



Indira Gandhi Delhi Technical University for Women
Kashmere Gate, Delhi-110006

**Guidelines
for
Students**

Examination Division

IGDTUW, Kashmere Gate, Delhi-110006

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1.0 Introduction

Students are required to interact with the Examination Division for various purposes. The student lifecycle starts with registration in the examination portal and finishes with award of degree. The various examination related requirements of the students have been automated so that the students can get the information anytime through accessing the Examination Portal. For this purpose every student has been provided with a unique username and password. The examination related information for example personal information, the registration details, internal marks secured by students in various subjects during the semester, admit card, exam related notices, semester wise results, degree details etc. is readily available to the students.

2.0 Important points to be noted by the students

- 1) All the students of the University are required to study the following Ordinances/policy documents pertaining to the Examinations available on the University Website:

- (1) Ordinance for "Conduct and Evaluation of Examinations for Programmes leading to all Bachelor's/Master's Degrees and Post-Graduate Diplomas
- (2) Regulation for Unfair Means

Please note that –

- (1) All the Ordinances, Regulations and Important Notices for the students are available on the University website www.igdtuw.ac.in on the Student Notice Board Tab.
- (2) Student must also regularly visit the Examination Tab on the University Website for Exam Date sheet, Result and Notices etc. pertaining to examinations

- 2) Student must enter her information correctly and completely at the time of Registration in the Examination portal as per her 10th Certificate as the information stored in the portal will be used for printing of Marksheets, provisional degree etc.
- 3) Student must visit her account in the Examination Portal regularly to view her marks awarded by the faculty for internal assessment.
- 4) No request from the students will be entertained to rectify the internal assessment marks after declaration of the End Semester Result.
- 5) A student has to maintain minimum 75% of attendance for appearing in the End Semester Examination.
- 6) Students are required to visit the academic branch for collecting the semester Marksheets, Consolidated statement of marks, provisional degree and degree issued by the examination Division.
- 7) Student must follow the guidelines and university policies issued from time to time.

3.0 Examination Portal

To facilitate the students of the University, an Examination Portal has been developed by the Department of IT and the Link to the Portal is available on the University Home Page under the Tab “Examination”. Every Students who has been enrolled in the University is required to Register in the Examination Portal. The following features/facilities have been provided to the students in the Examination Portal:

1) **Initial Registration for newly admitted student :**

- (i) All newly admitted students have to register in Online Examination Portal by going to the tab “New Student Registration”. During the initial registration newly admitted student is required to provide her JEE Roll No (for UG Programmes)/ Application No (for PG and Ph.D Programmes), Name, Date of Birth and phone number and submit the form.
- (ii) On validation of the information, the student is required to fill the complete registration form by following the instructions, upload her recent passport size photograph and signature. Students are required to remember their security question and answer, password filled during the registration process.
- (iii) Please note that the students are required to fill in their details correctly as per their Class 10th certificate. The same information will be used for Examination records and on the admit card, mark-sheet, degree etc. No request for corrections in the examination records will be entertained subsequently after issue of the document.
- (iv) After verification of the information by the academic branch, the student’s initial registration process is complete and the student is allotted unique Enrollment Number (which will be used as user-id for accessing the examination Portal. An e-mail is sent to the students containing the necessary information as confirmation of registration process. After confirmation of registration, student is required to register for the semester.

2) **Registration for semester papers (Regular and Reappear):**

- (i) The Registration for the semester is available for specific period that is announced every semester. After the expiry of the normal registration period, student can register after paying the requisite fine for the late registration as per the circular no: 4(10)/2014/Exam dated: 23 Jan 2017 (available on University Website)
- (ii) Every student of the university is required to register for the semester. During the registration of the semester, student is required to submit the papers that are being offered in the semester along with re-appear papers if any, by paying the reappear exam fee. In case of non-promotion to next academic year, such students are required to fill only reappear form along with the requisite fee for reappear examination.
- (iii) As per the Examination Ordinance, a student appearing for the reappear examination for a paper in which she has scored less than 50% marks in aggregate can appear in Minor examination only if she has scored less than 50% marks in Internal Assessment
- (iv) Please note that a student will be allowed to appear for the minor exams, if she registers before the conduct of Minor Exams (with/ without late fee). Students registering after conduct of first Minor Exam will not be allowed to sit in the Third Minor Exam, if any.
- (v) Please note that mere submission of the fees does not make a student eligible for appearing in the Reappear examination. If the duly signed print out of the form is not submitted in the Examination Division on or before the due date, student will not be allowed to appear in Reappear exam and the fees submitted will be forfeited.
- (vi) A student registering for the reappear exam and has chosen to appear in Minor Exam (if eligible) but does not appear in minor exam, she will be marked absent and her previous scored marks in the internal exam of that paper will be forfeited and she will have no right to claim the previous earned marks if any.

- 3) **Manage Account:** Student can change password by using security question and answer chosen by her at the time of initial registration. The student can change security question and answer by going to the link “change password” available in her account or using the link “forgot password” available on Examination Portal
- 4) **View Internal Assessment Marks and Semester result**
- (i). The internal Assessment consists of two minor examination each of 15 marks and faculty continuous assessment (10) marks as per the Examination Ordinance. The students can view their result of the internal assessment marks awarded by the faculty from the tab “Results”. The result of the internal assessment of the current semester is displayed on the screen. To view the results of the previous semester, students can click on the respective semester displayed on the left panel of the screen.
 - (ii). Students are required to monitor their Internal Assessment marks regularly in their students’ account in Examination Portal.
 - (iii). In case of any discrepancy in the Internal Assessment, the student must approach the concerned faculty or HoD for necessary action immediately.
 - (iv). The result of End Semester Examination shall be declared online and student can view the same in her account.
- 5) **View /Download Admit Card:** The e-admit card for the current semester can be downloaded from the tab “Admit Card” before the start of the End Semester Examination. **Admit Card will be issued only for those students who have not been detained by the HoD due to short of attendance.** In case, if a student do not receive a admit card in her account before the start of the End Semester Examination, she must contact her HoD.

Please note that carrying the admit card during the End Semester Examination is mandatory and the student will not be allowed to appear in the End Semester Examination without admit card.

6) **Supplementary Examination :**

- (1) University has a provision for conduct of supplementary examination for the following students:
- (i) Students who are not promoted to the next academic year due to scoring less than 50% credits recent previous year.
 - (ii) Students who have not obtained the minimum credits required for the award of degree as defined in the Scheme of examination.
- (2) Terms and Conditions for appearing in supplementary Examination:
- i). The supplementary examination will be conducted once in a year immediately after declaration of even semester result. The supplementary Examination will be held for recent previous year only e.g. a student failing in 2nd year examination can appear only for 2nd year subjects.
 - ii). A student can appear for supplementary examination only for the subjects in which she has obtained ZERO credits.
 - iii). In case a student fails in the supplementary examination, she has to repeat the course as regular course in the subsequent regular exams
 - iv). Students involved in any kind of indiscipline or caught for UFM in any exam (Minor or End-Semester) shall not be eligible to apply for supplementary examination
 - v). A student who has not appeared for both odd and even end-semester examination will not be allowed to appear for supplementary examination

- vi). The maximum marks awarded to the students taking the supplementary examination will be her actual score or 50% marks in that particular subject whichever is less.
 - vii). The supplementary examination, for the students who are short of minimum credits required for the award of degree, shall be conducted for all the subjects in which a student has obtained Zero credits irrespective of the year.
 - viii). A student wishing to appear for supplementary examination must register within the specified time period provided by the University.
- (3) The Examination Division will announce the schedule of conduct of supplementary examination and the students eligible for appearing in the supplementary examination are required to register for the supplementary examination after submitting the requisite fee.
- (i) Every student who is required to give supplementary examination of the university is required to register for the same by going to the tab “Supplementary Examination” in her account. This tab will be visible in only to those students who are eligible for appearing in the supplementary examination. During the registration for supplementary examination, student is required to register for the papers along with requisite fees.
 - (ii) Student registering for the supplementary examination must submit the print out of the duly filled in form in examination portal alongwith the proof of the payment made through SBI Collect.

- i). Student must regularly check their personal details, marks etc. In case of any discrepancy the same should be notified to Exam Division immediately.
- ii). Please note that mere submission of the fees does not make you eligible for appearing in the Re-appear/Supplementary examination. If the print copy of the form is not submitted in the Examination Division on or before the last date, you will not be allowed to appear in exam and the fees submitted will be forfeited.