

Examination Department



Dr. V. K. Sharma is working as the examination head. He is responsible for conducting all internal as well as University examinations smoothly. He has the vast experience of more than 15 years in teaching and examinations. In the Examination Cell, there is a very dedicated team of members representing different departments of the institute.

The Greater Noida Institute of Technology examination department conducts both internal and external examinations as per the rules and regulations of Dr. APJ AKTU, Lucknow. We in the Examination Office work towards creating an excellent examination system. The examination process is the central nervous system of the institute. Policies governing the examination are determined by the head examination in consultation with all the stakeholders. In pursuit of this, the Examination Cell has done remarkable work in providing quality and effective examinations.

Examination policies

This policy is based on the principle which ensures a fair and equitable examination experience for all students and meets academic requirements and providing an efficient examination system. It should clearly be defined roles for both staff and students. To have a transparent and effective mechanism to address any examination-related student grievances. This policy applies to all staff involved in the planning, organization, and management of examinations to ensure they are conducted efficiently, in a timely manner, and in the best interest of students while maintaining the security of all examination resources and compliance with awarding body or organization regulations.

Approving body of Examination policies & process

In compliance with all the quality requirements, preparation of policies, and further actions, the GNIOT-IQAC Cell has been constituted in the institute (College Code 132). All the examination policies are implemented after approval from the members of the IQAC Cell.

Existing Internal Examination system

The conduct of Class Tests has been centralized under the Examinations Head and effective implementation of evaluation reform is strictly followed.

As per the ordinance of Dr. APJ AKTU, our institute conducts minimum two Class Tests (Compulsory) and one Pre University Test per course and per semester.

1. Class Tests are to be conducted for all those students who fulfill the criteria of minimum attendance as per the norms of DR APJ AKTU.
2. These tests are based upon the syllabus covered in particular subject but at least 30% of the whole syllabus should be covered in each test. If any student remain absent in any one test due to any genuine reason like medical, extracurricular activity etc, a Makeup Test can be conducted.
3. The weightage for the internal examinations:-

	Internal Exam	Weightage		
		50 Marks (30+20) Internal Exam	30 Marks (20+10) Internal Exam	
1	Class Test 1(CT 1)	30% - 9 Marks	30% - 6 Marks	
2	Class Test 2(CT 2)	30% - 9 Marks	30% - 6 Marks	
3	Pre University Test (PUT)	40% - 12 Marks	40% - 8 Marks	
		Viva	Record	Attendance
1	Internal Practical	40%	30%	30%

Students Grievances in Examination

1. For the student grievances related to internal examination, a student can approach to Examination Cell with a prescribed Student Grievance Form (Form 7.0) or through institute ERP. In order to ensure uniformity and standard in evaluation of answer scripts, an Internal Assessment Committee (IAC) has

been constituted to look after all the student's examination grievances in the internal examination.

For any other exam related student grievances, a students can also approach through Email ID:-

examgrievances@gniot.net.in

Types of Grievances in Examination

1. Papers opted for by the students are not reflected in the date sheet.
2. Matters related to students found using unfair means
3. Appearing late for the exam.
4. The marks displayed are not correct.
5. The evaluation of the answer sheet is not transparent.
6. The student is wrongly marked absent in the result.

Student Grievances in External Examinations:-

For external examination grievances like re-evaluation or re-checking of the answer sheets, all the student grievances are handled as per the policy of Dr. APJ AKTU.