Assistant Registrar will be responsible to collect the data of students selected from the Enrollment Department for the programmes offered by the University. Seating plan has to be prepared at least 10 days before the examination. Controller of Examination/Deputy Registrar (Exam) will be responsible to make sure that proper seating plan is made. The students will sit on their respective seat during the examination.

6.1.1.5. Invigilation Duty during the Examination

The Controller of Examination/ Deputy Registrar(Exam) in consultation with the respective Dean will depute at least two Invigilators for each room.

6.1.1.6. Cases of adoption of unfair means in examination

Whenever a case of adoption of unfair means in an examination is brought to the notice of the Controller of examination by an Invigilator, The Controller of Examination shall take cognizance of the matter. The Deputy Registrar/Assistant Registrar shall on every such event enquire into the matter and bring all incidences of unfair means in writing with relevant documents, whenever possible, to the Examination disciplinary committee constituted by the Dean/Director of the respective School.

6.1.1.7. Seal the Examination copies after the Exam

After receiving the copies from the Invigilators, the office staff of Controller of Examination will immediately seal the Answer Scripts & Send to concerned faculty member within 24hrs after the Exam.

6.2. **Evaluation:** Evaluation will be done by the concerned faculty members and the marks along with the checked answer books will be submitted to Controller of Examination within 07 calendar days of receipt of the answer scripts or as specified by the Dean of respective School.

6.3. The Controller of Examination /Deputy Registrar (ACG)/ Assistant Registrar (ACG) will be responsible to declare the result on time. They will be responsible to collect the checked answer scripts along with their summary of marks from each individual faculty members. They will compile the marks of each student course wise and will be responsible to send for the grade cards printing.

6.4. Grade Cards

Grade cards will be issued by the office of Controller of Examination.

6.5. Record Keeping

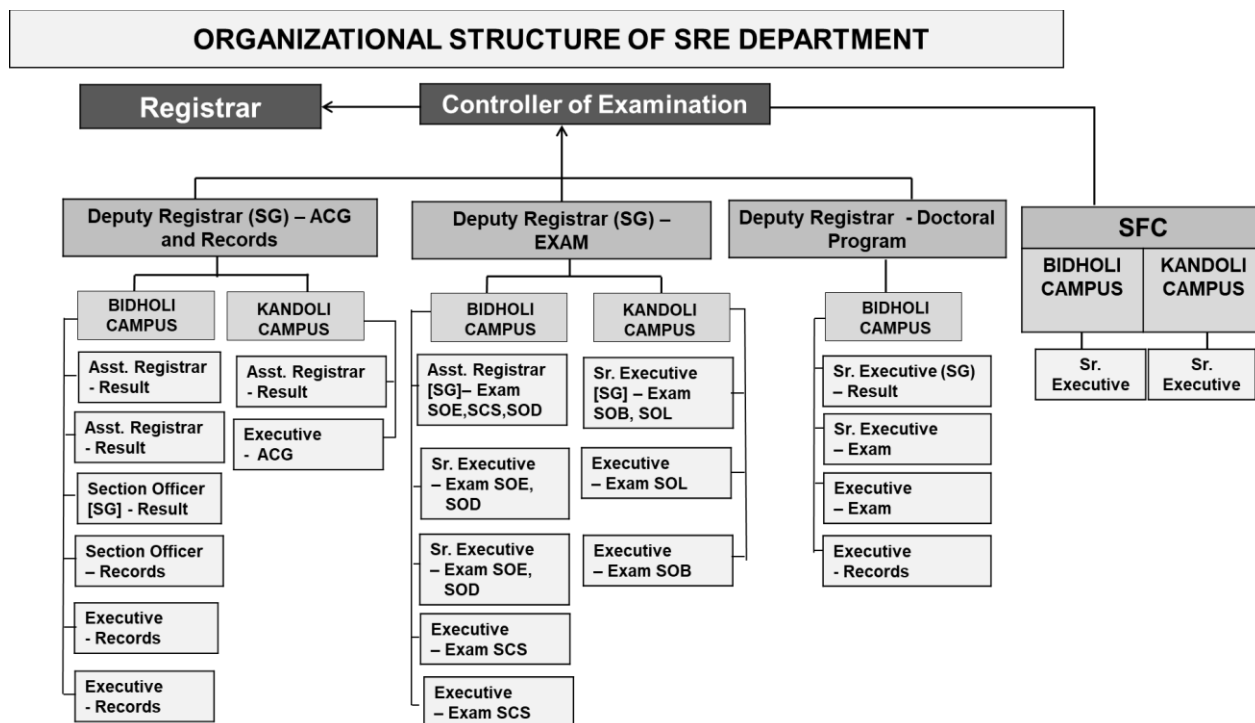
Record of the examination held/ attendance of examination and evaluated answer scripts has to be kept as per the guidance given by the Academic Council of the University.

7. **PROCESS CONTROL:** Controller of Examination will check the Activities of Academic Administration and implementation of Examination policy through Dean.

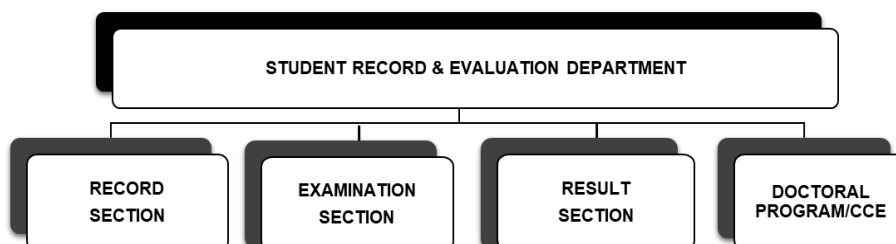
8. REFERENCES:

- 8.1. Academic Calendar
- 8.2. Student bulletin
- 8.3. Examination weightage cum grading plan
- 8.4. Examination Policy

8.5. Rules and regulations of the University regarding examination and their amendments.



BROAD VIEW OF SRE DEPARTMENT



II. Record Section

Core Areas:

1. Registration/Re-registration of the Student
2. Database management in SAP/ERP System
3. ID Card Printing
4. Physical record keeping of Student dossiers.
5. Bonafide Certificate
6. Issuance of Migration Certificate
7. Processing Withdrawal applications
8. Policy for Early release cases.

9. Verification of Student candidature/ Authorizations.

1. Registration/ Enrollment of the New Entrants

- Program-wise sorting of files after receiving from Enrollment department.
- Generating of Enrollment no. on receipt of list of students.
- Pre-registration of all eligible students before they physically report to campus for registration.
- Live Registration of New Students and Maintenance of the Student Data in SAP
- Cross Checking of sample master data entered in SAP
- Preparation of students ID card in coordination with IT Dept.
- Issuing of ID Cards during Registration Process, Missing ID Cards will be issued from SRE [Records Section]
- Report on discrepancies in Admission documents & follow up action

- Updating of Information of students on SAP(if any amendment is reported by student)
- Online Re-registration of old students (semester wise)

2. SOP for Registration of New Students

- Enrollment Department will bring the Personal Files of the student's programme wise before the Registration Date, to SRE.
- Document Checklist should be attached inside the student personal file.
- Students Personal Files will be given to the faculty/CC/(Enrolment) by SRE, and the concern will do the physical verification of dossier on the day of Registration.
- Assigned Faculty member will check documents and will verify the checklist.
- Students will complete their Fee process with Finance Department.
- Student will complete the Admission procedure with Enrollment Department e.g. checking of personal and academic records.
- SRE – Records section will physically verify Original academic documents and will check the eligibility criteria.
- Student will get the ID card from SRE and will submit his/her personal file to SRE-Records Section.

3. Database Management in SAP/ERP System

- Process owner-SAP- Sample Checking of data entered
- Registration & Re-registration of Students in SAP
- Transfer/ Progression of students in next semester in SAP
- Processing of Year Back students in SAP
- Processing of Withdrawal Students in SAP
- Preparation of merit list for various purposes

4. ID Card Printing

SOP (Student ID-Cards)

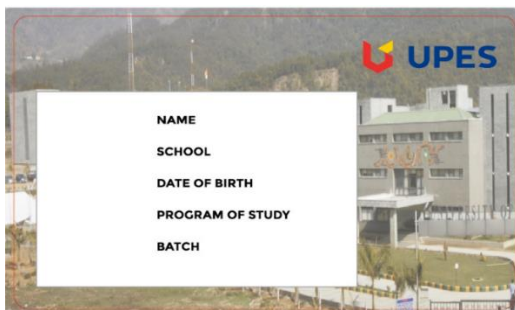
SRE Department will circulate the following format to the students at the time of registration and collect the same, duly filled in along with the registration form:-

<u>INFORMATION FORM FOR ID-CARD</u>											
1. Student's Name	:										
(In English Capital Letters – As per 10 th Class Certificate)											
2. Program & Branch	: Semester:.....										
3. Enrollment Number	: <table border="1" style="display: inline-table; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 20px;">R</td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> </tr> </table>	R									
R											
4. SAP ID	:										
5. Duration of the Program	: From: To:										
6. Father's/Mother's Name	:										
7. Address (Permanent)	:										
 City/Dist:..... State:										
 Pin Code:										
	Phone No.:										
8. Emergency Contact Number	:										
9. Blood Group	:										
10. Date of Birth	:										
Specimen Signature of the Student:											

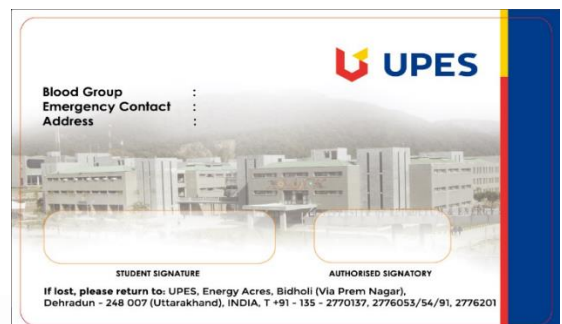
Recent Passport
Size Colour
photograph.

- a) SRE Department will check whether the student has filled the above columns.
- b) SRE Department will check whether the student has put in his/her specimen signature in the space provided and ensure that the photograph is properly pasted.
- c) SRE Department will arrange for the above data to be converted into soft copy (MS-Excel file).

Front side



Back side



- d) SRE Department will hand over the printed ID Cards to the respective student after obtaining receiving from the student.
- e) Identity card has to be taken back from the student by SRE Cell, after completion of the programme (at the time of No dues clearance by the student).

5. Procedure for Duplicate ID card:

Duplicate ID card can be issued in the following cases:-

- a) Loss / Stolen of ID card
- b) Damaged of ID card

The Requisite fee will be charged for duplicate ID card. He / She have to raise a ticket at SRE helpdesk and report to SRE SFC stating loss/ damage of his / her ID card.

6. SOP for Issuing Identity Cards

(Re-issuing of ID card)

Procedures:

- a) If a student loses the Identity Card issued by the University, he/she has to raise a ticket through SRE help desk and have to report to SRE SFC with ticket number.
- b) After checking the ticket, duplicate ID card form will be issued to student.
- c) Then student will submit the requisite fee to finance department, mentioned by the SRE as per rules of the University.
- d) After depositing the requisite fee, student will submit the ID card form with the fee receipt/finance confirmation to SRE.
- e) Student will get an information form for duplicate ID card from SRE and after filling the details will submit back to SRE.
- f) After completing all the above formalities SRE will verify and compile the student data
- g) After 01 working days, student can get his/her Identity Card from SRE SFC after completing the formalities.
- h) SRE will maintain the record of complete process.

7. Physical record keeping of Student dossiers.

- a) Mandatory documents to be checked in student dossiers. Document check list attached below.
- b) Follow up (through Email) with students for pending docs submission twice in a year (on the end of every semester).
- c) Document submitted by the students will be marked as submitted document (Y) in pending docs excel file and documents will be kept in student dossiers.



UNIVERSITY OF PETROLEUM & ENERGY STUDIES
Dehradun
DOCUMENTS CHECKLIST (FOR POST-GRADUATE STUDENTS)

Name of Student:
Enrollment No :
Program Name : Branch:

DOCUMENTS VERIFICATION

S.No.	Certificate(s)	Submitted	Not Submitted	Remarks
1.	10 th Mark Sheet (Photocopy)*			
2.	12 th Mark Sheet (Photocopy)*			
3.	Graduation Mark Sheet (Photocopy)*			
4.	Graduation Degree(Photocopy)/ Provisional Degree (Photocopy)*			
5.	Migration Certificate(Photocopy)*			
6.	EMCET/CCB Letter/ MAT/CAT/CMAT Score Card(Photocopy)			
7.	Common Undertaking* (Medical/Attendance/Driving)			
8.	Anti-ragging Undertaking			
9.	Domicile Certificate (if applicable) (Photocopy)			
10.	Income Proof (if applicable)			
11.	Passport Size Photographs (4 copies)*			
12.	Offer Letter (Photocopy Mandatory)*			
13.	CYOD (Carry Your Own Device)			

Signature of Verifying Authority :
Name of the Verifying Authority :
Date :

- **ALL DOCUMENTS MARKED WITH * ARE MANDATORY.**
- **ALL PHOTOCOPY DOCUMENTS SHOULD BE SELF ATTESTED BY THE STUDENT**





UNIVERSITY OF PETROLEUM & ENERGY STUDIES
Dehradun
DOCUMENTS CHECKLIST (FOR UNDER-GRADUATE STUDENTS)

Name of Student:
Enrollment No :
Program Name : Branch:

DOCUMENTS VERIFICATION

S.No.	Certificate(s)	Submitted	Not Submitted	Remarks
1.	10 th Mark Sheet (Photocopy)*			
2.	12 th Mark Sheet (Photocopy)*			
3.	School Leaving Certificate/ TC*(Photocopy)			
4.	Migration (Photocopy)*			
5.	AIEEE/EMCET/CCB Letter/ CLAT Score Card			
6.	Common Undertaking* (Medical/Attendance /Driving)			
7.	Anti-ragging Undertaking			
8.	Domicile Certificate (if applicable) (Photocopy)			
9.	Income Proof (if applicable)			
10.	Passport Size Photographs (4 copies)*			
11.	Offer Letter (Photocopy Mandatory)*			
12.	CYOD (Carry Your Own Device)			

Signature of Verifying Authority :
Name of the Verifying Authority :
Date :

- **ALL DOCUMENTS MARKED WITH * ARE MANDATORY.**
- **ALL PHOTOCOPY DOCUMENTS SHOULD BE SELF ATTESTED BY THE STUDENT**



8. Bonafide Certificate

Process Note for Bonafide Certificate:

Bonafide certificate will be issued for the following purpose

- a) Education Loan / Railway Pass / Rebate in Income Tax / Scholarship / New Sim Card / Opening a New Bank Account
- b) Passport
- c) Visa
- d) Any other reason (SSB/Railway Pass/Higher Education, etc)

Steps for issuance of General Bonafide certificate

- a) The student has to raise the online ticket through the SRE Helpdesk
- b) The student has to provide the ticket number to the Student Record Section and will fill the requisite form.
- c) The student will get the bonafide certificate same day.

Steps for issuance of Bonafide certificate for Internship

- a) The student has to write an application for Internship and career services will verify the same application, then the verified application will be submitted to the SRE department along with the online Ticket Number.
- b) The Internship bonafide certificate will be signed by the Controller of Examination / Deputy Registrar.
- c) The student will get the bonafide certificate after same days.

Bonafide Certificate especially for Passport Applicants

- a) **If the student resides in campus hostel:** Hostel warden will verify the hostel address.
- b) **If the student resides in rented premises:** Student needs to submit Rent Agreement along with electricity bill, water bill, actual address proof of landlord.
- c) **If the student is localite:** Student needs to submit valid address proof.
- d) After completion of all the formalities, students will get the bonafide certificate same day.

9. Issuance of Migration Certificate

SOP for Migration Certificate

(After Completion of the Programme / Discontinuing the Programme etc.)

Procedure for Passed out Students:



- a) When a student completes the programme, he/she has to submit the Dues Clearance form after clearing dues from the concerned department as per the format to the SRE Department before the convocation.
- b) The student has to make a request for the Migration Certificate.
- c) The request form for the Migration Certificate is available with the reception and online at Student Portal.
- d) After filling the details in the form, student has to submit the request form to the SRE Department along with ID proof.
- e) SRE will verify all the details and make the certificate.
- f) After completing all the above procedures, student can collect the certificate after 2 working days.
- g) SRE will maintain the record of the students' request.

10. Processing Withdrawal Applications

Procedures for Withdrawal Students:

- a) If the student discontinues the study due to any reason, he/she has to submit the withdrawal application duly signed by the parents and approved by the concerned Course Co-ordinator, Dean of the School with the Dues Clearance Form.
- b) Student has to make a request for the Migration Certificate of the UPES or student can get back their Migration/Transfer Certificate of previous school/School.
- c) As per the request of the student, SRE will verify the records of the student and will issue the requested certificate.
- d) SRE will maintain the record of the students' request.

SOP for Processing Withdrawal Case (Programme Discontinuing Cases)

Procedures for Processing the Withdrawal Case:

- 1) Students who are withdrawing their admission due to any reason (personal/ill health/family/financially) has to be fill Withdrawal application Form, available at School reception.
- 2) Student has to submit the withdrawal application dually signed by the parents and approved by the concerned Course Co-ordinator, Dean of the School with the Dues Clearance form.
- 3) The concerned course coordinator has to mark the status of his/her attendance till the time, status of PEP, Class Attendance and status of the Industrial Tour.
- 4) Student has to get clearance from all the concerned departments of the University as per the due clearance form.
- 5) After getting clearance and approved application, student will submit the approved application with no dues clearance form to the SRE Department.
- 6) Refund of the student will be processed as per UPES refund policy/UGC Guidelines.

Format No.: QSP/7.5.1/01.F21
Issue No.02 Dated: April 16, 2014



UNIVERSITY WITH A PURPOSE
University of Petroleum & Energy Studies, Dehradun
School of Legal

NO DUES CERTIFICATE

SAP ID: _____
Name of the Student: _____ Enrollment No.: _____
Programme: _____ Batch: _____ Reason for leaving: _____

It is to certify that the above said student has no dues towards our department:

S. No.	Department/Office	Dues (if any)	Head of the Department	Signature (with date)	Remarks
1.	Hostel				
sp2.	MI Room				
3.	Sports Department				
4.	Admin. Department				
5.	Career Services		H - CSO / CSO		
6.	Computer / IT				
7.	Library				
8.	Finance				
9.	Alumni Registration @ Corporate Relations (only for graduating batch)				
10.	CIMG				

Last Class Attended: _____
PEP Attended: _____
Industrial Tour Attended: _____

Date: _____ Signature of the Student: _____

Programme Coordinator: _____ Dean: _____

Submitted at SRE on: _____ Received by: _____

ID card Submitted/ Not Submitted: _____



Format No.: QSP/7.5.1/01.F14
Issue No.02 Dated: April 16, 2014



University of Petroleum & Energy Studies, Dehradun
School of Business

NO DUES CERTIFICATE

SAP ID: _____

Name of the Student: _____ Enrollment No.: _____

Programme: _____ Batch: _____ Reason for leaving: _____

It is to certify that the above said student has no dues towards our department:

S. No.	Department/Office	Dues (if any)	Head of the Department	Signature (with date)	Remarks
1.	Hostel				
2.	MI Room				
3.	Sports Department				
4.	Admin. Department				
5.	Career Services		H - CSO / CSO		
6.	Computer / IT				
7.	Library				
8.	Finance				
9.	Alumni Registration @ Corporate Relations (only for graduating batch)				
10.	CIMG				

Last Class Attended: _____

PEP Attended: _____

Industrial Tour Attended: _____

Date: _____ Signature of the Student: _____

Programme Coordinator: _____ Dean _____

Submitted at SRE on: _____ Received by: _____

ID card Submitted/ Not Submitted: _____

Format No.: QSP/7.5.1/02.F13
Issue No.02 Dated: August 06, 2015



UNIVERSITY WITH A PURPOSE

School of Engineering / School of Computer Science / School of Design

NO DUES CERTIFICATE

Name of Student: _____ Enrollment No.: _____ SAP ID: _____

Programme: _____ Batch: _____ Reason for Leaving: _____

S. No.	Department / Office	Dues (if any)	Head of the Department	Signature (with date)	Remarks
1.	Physics Lab				
2.	Chemistry Lab				
3.	Computer Programming Lab				
4.	Engineering Workshop Lab				
5.	Electrical and Electronics Lab				
6.	Concerned Department's Lab				
7.	Hostel				
8.	MI Room				
9.	Sports Department				
10.	Administration Department				
11.	Career Services		H - CSO / CSO		
12.	Library				
13.	IT Department				
14.	Finance				
15.	Alumni Registration & Corporate Relations (only for graduating batch)				
16.	Course Coordinator				

Date: _____ Signature of Student: _____

Head of the Department: _____ Dean/ Associate Dean : _____

Submitted at SRE on: _____ Received by: _____

ID card Submitted: Yes/No: _____

Details to be filled by Course Co-ordinator:

Last Class Attended: _____

PEP Attended/ Not Attended: _____ Industrial Tour Attended/Not attended: _____





UNIVERSITY WITH A PURPOSE

APPLICATION FOR REFUND OF FEE (WITHDRAW OF SEAT)

To,
The Controller of Examinations
University of Petroleum & Energy Studies, Dehradun

Dear Sir/Ma'am,

I want to withdraw my admission. Please allow me to withdraw my admission and refund the balance |

1.	Name of the Student			
2.	Father's/Mother's Name			
3.	Programme of Study			
5.	SAP ID			
6.	Enrollment No.			
7.	Date of leaving			
8.	Reason(s) for leaving (Please fill / tick appropriate reason)	Joining another University		Course:
		Medical/Health Issues		Financial Problems
		Non-availability of Hostel		Personal Problems
		Any other reason, please specify:		
9.	Student Feedback	Academics : Infrastructure & Facilities : Please rate above on basis of below mentioned parameters (Excellent – 5, Above Average – 4, Average – 3, Below Average – 2, Very Poor – 1)		

amount after deduction as per UGC/University rules. My details are as under:-

Date:

Signature of the Parent

Signature of the Student

.....



11. Verification of Student candidature/ Authorizations.

SOP for Students Verification Certificate

(Job Verification in India/Embassy Requirement for Job in Overseas etc.)

Procedures for Job Verification in India:

- a) Students/ Consultants have to put the request to the Controller of Examinations.
- b) It can be through E-mail/post.
- c) The copy of Grade Cards of all semesters and Degree Certificate should be attached with the request form/application.
- d) After receiving the request, SRE will verify the details of the student and also clarify the status of SGPA/CGPA from the ACG Department.
- e) After completing the whole procedure, a letter of verification signed by the Controller of Examinations/Deputy Registrar (ACG) will be issued to the concerned person.
- f) SRE will maintain the record of the students' request.

Procedures for Job Verification Overseas:

- a) Students/ Consultants have to put the request through DM/ADM-Dehradun to the Controller of Examinations.
- b) It can be done through in person / post.
- c) The copy of Grade Cards of all semesters and Degree Certificate should be attached with the request form/application.
- d) After receiving the request, SRE will verify the details of the student and also clarify the status of SGPA/CGPA from the ACG Department.
- e) After completing the whole procedure a letter of verification signed by the Controller of Examinations will be issued to the concerned person.
- f) SRE will maintain the record of the students' request.

12. Early Release Case

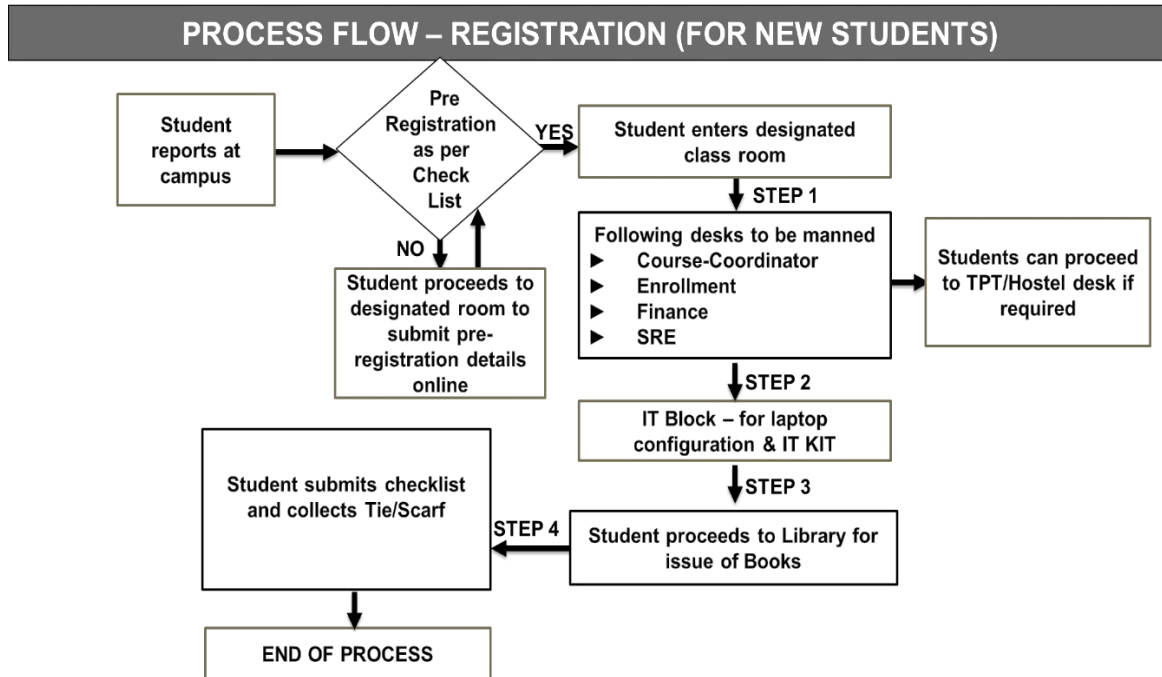
(Final Submission of Early Release Form to SRE)

Procedures:

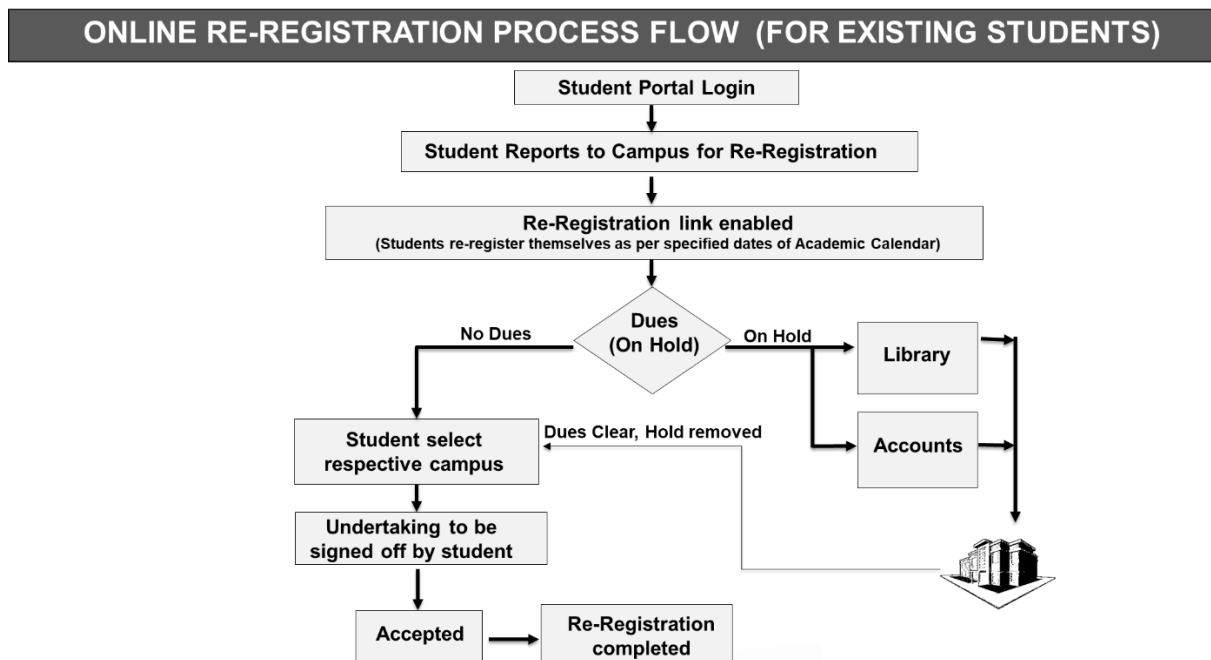
- a) After getting the placement (on campus/off campus) student will write an application for Early Release if, the joining date is before the Convocation and will get the form from Career services dept.
- b) Then student will go to placement cell for the approval and have to get approval from respective school Dean, Placement Head & Dean (ADI).
- c) Students opting for SSM have to pay requisite fee as per Early Release policy.
- d) At last student will submit the dully filled early release form with approval letter, fee receipt (If applicable), dues clearance form and a copy of offer letter to SRE.
- e) Without the approval letter, offer letter and fee receipt (If fee applicable) the form will not be accepted.

- f) Finally, SRE will check the complete documents of the student and maintain the record.
- g) Student will be provided with acknowledgement slip after SSM form submission.

13. Process Flow Registration (New Student)



14. Online Re- Registration Process Flow (Existing Student)



III. Examination Section

1. Examination cycles of an Academic Year

- a. July – December (Odd Semesters)
 - i. Mid Semester Examination (September/October)
 - ii. End Semester Examination (December)
- b. January to May (Even Semesters)
 - i. Mid Semester Examination (March)
 - ii. End Semester Examination (May)

2. Supplementary Examination in an Academic Year

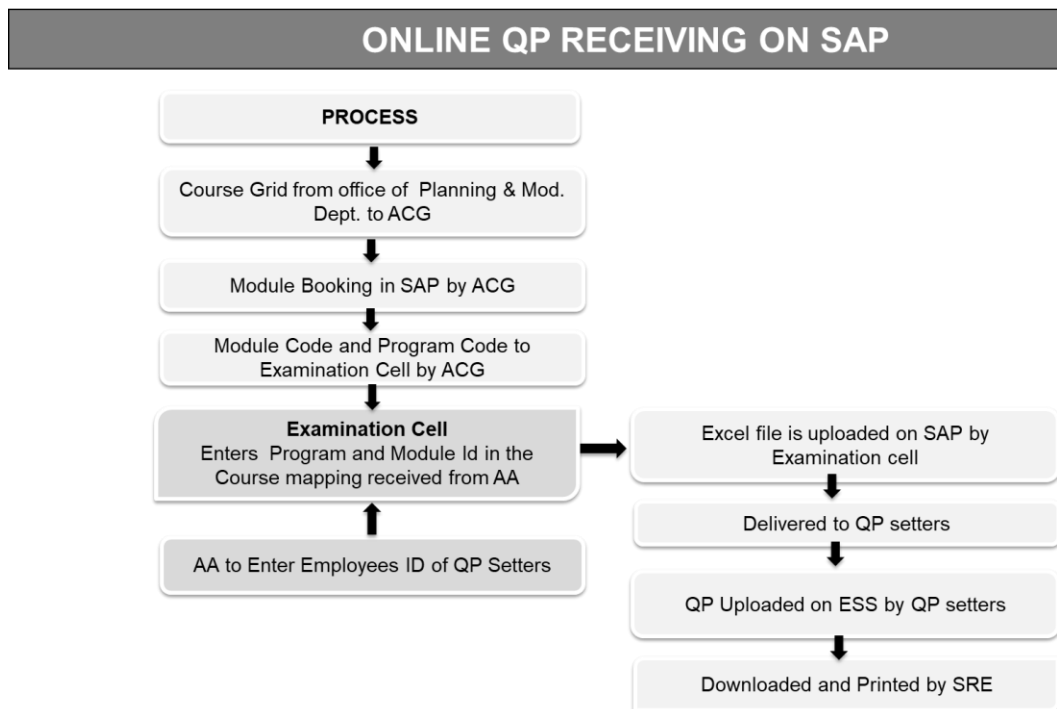
1. Supplementary Examination December (Odd Semesters)
2. Supplementary Examination February (Odd/Even Semesters) Graduating batch
3. Supplementary Examination May (Even Semesters)
4. Supplementary Examination July/August (Odd & Even Semesters)

3. Pre-Examination Activities:

1. Informing students about forthcoming examinations Mid Semester/ End Semester/ Supplementary Exams through notices on Notice board and University website (which may be viewed through student portal) – Approx. 20 days before examination.
2. Procurement of stationery – At least 15 days before examination.
3. Obtaining course grid from VP (AA) office after commencement of session.
4. Preparation of date sheet/ circulate draft of date sheets for confirmation by the Deans of Schools. Displaying on notice board and University website Approx. 15 days prior to examination.
5. Obtaining updated database of student from record section- 20 days before examination.
6. Obtaining updated database of teaching and non-teaching staff from HR department - Approx. 15 days before examination.
7. Preparation of seating plan room wise & consolidated seating sheet - Approx. 10 days before examination.
8. Preparation of attendance sheet - 7 days before examination.
9. Allotment of invigilation duty, preparation of invigilation duty chart- 5 days before examination.

4. Request for setting Question Paper and Moderation:

1. SRE requests for preparation for two sets of question paper through SAP
2. Question paper setters upload question papers on ESS (SAP)
3. QP received at SRE, are downloaded and printed followed by domain and semester wise files preparation for presenting before QP Moderation Committee.
4. As per recommendations of moderation committee question papers changes are incorporated or fresh question paper is received and moderated.



5. Question Papers for Supplementary Examination:

1. Alternate sets of unused QPs of end semester examination, if any, are used in supplementary examination.
2. DB/YB list of students for End semester & supplementary examinations is obtained from the Schools - 4 days before examination.
3. Guidelines / instructions for Invigilators / Flying squads / Control room supervisor are circulated through mail- Approx. 5 days before examinations.
4. Xeroxing and packing of QPs School wise, room wise, date & session wise is to be done 2 days before examination.
5. Preparation of control room is done 1 day before examination.
6. Displaying room wise seating plan on doors of each class room being used for examination purpose - 1 day before examination.
7. Seating plan of evening session is displayed same day during lunch break.
8. Consolidated seating plan is displayed - 1 day before each examination.

6. Online Registration of supplementary examinations:-

1. Online registration & fee payment through student portal.
2. Student portal made accessible for registration & payment of fee in consultation with ACG section.
3. Data extraction of registered students by ACG section.
4. Assessment creation & hall ticket generation by examination section is done at least 4 days before examinations.
5. Preparation of award sheet of supplementary examination is ensured by examination section.

7. Instructions Regarding Conduct of Examination

Guidelines for Examination Centre Superintendent

The Examination Centre Superintendent shall be responsible for the monitoring and supervision for the fair and smooth conduct of the examination and will ensure following important arrangements at the Examination Centre: -

The Examination Centre Superintendent shall ensure:

1. A well secured Control room for storage of confidential material.
2. Arrangements in control room & examination halls one day in advance to the commencement of the examination.
3. Clearly announce instructions to Assistant Centre Superintendents/Block Superintendent/Proctors prior to examination.
4. Not leaving Examination Centre without prior approval of the Registrar/VC under normal circumstances. In case of an emergency, he/she may hand over the charge to the Deputy Superintendent, where appointed, or to the next senior most person under intimation to the Registrar/VC.
5. Stocking of required stationary related to examination material in Control room a day prior to examination.
6. That Examination Halls are prepared as per Seating Plans, Consolidated Seating Plan is displayed on the Notice Boards and detailed Seating Plans are put up at the entrance of respective Examination Hall.
7. Secured receiving and transfer of Confidential Material from Strong Room of Examination Department to Control Room 1 Hour prior to commencement of Examination and daily. Examination hall wise layout of confidential material (Invigilation Kit) is to be ensured prior to every examination shift.
8. Implementation of invigilation plan and address the deviation on occurrence.

9. Examination material is distributed to Invigilators and duties allotted well within schedule and that Invigilators sign an undertaking regarding their responsibilities before proceeding for duties.
10. Timely conduct of examination as per published date sheets.
11. That only eligible students appear in examination.
12. Answer scripts along with unused stationary, duly completed room reports are received, accounted for and duly packed/filed after every exam shift on daily basis.
13. That while submission the invigilators have duly segregated and tallied all answer scripts and arranged as per attendance sheet of respective Examination Hall.
14. Disposal of unfair means cases from Control Room for convening Examination Discipline Committee Meeting for decision on Unfair Means Cases on daily basis.
15. Daily documentation of Examination conduct operations such as Attendance sheets of Examination Halls, Shift wise Invigilators Room Reports etc. and Packing of Answer scripts along with relevant Question Paper.
16. Proper supervision of Assistant Superintendents, Control Room Supervisors, Block/Floor superintendents and also Students Examination Help Desk.
17. After the examination, the answer sheets should be kept under lock and key in the safe custody of the Centre Superintendent. Answer sheet packets may be sorted out date-wise and session-wise (FN/AN) and kept separately to avoid improper distribution at the time of centralized evaluation.

Guidelines for Control Room Supervisors

1. Supervisors should arrive at the respective examination control room 30 minutes prior to the commencement of examination.
2. Supervisors are required to stay back in the control room under any circumstances till the examination ends.
3. Supervisors are required to carry their Laptop inside the control room.
4. Supervisors have to ensure that all the invigilators have turned up for the invigilation duty. In case any invigilator is absent or late, the immediate alternative arrangement is to be made by him/her in consultation with HOD of the absentees.
5. The Room Allotment to the faculty for Invigilation Duty will be done by the Supervisors.
6. Supervisors have to prepare daily report on invigilation duty (absentees/ late comer who have reported after 9.35 am for morning session and after 1.35 pm for evening session) and forward to Registrar and copy to Examination Centre Superintendent Deputy Registrar, SRE (asingh@ddn.upes.ac.in) within 15 minutes of commencement of examination.
7. Supervisors shall resolve any conflict/query related to question papers in consultation with Examination Centre Superintendent.

8. Supervisors need to preliminarily attend any disciplinary issue raised by Invigilator during exam. Same is to be forwarded to Disciplinary Committee along with the comments.
9. Supervisors need to preliminarily attend UFM case reported by the Invigilators. UFM reports duly verified and signed along with supporting documents are to be forwarded to Examination Discipline Committee.
10. Supervisors may leave the control room only after receipt of the answer sheets from all the rooms of that block.

Guidelines for Proctors

1. One Proctor from each School need to be present in “Student Help Desk” set up by Examination Department 45 minutes before the examination.
2. Proctors need to permit the student(s) who have forgotten their id cards. This is for one time use during entire examination period for a student. In case, student has lost his id card, he/ she has to be directed to SRE dept. for duplicate ID card.
3. Proctors need to deal with any indiscipline issues preliminarily as and when noticed/reported and report to Discipline Committee.
4. Proctors on duty can leave the “Help Desk” after examination process is over for the day and issues related to students pertaining to Examination have been submitted and closed.

Guidelines for Invigilators

1. Invigilators must arrive at the Examination Control room 30 minutes before the commencement of exam i.e. 9.30 AM for morning session & 1.30 PM for evening session.
2. In case, an invigilator is unable to perform his / her duties, he / she should make proper alternative arrangement well in advance and inform to Examination Centre Superintendent. Leave without making proper arrangement shall be viewed seriously.
3. Invigilators should collect the packet of question papers & examination copies for the room allotted by the Control room Supervisor and ensure that packet received by them, is for the same room which is allotted to her / him (room number is mentioned on the packet).
4. Invigilators should count the number of answer copies, prior to leaving the control room & ensure the number of answer copies are same as mentioned at the top of the packet.
5. Invigilators should familiarize themselves with the layout of the examination room, seating plan, location of toilets and telephone extension available at nearby place.

6. Invigilators should ensure that students have occupied the seat as per the seating plan displayed on the door.
7. No student will be allowed to appear in the exam after 30 minutes of commencement of exam.
8. Use of Mobile phone is restricted during the invigilation duty. Use of Laptops, book/newspaper are completely prohibited during invigilation duty.
9. Invigilators will have to check the Identity Cards of the students before distribution of examination copies.
10. Student, whose name is not mentioned in the seating plan / attendance sheet, will not be allowed to appear in the exam. Students who are permitted by Examination Superintendent deputed in respective control room will be allowed to appear in exam.
11. Do not allow more than one student at a time to go to the washroom / drinking water.
12. After first one hour, if student finishes the examination early and wishes to leave, he/she must obtain permission from Invigilator and remain seated. The invigilator needs to collect Answer scripts from student's seat.
13. For restricting unnecessary movement of student in examination room, Invigilators are required to announce in the beginning, for any kind of help. Students should raise hand while remaining seated.
14. The invigilator must ensure that all answer scripts collected are intact (untampered) before permitting student to vacate examination room.
15. Once, all the students have taken their seats, the following announcement will have to be made by the invigilator:
 - Display ID card on your desk during the examination. Remember to take it back before leaving the examination room.
 - Any electronic device (mobile phones, laptop, camera, smart watch etc.) is not permitted on desks or in pocket even if switched off.
 - Student should not leave the examination room within the first one hour, or in the last quarter of an hour of the examination session.
 - No student will leave the room without signing on attendance sheet against his/her name.
 - If a student has used more than one answer books, he/she should tie them together with the tag provided.
 - If student has any query/ need assistance of Invigilator, please raise hand.
 - It should be seen that every student gets the correct question paper w.r.t. subject, program name & semester. It would be advisable to make an announcement invariably to this effect at the commencement of examination. They should be told that if they attempt any other paper not meant for them they would do so at their own risk.

- Students are advised to read the instructions at the top of question paper and make sure, he/ she understand and follow them.
 - If student need to do any rough work, use the back pages(s) of your answer book(s) and either cross through the rough work or identify it clearly as such before handing in your script.
 - Do not write anything other than roll no. on the question paper.
16. Invigilators shall allow to the students to keep their bags/ Laptop/ Books front side of exam room (Near white/ green board).
 17. Invigilators are required to distribute answer copies only to the students allocated in that room 15 minutes before the commencement of examination.
 18. Invigilators are required to distribute of question paper at scheduled time. Question paper will not be distributed before ringing of final hooter.
 19. Before distribution, Invigilator must cross check from the students the name of paper they have to appear in. In case of any discrepancy report to the respective control room.
 20. Normally, one invigilator should be in front of exam room & another one behind. They must be vigilant throughout the examination to maintain the sanctity of the exam.
 21. Before signing on the answer copies, Invigilators are required to check all the entries made by the student, are correct and proper. Sign the answer sheet with date at respective student's seat only.
 22. In case of any error in question paper, Invigilators are required to contact to the Supervisor of nearby control room for needful.
 23. Invigilators must not permit students to go out of the examination hall 15 minutes prior to finish time. Students should be permitted to leave the hall only after tallying No. of answer sheets, UFM documentation if any.
 24. Invigilator's Daily Room Report: Invigilators must ensure all entries are correctly filled and invigilator's room report is signed before submission along with used and unused answer sheets and unused question papers.
 25. Invigilators must not sign unused A and B answer sheets and return them duly counted to control room staff along with duly signed room report.
 26. Invigilators must arrange all answer scripts in sequence as per the roll No., branch and hand over to the SRE representative along with duly filled examination report in respective control room with proper handing / taking over personally.
 27. Invigilators need to support Control Room Staff to verify used and unused submitted answer scripts.
 28. Dr. SK Singh is to be informed at the infirmary at Tel. Ext. No 1583, 1124 (Mobile-9560422020 for Bidholi) Dr. Preeti Garg at Kandoli Tel Ext No. 2196 (Mobile No. 09410788802, 09927479585) in case of any student requiring medical attention.

Guidelines for handling Unfair Means (UFM) Cases

1. In case of any objectionable item is found with the student / or found using UFM, answer scripts of the student needs to be taken back and a fresh answer sheet is required to be provided to the student and let him / her continue with his / her exam.
2. In case of any doubt on girl student, Invigilator is required to inform the block/floor Superintendent/respective flying squad on duty for needful support.
3. The invigilator must ensure that all entries are completed in the UFM report. If a student refuses to write statement on the UFM document, the invigilator must endorse a remark to this effect.
4. Invigilators on duty are required to complete the above formalities in a polite manner, ensuring other examinees are not getting disturbed.
5. In case, a student is not paying heed to the invigilator's instruction in completing formalities of UFM, invigilator can approach Proctor/ Block/Floor Superintendent.
6. UFM form shall be considered incomplete until Invigilator mentions his / her statement in S. No. 11 of UFM form.
7. Both the invigilator on duty must sign UFM form in the space provided at the bottom of UFM form along with their contact numbers.
8. At the end of examination, answer scripts 1 & 2 and UFM (pink form), tied together and be signed by control room supervisor, needs to be submitted to control room In-charge. Also mark UFM in attendance sheet against his Roll No /SAP ID while submission of answer sheets of respected room.
9. UFM cases if submitted along with substantial proof will definitely help in resolving the issue in time.
10. Wherever possible take a snap along with front page of answer script. It may be produced before Examination Disciplinary Committee.
 - i. Guide the student to meet SRE staffs for further proceeding of UFM case after completing above formalities on the same day. Invigilator will read and sign the Undertaking at the time of receiving of question papers at control room.

8. Evaluation: Centralized System of Evaluation

1. The Evaluation Centre Superintendent shall be responsible for the monitoring and supervision for the smooth conduct of Centralized Evaluation.
2. The Evaluation Centre Superintendent will be supported by Assistant Evaluation Superintendents, one from Each School in a particular Centre.
3. The Evaluation Centre Superintendent shall provide direction and support to the Assistant Evaluation Superintendent and Head Evaluators for a fair and accurate process of centralized evaluation.

4. The Evaluation Centre Superintendent (ECS) shall be responsible for the safe custody of the answers scripts and ensure absolute security of the premises where Evaluation is carried out.
5. The Assistant Evaluation Superintendent will receive the sealed packets of answer scripts for respective Schools from the **Evaluation Control Room**. He will hand over the same to Head Evaluators for respective domains for onward evaluation by concerned faculty members and safe custody until the process completes for respective courses.
6. The Head Evaluator shall be directly responsible for the safety and security of answer scripts packets in his possession and progress of Evaluation by concerned faculty member and maintain a record of the same.
7. The Head Evaluators shall ensure that none of the faculty member carries answer scripts out of the Campus and the Evaluation Room is sealed every day at the end of the activity under his supervision.
8. The Head Evaluator shall ensure timely completion of the process including showing evaluated answer scripts to students after evaluation by respective Evaluators.
9. The evaluated answer scripts will be cross checked by the checker (Lab staff).
10. The Head Evaluator himself will ensure random checking of already evaluated answer scripts.
11. The Head Evaluator will then make sure that respective faculty enters end semester marks through login/password provided on ESS followed by allotment of grades and online submission to be accessed by Academic Computing Group (ACG) of SRE Department for result processing immediately after evaluation in the Evaluation Room.
12. The excel copy of award sheet with verified three components will be to SRE Department representative. The same will then be printed and signed by respective members of Examination Committee. Evaluated answer scripts along with duly signed award sheets are then submitted to Evaluation Control Room by respective Assistant Evaluation Superintendents under the supervision of the Evaluation Centre Superintendent.
13. Evaluated answerscripts along with duly signed award sheets will be submitted by the Evaluation Centre Superintendent to the Controller of Examination for processing and declaration of result and further archiving.

Activities during Examinations:

1. Allotment of class room & handing over faculty kit to corresponding invigilator.
2. Dealing with UFM cases, organizing meeting with EDC for disposal of UFM cases within 48 hours.
3. Receiving room wise answer scripts, attendance sheet, invigilator's report and respective documentation.
4. Arranging faculty kit for evening session and for next day in the evening.
5. Handing over packed answer scripts to Academic Administrators for further distribution to evaluators within 24 hrs.

Post Examination Activities:

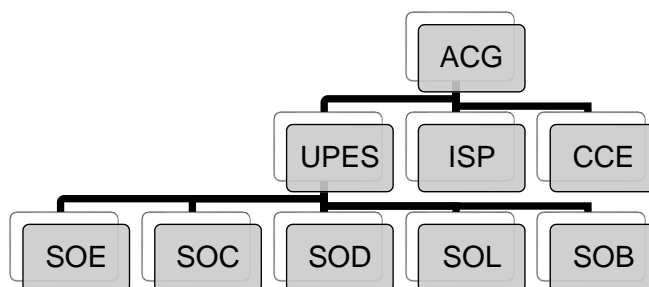
1. Preparation of attendance records.
2. Receiving of evaluated answer scripts and maintaining status (soft copy).

3. Receiving Award Sheets (hard & soft copy) and preparation of result file program, course and semester wise.
4. 10% tallying of marks posting in award sheet with evaluated answer scripts.
5. Cross checking of award sheet for AB / YB /UFM cases.
6. Thoroughly checked result file transferred to ACG for result processing.
7. Preparation of letter stating decision of EDC committee for the affected students. A copy of the letter is dispatched to guardian of student.
8. Preparation of minutes of the meeting held to dispose UFM cases, duly signed by EDC members.
9. Maintaining UFM data in soft copy (Master File) and other documents in hard copy for record of each examination.
10. Archiving of examination record after completion of examination cycle.
11. Weeding out of examination records at the end of AY as per policy.

IV. Results Section

1. Core Areas:

- Result Preparation in SAP
- Result Preparation for SOE,SOC,SOD,SOL,SOB,CCE,ISP
- Convocation
- SAP/ERP System
- Record Keeping
- Data analysis for ISO Files in regard to result computation
- Result files of the students w.r.t the Schools



2. SAP/ERP System

- Subject Mapping
- Mapping of Modules (Courses) programme-wise /sem-wise
- Transfer of students in next sem in SAP
- Assignment of Modules (Courses) for Next sem
- Preparation of merit list for various purposes

3. Result Preparation

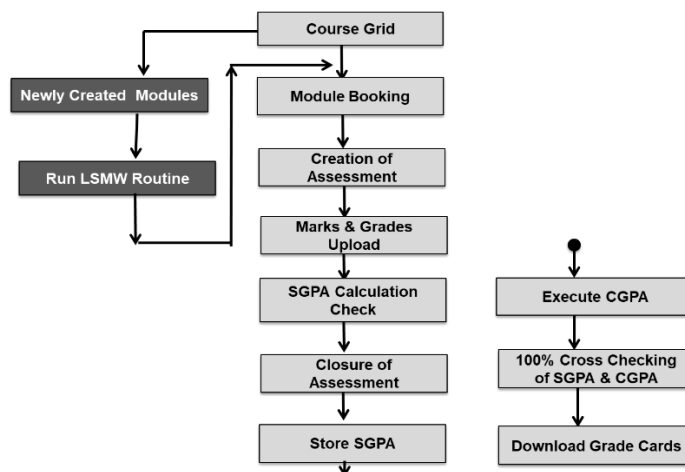
- Cross checking of Marks & Grades entered by faculty in Hard and Soft Copy
- Cross checking of all result files
- Approval of Examination Committee on results files
- Process the result after clearance from Exam Committee
- The Results will be Processed by ACG in ERP and SAP
- Preparation of summary of NC students

Activities in Processing of Results:

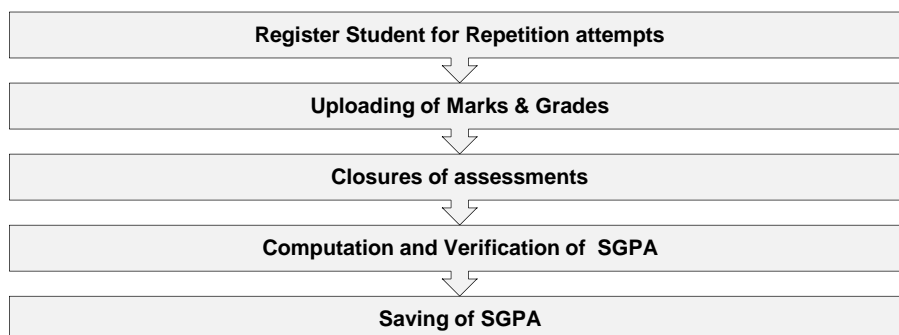
Flow of Process : Result Preparation

1. Checking of Marks & Grades entered by faculty in Hard and Soft Copy
2. Checking of all result files
3. Approval of Examination Committee on result files
4. Process the result after clearance from Exam Committee
5. Entering of Marks and Grades in the Exam S/w
6. Cross Checking of Grades entered in S/w by taking print of the same in Hard Copy and duly filed in the result file.
7. Computation of SGPA / CGPA
8. Test Checking of SGPA/ CGPA manually(10% students)
9. Preparation & Certifying of Grade Cards
10. Preparation of summary of NC students

RESULT PREPARATION FLOW IN SAP



FLOW OF SUPPLEMENTARY ACTIVITIES IN SAP



GRADING & PASSING CRITERIA

Program Type	Batch Size	Grading Type	Marks to be scored in End and Composite score*	Marks to be scored in Composite score*	Min GPA to clear semester or program
			MIN PASS GRADE- 'C'	MAX GRADE - 'O'	
UG	≤30	Absolute	35	85	5.00
	>30	Relative			5.00
PG	≤30	Absolute	40	85	6.00
	>30	Relative			6.00
* Composite Score = IA + MID + END					

ABSOLUTE GRADING SYSTEM-UG (IF BATCH SIZE = < 30)

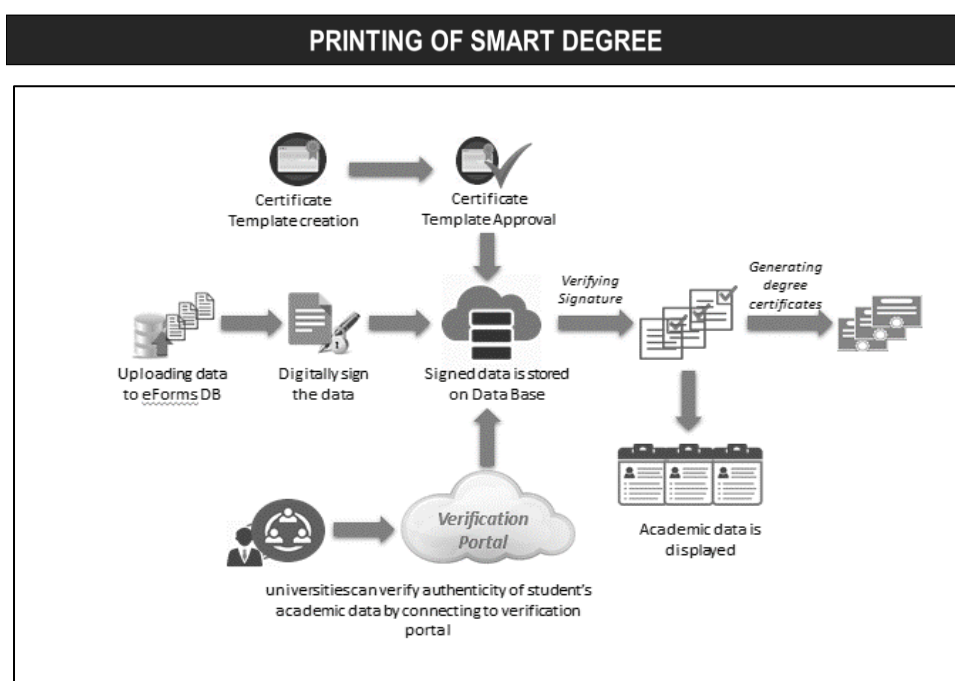
Min.	Max.	Point	Grade
85	100	10	O
75	84	9	A+
65	74	8	A
55	64	7	B+
45	54	6	B
40	44	5	C+
35	39	4	C
<35		0	F
Absent		0	Ab

ABSOLUTE GRADING SYSTEM-PG (IF BATCH SIZE IS = < 30)

Min.	Max.	Point	Grade
85	100	10	O
75	84	9	A+
65	74	8	A
55	64	7	B+
50	54	6	B
45	49	5	C+
40	34	4	C
<40		0	F
Absent		0	Ab


4. Convocation

- To prepare list of Graduating Students with names in English and Hindi and typing of the same
- To check the typed names with the list
- Preparation of Student Register
- Preparation of Degree Certificates
- Checking of Degree Certificates- Two levels check
- Correction in Degree Certificates (if any)
- To put the Degree /Certificate in the folder & arranging programme wise
- Signing of Degree Certificates by VC & Registrar
- To Prepare the Final list of students with receiving Signature column
- To Prepare the Packets programme wise for Convocation



5. Formats of Degree Collection

Format No. QSP/7.5.1/01.F032



University of Petroleum & Energy Studies, Dehradun
Student Records & Evaluation Department

Undertaking for Degree Collection by Post

Undertaking of _____ (Name) S/o / D/o
_____ (Father Name) and aged about _____, permanent resident of _____
(Address Details)

I solemnly affirm and state as under:-
That I, _____ (Name) SAP ID, had taken admission in the _____ (Programme Name) programme, in the batch of _____ in the University of Petroleum and Energy Studies, Dehradun and I have successfully completed the programme.

I am unable to collect the physical copy of the Degree/Certificate/Diploma/Grade Card from the University in person or through an authorised representative, due to my current location _____
(Address Details)


Now, therefore in consideration, I request the University to dispatch my Degree/ Certificate/Diploma/Grade Card by post to my postal address as mentioned in my application.

I solemnly affirm and undertake as under:-

- That I shall be bearing the applicable cost of the dispatch of the Degree/Certificate/Diploma/Grade Card to my address mentioned by me.
- That I shall not hold the University responsible for any delay/damage/loss of the Degree/Certificate/Diploma/Grade Card in transit or after receipt of the same due to any reason.
- I shall bear the cost applicable for the re-issue of the duplicate certificate by the University, in case of any loss/damage of the Degree/Certificate/Diploma/Grade Card, while in transit or after receipt of the same.

Student's Name _____ Date _____
Student's Signature _____ Place _____
SAP ID _____
Program Name _____

Format No. QSP/7.5.1/01.F033



University of Petroleum & Energy Studies, Dehradun
Student Records & Evaluation Department

Form of Degree Collection by Post

To, _____ Date : _____
Controller of Examination
Student Records & Evaluation Department
University of Petroleum & Energy Studies
Dehradun , Uttarakhand (India)

Name of the Student : _____
Program Name : _____
Enrolment No. / SAP ID : _____
Correspondence Address : _____
: _____
: _____

Mobile Number : _____
Company Name : _____
Designation : _____
Email ID : _____

Signature of the Student

University's Mailing Address
University of Petroleum & Energy Studies
Student Record & Evaluation Department
Energy Acres, P.O, Bidholi Via Premnagar
Dehradun - 248 007 Uttarakhand (India)

Note:
• Kindly attach a Photocopy of your ID Card

V. Grievance Redressal Committee-

Examination/Evaluation shall address all the applications pertaining to grievance against examination/evaluation including re-evaluation requests.

2. A student shall be entitled to have his/her answer books re-evaluated on payment of prescribed fee for each course to the following condition:
 - a. The application for re-evaluation is received by the Controller of Examinations or his/her nominee within 15 (fifteen) days of the date of publication of result.
 - b. The re-evaluation (i.e. posting of marks, totaling of marks and if any questions is un-evaluated, to be evaluated) will be done to ascertain whether the marks awarded to various answers have been correctly added and whether the Examiner has evaluated answers to all the questions written by the Examinee.
 - c. If any mistake is discovered as a result of re-evaluation as above, the SRE Dept shall rectify the result.
3. The Grievance Committee will consist of:
 1. Controller of Examination Chairman
 2. One nominee of Dean from respective School Member
 3. Deputy Registrar Examination Member secretary
4. If any student is not satisfied with the decision of Grievance Committee he can approach the office of Registrar/Vice Chancellor.

VI. Choice Based Credit System (CBCS)

University Of Petroleum & Energy Studies (UPES) adopted Choice Based Credit System (CBCS) for its B.Tech, BBA, MBA and LLB programs since 2015 as per the guidelines provided by UGC . Curricular Structure of Various academic Programs (B.Tech, BBA, MBA, B.Sc, BCA and LLB) are restructured from Conventional elective based semester system. Curricular Structure of academic Programs adopting CBCS system of fixed credits comprises of the following:

Foundation Courses: UPES adapts compulsory foundation courses, which lead to knowledge enhancement and common to all disciplines.



Core Courses: Compulsory courses to be studied by the student for the successful completion of the program. This includes theory courses, lab (Practical) courses, Project, dissertation, Industry Visit, etc.,

Elective Courses:

Program Elective/Department Elective Courses: These courses will strengthen the proficiency in the domain related to the program. Student can choose this course from the pool of courses.

Open Elective/Generic Elective: Courses that are offered by unrelated discipline/Departments are called Open electives. Generic Electives are the ones, which add generic proficiency to students. UPES follows generic electives as Open electives.

Credit Distribution for B.Tech (Programs) in CBCS

Description	% of total Credits
Basic Sciences Foundation course	13
Engineering Foundation course	10
Open Electives	8.5
Core courses	60
Program Electives	8.5

Credit Distribution for Law Programs in CBCS

Description	% of Total Credits
Fundamental Courses	15
Core Courses	72
Open Elective	3
Elective Courses	10

Credit Distribution for BBA Programs in CBCS

Description	% of Total Credits
Fundamental Courses	24
Core Courses	60
Open Elective	06
Elective Courses	10

Credit Distribution for MBA Programs in CBCS

Description	% of Total Credits
Fundamental Courses	20
Core Courses	60
Open Elective	08
Elective Courses	12

Credit Distribution for BCA Program in CBCS

Description	% of Total Credits
Fundamental Courses	15
Core Courses	70
Open Elective	5
Elective Courses	10

Credit Distribution for B.Sc Programs in CBCS

Description	% of Total Credits
Fundamental Courses	4
Core Courses	68
Generic Elective Courses	15
Discipline Elective Courses	13

VII. PROGRESSION POLICY

- Progression from Semester I to II to III to IV will be automatic irrespective of GPA secured for PG Students,

For UG student's progression is as under

Progression to	Minimum credits to be earned
II Year	Earn 50% credit of (Y1)
III Year	Earn 60% credit (cumulative) of (Y1 and Y2)
IV Year	Earn 70% credit (cumulative) of (Y1, Y2 and Y3)
V Year	Earn 80% credit (cumulative) of (Y1, Y2, Y3 and Y4)
VI Year	Earn 80% credit (cumulative) of (Y1, Y2, Y3, Y4 and Y5)

VIII. SOP for Result Preparation

1. Evaluated answer scripts will be submitted by the concerned faculty along with the Marks on award sheet in hard copy as well as soft copy.
2. Copy of Award sheet of Mid Semester will be displayed on the notice board by the Section Officers and note will be initiated to the Dy.Registrar (Examination) for any discrepancies complaint by the student.
3. Marks of Internal Assessment will be taken on separate award sheet and copy of the same will be displayed on the notice board by Academic Administrators.
4. Result file will be prepared by Academic Administrators along with the one Internal Assessment award sheet and one composite score sheet for each subject.
5. Academic Administrators will collect from faculty members the marks range table and histogram along with the composite score sheet and will ensure the signature of the faculty members on each page.
6. Academic Administrators will take the signature of Examination committee on composite score scripts and will prepare one file for one programme & batch.
7. Academic Administrator will submit the duly signed file to Dy.Registrar along with the soft copies of composite score sheet.
8. Marks awarded in the End Semester evaluated answer scripts will be cross checked with the award scripts at the time of submission by the office staff of Examination Section for each subject.
9. SRE will cross check the hard copy of composite score sheet submitted by the faculty along with the separate award sheet of Mid Semester and End Semester.
10. In case of discrepancies, Composite score scripts will be corrected in hard copy as well as in soft copy and signature on the concerned faculty register will be required on hard copy.
11. Dy. Registrar (Exams) will submit the duly checked file along with the soft copy and their signature to ACG for Processing.
12. ACG will carry out the task as under:
 - (a) Transfer the Marks and Grade in the Exam software and generate the reports
 - (b) Composite score and grades in the Reports will be cross checked along with the hard copy of composite score.
 - (c) Correction of any discrepancies in marks/ grade
 - (d) Shifting of marks & grades in final table & Calculation of GPA
 - (e) Cross Checking of GPA of 10% strength of students in each batch manually

IX. SOP for getting the Transcripts

1. To write an application in the name of Controller of Examinations mentioning the details of the requirement along with the names of Universities where student wishes to apply for, get it approved by COE and submit the same to SRE department.

2. It is mandatory for the candidate to mention the full address(s), where he/she wants to apply.
3. The transcript will be dispatched directly to the University addresses mentioned in the application after a period of ten working days excluding Saturday/Sunday and other Gazetted holidays from the date of submission of application with prescribed fee.
4. One photocopy of the mark sheet of the final Examination may be enclosed with the application for which transcript is required.
5. Amount of Rs.500/- to be submitted preferably online or through DD per set of transcript, if to be dispatched within India and Amount of Rs.500/-+Courier Charges per set to submitted preferably online or through DD drawn in favor of “UPES Fee Account, Dehradun”, if to be dispatched outside India.
6. The transaction ID/ Photocopy of DD along with application to be submitted to SRE Department for further procedure.

X. Maintaining secrecy of the Department

1. 30 days before the commencement of examination, mail is generated to HoDs, to select question paper setters with the approval of Dean and advice them to draft question paper as per guidelines of University.
2. Faculty members are advised to prepare question paper with full secrecy on the computer without network facility.
3. Two sets of question papers (for end semester examination) along with model answer are drafted for each subject. Dead line for receipt of question paper is set ten days before date of commencement of examinations.
4. Question papers are moderated by School wise moderation team. Concerned HoD put her / his initials at the bottom corner of question paper (soft copy of question paper is not accepted at SRE).
5. After moderation of question paper, question paper setters delete the soft copy from computer.
6. Question paper setter seals the question paper in a specified envelope, provided by SRE to each HoD.
7. The flap of envelope is glued in front of HoD. Question paper setter sign across the envelope at three places (at the top, bottom & middle) on the envelope. Finally envelope is sealed at the top, bottom and along the length.
8. Handing over sealed envelope to HoD.
9. HoDs submit sealed question paper to academic administrator of respective Schools.

10. Academic administrators are not authorized to keep question papers in their custody for more than three hours.
11. Respective academic administrators deliver question papers twice a day (before lunch and after lunch) to authorized person (nominated by CoE) of SRE to store them in safe custody till the commencement and end of examination
12. Question papers are segregated date wise / course wise on daily basis in a secluded area in SRE.
13. One set of question paper is randomly picked for Xeroxing.
14. Question papers are Xeroxed and packed one day before examination in the presence of two officers of SRE and kept in safe custody.
15. During Xeroxing, photocopiers are not allowed to carry mobile phone, pen drives or any electronic gadgets meant for data transfer.
16. On the day of examination, packets of question paper is opened in the class rooms 10 minutes before the examination time in the presence of two invigilators and examinees seated in that room.
17. Students' queries are handled by Student's Facilitation Centre and they are not allowed entry to SRE department.
18. Maintaining of Records in a Proper Manner so that they can access easily whenever required with sanctity and security
19. Personal Files/ Result Files were properly managed with the suitable nomenclatures for easy access.
20. Degrees and Grade Cards were properly organized and were distributed to the students with proper authentications and with authorizations.
21. After proper verification with the database, students will be issued Bonafide certificates.
22. Duplicate ID cards request will be cross checked with the list of Students Main List (List of Original ID Cards Issued) and accordingly fine will be charged.
23. Migration Certificates will be issued once and for the Duplicate copy it will be charged with fee and proper channel.[Paper statement/ FIR Copy]
24. Printing of Degrees is outsourced to the Genuine Authorized vendor and it is designed along with security features.
25. Grade Cards will be printed by the appointed officers of Result Section under the supervision of Head ACG/ COE.

XI. DEFINITIONS

1. SOP means Standard Operating Procedures
2. COE means for Controller of Examinations, UPES
3. VC means Vice Chancellor, UPES
4. SRE means Students Records & Evaluation department.
5. DR means Deputy Registrar
6. AR means Assistant Registrar
7. University means University of Petroleum & Energy Studies
8. ACG means Academic Computing Group
9. SFC means Student's Facilitation Centre
10. Helpdesk means GLPI
11. DM means district Magistrate / ADM means Addl. District Magistrate
12. VP (AA) means Vice President (Academic Affairs)
13. QP means Question Papers
14. DB means Debarred
15. YB means Year Back
16. NC means not cleared.
17. UFM means Unfair means
18. EDC means Examinations Disciplinary Committee
19. AB means absent
20. AY means Academic Year
21. SOB means School of Business
22. SOE means School of Engineering
23. SOD means School of Design
24. SOL means School of Law
25. SOC means School of Computer Science
26. CCE means Centre for Continuing Education
27. ISPe means Indian School of Petroleum & Energy

