

RESTRICTED**SOP - CONDUCT OF EXAMS****VERSION: 02/2026****MILITARY COLLEGE OF SIGNALS**

(To be read in conjunction with Registrar Directorate (Exam Branch), Main Office NUST SOP number 0972/E101/1001, Version: 02/2026)

1. **General.** Exam Branch plan, coordinate and centrally organize all mid semester and end semester exams of undergraduate and postgraduate courses. Exams of undergraduate courses are conducted in multiple shifts during morning and afternoon, whereas postgraduate exams are held in evening. Besides, I grade/ Retest and PhD qualifier exams are conducted during each semester. Exam Branch organize all the exams in close coordination with Engg Wing according to the date sheets, which are prepared with the input from the Departments. Engg Wing nominates supervisory boards and supporting staff for conduct of exams and Exam Branch disseminates these details to all concerned. Necessary administrative support is regularly provided by other Branches and Wings of the institution to ensure smooth conduct of exams.
2. **Aim.** To lay down guidelines for all concerned to ensure smooth conduct of undergraduate and postgraduate exams at Military College of Signals.
3. **Mid Semester Exams (MSE)**
 - a. MSE of minimum 1.5 - 2 hours duration for each course shall be conducted as per the date sheets issued by Exams Branch.
 - b. MSE answer sheets duly marked shall be shown to students.
4. **End Semester Exams (ESE)**
 - a. ESE shall be conducted in all the courses taught during the semester as per the date sheets approved by the Controller of Exams.
 - b. ESE for each subject shall be of 2 - 3 hours duration covering whole syllabus. More questions shall be included from the syllabus taught after MSE.
 - c. List of students with attendance less than 75% shall be displayed on notice board and on Qalam. Such students shall not be allowed to take ESE and shall be awarded 'XF' grade.

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- d. ESE answer sheets duly marked shall be shown to students on announced date before finalization of result. Thereafter, these answer sheets shall be preserved till one year after graduation of the class.
5. **Actions By Exam Branch.** Following actions will be initiated/ completed by Exam Branch for conduct of UG/ PG exams-
- a. Draft date sheets will be shared with Depts for comments/ input three weeks prior to start of exams.
 - b. Formal request will be processed to Administration Branch to confirm availability of Qasid Complex for the required duration, three weeks before the start of exams.
 - c. Date sheets of ESE will be forwarded to Main Office NUST two weeks before start of exams for approval of Controller of Exams.
 - d. General Instructions including date sheets of UG/ PG courses will be issued to all concerned two weeks before the start of exams as per the template attached as **Annex A**.
 - e. Supervisory Boards nominated by Engg Wing for conduct of exams will be shared with all concerned at least two working days before commencement of exams.
 - f. Ensuring preparation of Qasid Complex for MSE and ESE (shifting of required furniture from Combat Wing and its layout as per the seating plan, labelling of index number on each seat) two days before exams.
 - g. Issue amendments in Supervisory Boards (if any), as approved by Engg Wing
 - h. Preparation of code sheets, seating plan and attendance sheets as per the date sheets.
 - i. Display of notice boards outside exams containing seating plan and code sheets 45 minutes before start time of exams.
 - j. Issue of question papers to President Supervisory Board 30 minutes before start time of exams.
 - k. Will issue the following items to supporting staff detailed to assist Supervisory Boards: -
 - (1). Blank answer sheets (main and continuation)
 - (2). Stamps/ stamp pad.

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- (3). Gum/ paper tape.
 - (4). Stapler alongwith extra pins/ tags.
 - (5). Envelopes for packing solved answer sheets.
 - (6) Envelopes for packing of any unauthorized reference material recovered from any student
- l. Issue of graph sheets/ papers, when required and asked by the Department.
 - m. Provision of water cooler to administrative staff for arranging drinking water for students during conduct of exams.
 - n. Display of date sheets, names of Supervisory Boards including supporting staff, important policy letters concerning exams on a Notice Board inside exam Hall,
 - o. Copy of following warnings (to be read by President Supervisory Board before start of exam) will be pasted on rostrum: -
 - (1) Warning against use of unfair means in exams.
 - (2) Possession/ use of cell phone or any other smart device is not allowed in exam Hall
 - p. Will ensure placing a copy of Exam SOP in Exam Hall.
 - q. Will extend assistance to the Supervisory Board, if required, during conduct of exams.
6. **Composition of Exam Supervisory Board.** Composition of Exam Supervisory Board for different venues will be as under:-
- a. **Qasid Complex (Main Hall).** Main Hall will be divided into two sections (A & B) and Supervisory Board will comprise: -
 - (1) 1x President
 - (2) 2x Deputy President (one for each section)
 - (3) 16x invigilating faculty members for each morning shift (8x for each sub section) and min 8x members for evening shift
 - b. **Exam Hall A, B & C.** Each Supervisory Board for Exam Hall A, B & C will comprise:-
 - (1) 1x President
 - (2) 1x Deputy President
 - (3) Min three invigilating faculty members

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- (1) 1x President for each Department
- (2) 1x Deputy President for each floor
- (3) 1x Invigilating faculty member for each room

7. **Photocopying / Safe Custody of Question Papers**

- a. All concerned faculty members will prepare question papers of the courses taught during the semester.
- b. It will be the responsibility of every faculty member to keep the question paper safe/ secure from any unauthorized access.
- c. Concerned Departments will arrange brief for TVFs about the procedure for photocopying and safe custody of question papers/ answer sheets.
- d. Faculty member will personally bring the original question paper duly approved by HoD to the Exam Branch for photocopying.
- e. Question papers of each subject will be photocopied/ deposited to Exam Branch minimum two days prior to exam date of that particular subject as per the timeline issued by Exam Branch before the exams.
- f. Question papers will be photocopied only on the photocopier machine held for this purpose with Exam Branch. In case the photocopier machine of Exam Branch is out of order then photocopier machine of Administration Branch or Library/ photo shop will be used for the purpose.
- g. Question paper will be photocopied by the operator/ staff in presence concerned faculty member and of GSO-I/ GSO-II (Exams). No other individual will be present in the room during photocopying of question paper.
- h. Only the required number of copies (i.e number of students in the class plus three) will be produced. In case of any misprint, faculty member and GSO-I/ GSO-II (Exams) will ensure that the misprints are properly shredded.
- i. On completion of photocopying process, machine operator will show machine tray to the faculty member, and he/she will make sure that the tray is empty and no printed question paper is left there.

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- j. Faculty member will count the number of copies produced and seal it in a special envelope provided by Exam Branch. He/ she will write the required details on the envelope and sign it.
- k. Process of photocopying of question papers will be monitored by DCE/ DD (Exams) through CCTV coverage of GSO I/ GSO II (Exam) office and footage will be made available/ utilized, when required.
- l. In case concerned faculty member is not available, concerned Department will get formal approval of Dean on minute sheet to nominate another faculty member for photocopying required copies of question paper. THIS SHOULD HAPPEN IN RARE CASES ONLY.
- m. GSO-I/ GSO-II (Exams) will ensure safe custody of sealed envelope of question papers by placing it in cabinet of Strong Room under lock and key.
- n. Sealed envelopes of question papers once placed in Strong Room will NOT BE TEMPERED by any individual and WILL NOT BE TAKEN OUT BEFORE THE EXAM IN ANY CASE.
- o. No unauthorized person will be allowed to enter the Strong Room.
- p. In case an exam is cancelled after deposit of question paper in Exam Branch, the same will be immediately informed to Exam Branch by Engg Wing/ Department. The cancelled question paper will be returned to the faculty member for destruction, and its record will be maintained by Exam Branch. Faculty member will deposit new question paper after intimation of fresh date sheet.
- q. The sealed envelope of question papers will be handed over to President Supervisory Board on the day of Exam, 30 minutes before start time by GSO-I/ GSO-II (Exams). Necessary entry to the effect will be made in the register.
- r. President Supervisory Board will check the sealed envelope and make sure that no tempering has been done. He/ she will also verify the signatures/ initials of faculty member on the envelope as per the list of specimens signatures of Faculty members, provided by Engg Wing to Exam Branch.

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- s. GSO-I/ GSO-II (Exams) will hand over sealed envelope of question papers to the President Supervisory Board after making necessary entry to this effect in the register and the same will be signed by the President Supervisory Board.
- t. In case of any doubt, the matter will be thoroughly investigated to resolve the issue.
- u. If doubt persists, the matter will be brought into knowledge of CI (E)/ Dean for further guidance/ instructions regarding that particular paper.
- v. If required, Administration Branch will be approached to detail a board of inquiry for further investigation.

8. Collection of Answer Sheets by Faculty Members

- a. Answer sheets duly sealed in envelopes will be collected by respective faculty members for marking on the same/ next day of exam. Faculty member will check seal of the envelope to confirm that it has not been tampered. Entry to this effect will be made in the register being maintained for the purpose in office of GSO I/ GSO II (Exams) and will be signed by the faculty members.
- b. In case of non-availability of concerned faculty member, answer sheets may be collected by another faculty member authorized by the concerned faculty member as per the authority letter signed by the faculty member and counter signed by the HoD. Specimen of authority letter is attached as **Annex B**.
- c. While marking answer sheets, faculty members will check serial number of answer books as per the serial number written on attendance sheets to confirm that students have solved/ attempted the papers on answer sheets issued by Exam Branch on the day of exam.
- d. After marking/ paper showing, faculty members will deposit answer sheets with the Departments.
- e. At the end of semester, faculty members will deposit the solved answer sheets of End Semester Exams with the Departments for subsequent disposal as per the instructions issued by Exam Branch.
- f. Answer sheets along with a sample Question Paper shall be retained by the Departments till one year after graduation and will be destroyed

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subsequently in compliance of policy/ instructions issued by Main Office NUST.

- g. Engg Wing will detail a board of officer every year for destruction of answer sheets of final exams of courses on completion of one year after their graduation as per instructions issued by Exam Branch.

8A. Checking/ Marking and Deposit of Solved Answer Sheets

- a. Concerned FMs will collect solved answer sheets from Exam Branch on the same day/ next day of exam.
- b. Exam Branch will intimate Engg Wing of any answer sheets not collected by FMs three working days after the conduct of exams.
- c. All FMs will confirm to respective Associate HoDs that all answer sheets have been marked/ checked by Friday, 1st week after the exams.
- d. Checked answer sheet of Mid term, I grade/ F to D, PhD Qual and final exams will be deposited in Depts by FMs immediately after paper showing/ DBS meeting.
- e. Associate HoDs of Depts will confirm checking of answer sheets to HoDs on last working day of 1st week after the exams.
- f. Depts will hold DBS meeting on Tuesday, 2nd week after the final exams.
- g. All results will be forwarded on Qalam by the Depts to Exam Branch on Tuesday, 2nd wk of exam.
- h. After FBS meeting, Depts will forward confirmation to Engg Wing that checked answer sheets of all exams held during the semester have been deposited by the FMs.

9. Actions By Engg Wing

- a. Regular monitoring of overall process of formulation of question papers by the faculty members as per instructions/ SOP issued by Main Office NUST.
- b. Will ensure submission of question papers by the faculty members to Exam Branch as per the laid down timeline.
- c. Will nominate Supervisory Boards as per the composition mentioned in para 7 for mid semester, end semester and makeup exams and forward to Exam Branch, at least two working days prior to start of exams.

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- d. Officers/ faculty members of following rank/status will be detailed as President of Exam Supervisory Board.
 - (1) Serving Lt Col or equivalent.
 - (2) Professor or Associate Professor with minimum three years of service.
- e. Will ensure safe custody and issuance of attendance sheets of exams to concerned faculty members only.
- f. Will ensure that all faculty members are familiar with relevant rules / SOPs for conduct of Exam.
- g. Will forward amendments in Supervisory Boards to Exam Branch only after approval of Dean/ HoD at least one working day prior to that particular exam.
- h. Will ensure that required supporting staff for conduct of exams are detailed by name by the Departments as per the timeline/ instructions issued by the Exam Branch.
- i. Will earmark pool of reserve faculty members to meet emergent requirement because of absence of some members of supervisory board.
- j. Will investigate and initiate follow up actions on absent cases of exam supervisory boards.

10. **Actions by Departments**

- a. Will ensure timely circulation of Date Sheets to all students and faculty members.
- b. Will ensure preparation and deposit of question papers by concerned faculty members to Exam Branch as per the NUST SOP and given timeline.
- c. Will ensure timely intimation of detail of Supervisory Boards and nominated supporting staff to all concerned.
- d. Will restrict amendments/ changes in duty roaster of Supervisory Boards to "Emergency Cases Only" and the same will be processed through Engg Wing.
- e. Will ensure availability of concerned faculty members near Exam Hall on exam day to address students queries.
- f. Following instructions must be communicated to all students: -

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- (1) To report to exam hall 30 mins before start time on 1st day and 20 mins before start time on subsequent days.
 - (2) Students will display/ wear NUST/ MCS ID Card while appearing in exams.
 - (3) Students not obeying college dress code will be liable to disciplinary action. Detail of punishments for different violations is attached as **Annex C**.
 - (4) Students are not allowed to bring cell phone, smart watch or any other smart device inside Exam Hall.
- g. Will ensure dissemination of important NUST policy concerning academically deficient undergraduate students as under: -
- (1) **Warning**. Semester GPA is less than 2.00
 - (2) **Probation**. CGPA less than 2.00
 - (3) **Withdrawal**. Summary of different conditions for withdrawal for all categories of undergraduate students is attached as **Annex D**.
- h. Earmarking some faculty members as reserve for replacement in Supervisory Board if some member is unavailable to perform duty because of emergency or some other official commitment.

11. **Responsibilities of Head of Department**

- a. Academic activities in his department are conducted smoothly and transparently with utmost dedication and commitment by all faculty members and supporting staff.
- b. All students of his department are enrolled in requisite subjects latest by Friday of 2nd week of the regular semester and 1st week of Summer semester.
- c. Cases of repetition of subjects are approved by him before allowing students to enroll through Qalam.
- d. Students desirous of taking alternate elective courses get approval of Dean before they are allowed to enroll through Qalam.
- e. Faculty members provide course outline at the start of the semester and explain conduct of various segments of the courses and grading criteria to their students.

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- f. Assignments, quizzes, class projects and laboratory experiments are conducted as per relevant provisions of NUST Statutes.
- g. Faculty members return assignments, quizzes, Class project reports and laboratory reports to students duly marked as per timeline spelled out in NUST SOP.
- h. Faculty members cover whole syllabus of their subjects latest by 2nd last week of the semester.
- i. Question papers of End Semester Exams are put up to him for perusal and necessary approval.
- j. Laboratory practical exams and viva voce are given by the faculty concerned and not by the Teaching/ Research Assistants or Laboratory Engineers.
- k. Students with attendance less than 75% are duly informed and are not allowed to take End Semester Examinations.
- l. List of faculty and staff of his department for invigilating duties is provided to the Exam Branch well in time.
- m. Faculty members mark End Semester Answer sheets and show the same to students and provide results within one week of conclusion of End Semester Exams.
- n. DBS meeting is held well in time and final results forwarded to the Exam Branch for holding FBS meeting.
- o. Academically deficient students are served with Warning/ Probation letters (as the case may be) as required under NUST statutes / Probation policy and where needed students and parents are counseled and guided in person.

12. Instructions for Students During Conduct of Exam

- a. Students must report 30 minutes before the time for the exam on first day and 20 minutes earlier on subsequent days.
- b. Students should be seated as per seating plan 10 minutes before start of Exam.
- c. Doors of Exam Hall will be closed 10 minutes before start of Exam. students coming late will be allowed to enter Exam Hall 20 minutes after start of Exam.

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- d. Students will not be allowed to leave Exam Hall before half time.
- e. Students can bring only following in Exam Hall:-
 - (1) Pen/ Pencil/ Ballpoint pen
 - (2) Calculator
 - (3) Eraser/ Pencil Sharpener
 - (4) Foot ruler
 - (5) Small sized transparent pouch for stationery items
 - (6) Books/ notes as allowed by concerned faculty member (only for open book exam).
- f. Students MUST display/ wear NUST or MCS ID Card while appearing in exams.
- g. There will be no “ **Color Day** “ on Friday during conduct of Exam.
- h. Students must write Registration number (Qalam ID) on Answer sheet.
- i. Students are not allowed to bring cell phone, smart watch or any other. smart device inside Exam Hall.
- j. Students will not be allowed to leave Exam Hall before half time.
- k. No extra time will be given to late arrivals.
- l. Students are required to attach question paper with answer sheet at the end of exam.
- m. Dos and Don'ts for students are attached as **Annex E**.

Responsibilities of Exam Supervisory Board, DCE and GSO I (Exams).**13. President Supervisory Board**

- a. President Supervisory Board will be overall responsible for conducting exam, according to the laid down policies and instructions issued from time to time.
- b. Will brief invigilating faculty members about their duties before start of exam.
- c. Will collect following from Exam Branch 30 min prior to start of exam: -
 - (1) Question papers.
 - (2) Attendance/ Index sheets and seating plan.
- d. Will make the following announcements: -
 - (1) Warning against use of unfair means in exam as per **Annex F**

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- (2) No Cell phone, smart watch or any other smart device is allowed inside Exam Hall.
- e. For MS exams, will clearly announce subjects/ courses for which “open book exam” (if any), is being conducted .
- f. Will ensure that all students are seated as per the seating plan.
- g. Will ensure that all answer sheets to be used in exam are initialed by members of Supervisory Board.
- h. In case nominated Deputy President is not available, the President will nominate senior most faculty member present in Exam Hall as Deputy President.
- i. Will ensure that all entry gates of Exam hall are closed 10 minutes before the start time and then gates should only be opened 20 minutes after start of exam.
- j. Will ensure compliance of following by the students: -
- (1) All students are seated and issued with answer sheets 10 mins before start time.
 - (2) Writing of Index number by the students on question paper as well and it will be attached with answer sheets.
 - (3) No student will be allowed to leave the exam hall before half time.
 - (4) Late arrivals will not be allowed after start of exam. Only emergency cases on compassionate grounds may be permitted by the President within 30 minutes of start time.
 - (5) No extra time will be given to late arrivals.
 - (6) Students with some disability will only be given extra time with prior approval of Engg Wing.
 - (7) Will restrict visits to the washroom by the students to the bare minimum
- k. Will instruct invigilating faculty members and supporting staff to switch off their cell phones in exam hall and should not carry any material/ documents into exam hall which can divert attention from performing exam duty.
- l. Will ensure that no disturbance is caused in the exam hall i.e unnecessary announcements, unauthorized visitors or any other noise.

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- m. Will ensure that all rough work sheets are attached with the paper, whereas unused sheets will be deposited with supervisory board by the students.
- n. Will immediately report any unusual incident to Engg Wing/ respective HoD and DCE on telephone, following by a written occurrence report on the same day.
- o. Will initiate required actions as per para 20b for handling of cases involved in use of unfair means or possession of unauthorize material.
- p. Will ensure following at the end of exam: -
 - (1) All papers are returned by the students to supervisory board, as per index sheet, even if no question has been attempted
 - (2) After satisfying himself/ herself, will seal all answer sheets in the envelopes provided by Exams Branch
 - (3) No answer sheet or paper of any kind is taken or removed from the exam hall by students
- q. Following will be signed by members of Supervisory Board and counter signed by the President and return to Exam Branch: -
 - (1) Attendance sheets.
 - (2) List of students checked for violating instructions regarding dress code and display of NUST/ MCS ID card.
- r. Ensuring careful/ correct counting of solved Answer sheets as per the Attendance Sheet signed by the students before sealing of envelopes.
- s. Will return attendance sheet duly initialed by the students and signed by supervisory board to Exam Branch at the end of exam.
- t. Will ensure that unused/ used answer sheets if stamped, are deposited separately to Exam Branch by an officer of Supervisory Board.
- u. Will handover himself/ herself or depute Deputy President Supervisory Board to deposit solved answer sheets to DCE/ GSO I (Exams) in sealed envelope duly signed.
- v. Will ensure return of exam material to Exam Branch by supporting staff immediately after completion of exam.
- w. Will sign and submit attendance report of exam supervisory board/ supporting staff to Exam Branch, including detail of absentees (if any).

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- x. Ensure checking of material allowed to be consulted during exam as specified in the exams instructions/ questions i.e calculators/ books and sketch, etc through the invigilating staff before/ during exam.
- y. Will call MCS MI room for nursing/ ambulance, in case a student falls sick and is unable to continue taking exams.
- z. Dos and Don'ts for Exam Supervisory Board are attached as **Annex G**.

14. Deputy President

- a. Will assist president of exam supervisory board in performing all duties
- b. Will assist/ guide faculty members of Supervisory Board in performing their duties, particularly, to faculty members performing exam duty for the first time.
- c. Will allocate "Area of Responsibility" to each faculty member of Supervisory Board. i.e each faculty member should be assigned specific rows.
- d. Ensure collection of answer sheets at the end of paper.
- e. Sealing of answer sheets and will get signature of the President.
- f. Will deposit answer sheets along with question papers to Exam Branch, if tasked by the President.
- g. will take on as President in case President has to leave the exam hall for any reason
- h. Will timely inform the President, in case he/ she is unable to perform duty as Deputy President due to emergency or some other official commitment.

15. Invigilating Faculty Members.

- a. Will check/ ensure following in his/ her "Area of responsibility":-
 - (1) Students are seated as per their allocated seats.
 - (2) No use of unfair means.
 - (3) No one is carrying cell phone, smart watch or any other smart device.
 - (4) Students are only in possession of items permissible as per para 12e.
 - (5) Compliance of instructions regarding College Dress Code and wearing of NUST/ MCS ID card and noting names and registration numbers of those found violating the instructions.
 - (6) No talk or mutual consultation among students.
 - (7) No exchange of stationery items, calculators or any other material

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- b. Distribution of answer sheets and issuance of question papers of respective faculty members to the students concerned.
 - c. Ensuring signing of Attendance/ Index sheets by all students.
 - d. Will sign following sheets/ lists: -
 - (1) Attendance sheets.
 - (2) List of students checked for violating instructions regarding dress code and display of NUST/ MCS ID card
 - e. Abide by all instructions issued by President Exam Supervisory Board and assist him/ her in performing the duties as per para 13.
 - f. Will read and ensure compliance of Dos and Don'ts as mentioned in **Annex G**
 - g. Will reach Exam hall at least 30 minutes prior to start time of paper.
 - h. Will ensure that registration number (Qalam IDs) are properly written on the answer sheets and will confirm that students correctly write number of continuation sheets used.
 - i. Report any unusual incident to the President of Exam supervisory Board for taking action accordingly.
 - j. Will inform President Supervisory Board, if a student is not feeling well and is unable to continue taking exam because of sickness.
16. **Supporting Staff**. Supporting staff will perform duties as covered in **Annex H**
17. **Deputy Controller of Exams (DCE)/ DD (Exams)**
- a. Will ensure timely preparation and approval of final and mid semester exams date sheets and dissemination to all concerned.
 - b. Will forward one copy of end semester exams date sheets/ schedule to Controller of Exams, Main Office NUST for approval.
 - c. Will ensure preparation of seating plans for all exams and display them at appropriate places for information of students and invigilating faculty members.
 - d. Will coord and ensure timely nomination of Exams Supervisory Boards for smooth conduct of exams as per the approved schedule.
 - e. Will personally ensure timely photocopying the required number of question papers for mid and end semester exams.

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- f. Ensure safe custody of question papers in strong room till due date of exams.
 - g. Issuance of question papers to President Supervisory Board on the day of exams.
 - h. Ensure timely compilation of results to hold FBS meeting within two weeks of end semester exams.
 - i. Forward compiled results complete in all respects to Exams Directorate Main, Office NUST within two weeks after approval of results by FBS.
 - j. Arrange and ensure safe custody of hard copies of results for ever.
 - k. Ensure safe custody of answer sheets of end semester exams till one year after graduation of respective courses as required by NUST statutes.
 - l. Ensure timely preparation of list of students with attendance less than 75% and displaying it at appropriate place for information of all concerned to stop such students from taking end semester exams.
 - m. Coord with the Departments to ensure preparation/ dispatching of Warning and Probation letters to parents of academically deficient students.
 - n. Registration of all undergraduate and postgraduate students with Main Office NUST.
 - o. Timely response to Main Office NUST regarding all MS and PhD students.
 - p. Initiating all cases regarding deferment, suspension, withdrawal and opening of enrollment of undergraduate and postgraduate courses for students through e-minute sheets for approval by Main Office NUST.
 - q. Initiating all cases of deferment, suspension and withdrawal of military students with GHQ through Training Branch, MCS.
18. **GSO-I (Exams)/ Assistant Controller of Exams**
- a. Will assist Deputy Controller of Exams in performing all role/ tasks of Exams Branch.
 - b. Will act as OIC Exams and Records.
 - c. Will be custodian of question papers of undergraduate and postgraduate courses.
 - d. Will be custodian of main answer books and continuation sheets (both blank and used).

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- e. Will ensure that question papers are photocopied and sealed in his presence along with concerned faculty member.
- f. Will receive question papers properly sealed from the concerned faculty member and will keep them in safe custody till the day of exams.
- g. Brief supervisory boards and supporting staff regarding conduct of exams one day before exams.
- h. Will coord with all concerned for shifting of required furniture to exams venue (Qasid Complex) and supervise preparation of venue in all respect two days prior to start of exams.
- h. Will appraise DCE about seating plan and allied arrangements in all respect at exams venue one day before conduct of exams.
- i. Issue question papers to President Exam Supervisory Board 30 minutes before start of exams.
- j. Ensure issuance of required exams material to supporting staff.
- k. Visit exam venue during conduct of exams, preferably at the start of exam.
- l. Will report absentee of any member(s) of Exam Supervisory Board to DCE.
- m. Will receive sealed envelopes of answer sheets from President Exam Supervisory Board along with code sheets, attendance sheets and additional copies of question paper.
- n. Issue sealed envelope of answer sheets to concerned faculty member for marking.
- o. Will share attendance of students appearing in the exam to Engg Wing on very next day of exams.
- p. Checking and verification of provisional transcripts and other certs.
- q. Arrange destruction of old answer books of UG/ PG courses as per policy issued by Main Office NUST.
- r. Custodian of old record of undergraduate and postgraduate courses and Foreman of Signals Course.
- s. Keep proper record of old answer books of question, code sheets and destruction of answer sheets.
- t. Will ensure periodic maintenance of photo copier machines.

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- u. Timely initiating request for printing of answer books, continuation sheets and procurement of toners of photocopiers and other stationery items.

19. **Procedure for Handling Cases Involving Use of Unfair Means/ Possession of Unauthorized Material**

- a. **Unfair Means.** Any student found using unfair means or assisting another student during exam shall be liable to disciplinary action. A student found guilty of such an act by MCS Discipline Committee shall be dealt with as per relevant chapter of NUST Statutes. Use of unfair means include following: -
 - (1) An attempt to have access to the question paper before exam.
 - (2) Possession/ use of unauthorized reference material during exam.
 - (3) Possession/ use of cell phone or any other smart device.
 - (4) Any form of communication by the examinees with anyone in or outside the exam hall while the exam is in progress.
 - (5) Unauthorized entry into faculty's office or that of his/ her staff with the intention of having access to or tampering with the official record/ exam papers.

- b. **Actions By Exam Supervisory Board (Invigilating Faculty Members)**
 - (1) On checking a student or students involved in use of unfair means/ possessing unauthorized material, invigilating faculty member will immediately report the matter to President Supervisory Board.
 - (2) Answer sheets of such student(s) alongwith recovered cheating material will be confiscated and packed/ sealed in special envelope issued for this purpose by the Exam Branch.
 - (3) President Supervisory Board will immediately report the matter on telephone to following appointments: -
 - (a) HoD of President Supervisory Board
 - (b) DCE/ GSO-1 (Exams) or Exam Branch
 - (4) Required details (**Annex I**) will be written on envelope and the same will be signed by President Supervisory Board.

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- (5) Envelope containing confiscated Answer sheets and cheating material will be handed over to DCE/ GSO-1 (Exams) by President Supervisory Board immediately after completion of exam.

c. **Actions By Engg Wing/ Depts**

- (1) Dept concerned (Dept of President Supervisory Board) will initiate occurrence report on the same day to Engg Wing with info copy to Exam Branch, NUST Branch, Adm Branch (in case of officers/ GCs only) and Cadet Wing (in case of GCs only).
- (2) Engg Wing will forward to the occurrence report to all concerned the same day.

d. **Actions By NUST Branch**

- (1) Will call meeting of MCS Discipline Committee and intimate schedule of meeting to all members of the committee.
- (2) Will intimate disposal of the case as finalized by MCS Discipline Committee to all concerned.

e. **Actions By Administration Branch**

- (1) Will convene/ nominate Board of Officers for detailed investigation of the case.
- (2) Will intimate President Court of inquiry to discuss the case with Dean for award of F grade as a punishment to all those students who have been found guilty of using unfair means/ possessing unauthorized material.
- (3) Will forward Orders by Commandants to all concerned for final disposal of the case.

f. **Actions By Exam Branch**

- (1) Result of all students involved in use of unfair means in end semester will be withheld as follows:-
 - (a) Will tag result of students concerned on Qalam so that that the same are not visible to the students.
 - (b) Will write remarks "Result withheld" on hard copy of the result.

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- (2) On receiving disposal of the case, will process e minute sheet for approval of Main Office NUST to amend originally awarded grade as per the histogram to F grade (if required).
- (3) Will remove tag and process results of the students concerned.
- (4) Will include the case in presentation/ minutes of next FBS meeting.

20. **Suspension of Semester of UG/ PG Students on Medical Grounds.**

- a. Depts and Cadet Wing will closely monitor hospital admission cases or students who are absent on medical grounds.
- b. In case total duration of admission in hospital exceeds four weeks in a semester (admission in hospital may be on more than one occasions in that particular semester), Department concerned will initiate case for suspension of semester of student during the semester i.e before start of end semester exams.
- c. Cadet Wing will timely forward supporting medical documents and hospital admission/ discharge slip to Department concerned.

21. **Timeline for Required Actions - I Grade/ Retest Exams**

Ser	Action	Responsibility	Timeline
a.	Intimation of schedule of Exams to all concerned	Exam Branch	E-17
b.	Forwarding names of students with confirmation of fee deposit to Engg Wing	Dept of EE Dept of CSE Dept of IS	E-14
c.	Forwarding names of students with confirmation of fee deposit to Exam Branch	Engg Wing	E-12
d.	Issuance of Date Sheet	Exam Branch	E-10
e.	Detailing of Supervisory Board	Engg Wing	E-6
f.	Issuance of instructions to Supervisory Board	Exam Branch	E-5

22. **Staff College Entrance Exam (SCEE) and Promotion Exams/ Military Colleges Entrance Exams.**

- a. Strong room of Exam Branch will be utilized for storage of question papers and answer sheets of SCEE and promotion/ entrance exams.
- b. During SCEE, strong room of Exam Branch will be handed over to President of board for SCEE.

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- c. Separate lock will be arranged/ used for strong room and its keys will be held by President of board for SCEE.
- d. All question paper/ answer sheets of UG/ PG courses will be shifted to safe held in DCE office for the duration of SCEE.
- e. During promotion/ entrance exams, 2x separate almirahs will be allocated for storage of question papers.
- f. Separate locks will be arranged/ used for almirahs being used for storage of question papers of promotion exams/ military colleges entrance exams.

23. Distribution/ Handling of Keys of Exam Branch

- a. Original keys of DD Exams office, GSO-I/ GSO-II (Exams) office and Branch office (Main Hall) will be deposited in key box of MCS.
- b. Duplicate keys of DD Exams office, GSO-I/ GSO-II (Exams) office and Branch office (Main Hall) will be kept in the main duplicate key box of MCS.
- c. Original keys of all Almirah's in strong room and door of strong room will be held with GSO-I/ GSO-II (Exams) for routine operations.
- d. Duplicate keys of all locks of all almirah in strong room and door of strong room will be kept in safe held in DCE office.

24. Visit of Guests/ Students to Exam Branch. Office of GSO-I/ GSO-II (Exams) and staff office (Main Hall) are out of bound for students and personal guests.

GEN INSTRUCTIONS – FINAL EXAMS UG/ PG COURSES

FALL SEMESTER - 2025

EXAM BRANCH

1. Gen.
2. Date Sheets of UG/ PG Courses.
3. Supervisory Boards for UG/ PG Exams.
4. Key Pts for Concerned Depts.
5. Adm Sp and Coord.
 - a. Cbt Wing.
 - b. Cadets Wing
 - c. OA Wing.
 - d. Tac Branch.
 - e. Telecom Branch.
 - f. Adm Branch
 - g. TM Shop.

 - h. Trg Branch.
 - i. MIS Cell.
 - j. E Wing and Cadets Wing.
 - k. Focal Persons ex Exam Branch.

AUTHORITY LETTER

I hereby authorized _____ to collect solved Answer sheets of subject _____ of Mid/ Final Exams of Course from Exam Branch on my behalf. His three specimen signature are as under:-

Signature: _____

Rank/ Name _____

Department: _____

Date: _____

COUNTERSIGNED BY HoD

PUNISHMENTS FOR DRESS CODE/ ID CARD VIOLATIONS

Cat	Violation	Punishment			
		1 st Violation	2 nd Violation	3 rd Violation	Remarks
Officers/ GCs	Wearing CCD instead of Khaki or Vice Versa	Warning by HoD	Warning by HoD	Warning by Dean	Commandant's Warning after 3x violations
Officers/ GCs/NC/ PC/ ASC/ NS of MS	Not wearing ID Card	Warning by Course /Advisor	Warning by HoD	Warning by Dean	Will not be allowed to appear in exams after 3x violations
NC/ PC/ ASC	Not wearing uniform	Warning by Course Advisor	Warning by HoD	Warning by Dean	Matter will be forwarded to MCS Discipline Committee

POLICY FOR WITHDRAWAL OF UG STUDENTS

Condition	Officers	GCs	NCs/PCs/ASCs
Accumulated F grade	4 (Not applicable in 7 th and 8 th semester)	7	7
Consecutive Probations	3 (Not applicable in 8 th semester)	4 Not applicable in 7 th and 8 th semester)	4 Not applicable in 7 th and 8 th semester)
Result of 1 st Sem	GPA less than 1.5 with 2x F grade	5 x F/ XF grades	5 x F/ XF grades
Maximum Duration	5 yr (2x additional year on medical grounds)	5 yr (2x additional year on medical grounds)	7 yrs

DOs AND DON'Ts FOR STUDENTS APPEARING IN EXAMS**1. Dos**

- a. Do reach the exam Hall at least 30 minutes before the start time.
- b. Do wear dress as per MCS dress code for NCs and army's instructions for mil students.
- c. Do wear NUST/ MCS ID card.
- d. Do confirm your seat as per the seating plan displayed on Notice Board.
- e. Do read instructions for students on the on MCS website and exam hall notice Boards.
- f. Do bring your own writing material (pen, pencil, ruler, calculator).
- g. Do inform invigilating faculty members before start of exam, if anything is written on table/ chair, whether helpful in exam or not.
- h. Do listen carefully announcements made by the President supervisory board/ invigilating faculty members.
- i. Do write your Registration number (Qalam ID) on Question paper, Answer Book and extra answer sheets as soon as received.
- j. Do manage your time wisely
- k. Do inculcate the habit of appearing in exams without visiting washroom.
- l. Do attach question paper with answer sheet at end of exam.
- m. Do leave the exam venue/ premises silently.

2. Don'ts

- a. Don't bring mobile phone or any other electronic device inside exam hall.
- b. Don't wear smart watches while appearing in exams.
- c. Don't bring large-size opaque pouches inside exam hall.
- d. Don't place your belongings (bags, notes etc) inside exam hall and near washrooms
- e. Don't make noise inside exam hall before start of exam.
- f. Don't remove/ replace chairs or tables already laid/ placed in exam hall as per the seating plan.
- g. Don't occupy seat if your seat number is not written or some other number is written on the assigned table/ seat.

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- h. Don't change your seat on your own.
- i. Don't be involved in cheating, copying, use of unfair means/ unauthorized material or any other malpractice during exams.
- j. Don't consult or talk to other students during exams.
- k. Don't be a means of communication or courier among other students appearing in exams.
- l. Don't borrow or lend anything during exams.
- m. Don't indulge in arguments with invigilating faculty members.
- n. Don't ask for permission to leave exam hall during first hour of exam.
- o. Don't leave exam venue without signing attendance sheet.

ANNOUNCEMENTS BY PRESIDENT SUPERVISORY BOARD BEFORE START OF EXAM

1. Use of any reference material, notes, any smart device or consulting any other student during exam is strictly prohibited. Any student found using unfair means or assisting another student will be liable to disciplinary action.
2. No student is allowed to carry answer sheets or extra/ continuation sheets out of exam hall.
3. Every student must ensure that he/ she is sitting as per seating plan/ index number.
4. All students will attach Question paper with Answer Sheet.
5. All students will read "Instructions for Candidates" given on 1st page of Answer sheet and will sign.
6. Bringing/ use of clip board is not allowed in exam hall.

DOs AND DON'Ts FOR EXAM SUPERVISORY BOARD
(INVIGILATING FACULTY MEMBERS)

1. **Dos**

- a. Do reach Exam Hall 30 minutes before start of exam.
- b. Do familiarize yourself with seating plan/ arrangement.
- c. Do report to Exam Branch immediately any observation/ issue regarding seating arrangement.
- d. Do check/ ensure that students are seated as per the allocated seats.
- e. Do familiarize yourself with the procedure/ actions to be taken for handling of students involved in use of unfair means or possession of unauthorized material.
- f. Do remain vigilant during entire duration of duty to check students against use of unfair means.
- g. Do check students belongings brought in Exam Hall against any unauthorized material.
- h. Do observe/ check furniture (tables, chairs) for any unauthorized writings/ notes etc.
- i. Do report any matter requiring immediate attention of President Supervisory Board.
- j. Do check and report if any student is wearing smart watch.
- k. Do check NUST or MCS ID cards of all students including officers and GCs to confirm identity and must ensure noting down of names of those not wearing ID cards.
- l. Do check students for compliance of dress code instructions and ensure noting down of particulars of violators.
- m. Do check/ confirm that students correctly write serial numbers their Answer sheets index sheet.
- n. Do count solved answer sheet carefully.
- o. Do sign all required documents (Attendance sheets, dress code violation lists etc.)
- p. Do assist and guide new faculty members performing exam duty for the first time.
- q. Do ensure that all students attach question papers with Answer sheets.

RESTRICTED2. **Don'ts**

- a. Don't use cell phone while performing duty in exam Hall.
- b. Don't be late in reaching the Exam Hall.
- c. Don't carry anything to exam hall which can divert attention from performing duty.
- d. Don't allow students to be in possession of anything other than following items in Exam Hall:-
 - (1) Pen/ Pencil/ Ballpoint pen
 - (2) Calculator
 - (3) Eraser/ Pencil Sharpener
 - (4) Foot ruler
 - (5) Small sized transparent pouch for stationery items
- e. Don't allow students to place cell phone or any other smart device inside exam Hall.
- f. Don't allow any student to change seat or violate seating plan on any pretext.
- g. Don't allow students to talk to each other or consult amongst themselves.
- h. Don't allow students to exchange any item (pen, calculator etc).
- i. Don't be involved in any unnecessary discussions/ talks with other invigilating faculty members.
- j. Don't leave Exam Hall until all formalities (counting/ sealing of Answer sheets etc) after the exams have been completed.

DUTIES OF SUPPORTING STAFF**(SNR TECHNICIAN/ LAB DEMONSTRATOR/ LAB ASSISTANT/ LAB ATTENDANT)**

1. Will be responsible to remain abreast with the latest instructions regarding conduct of Exam especially place and time of duty
2. 4 -5 staff members out of nominated staff will collect fol from Exam Branch 45 minutes prior to start of exam:-
 - a. Answer sheets - 8 to 10 bundles
 - b. Continuation sheets - 250 Nos
 - c. Exam materials - stapler, pen, tape, stamp etc.
3. All nominated supporting staff will report to exam hall alongwith required material 40 mins before start of exam
4. Will get the attendance sheets signed by the students and will confirm following points: -
 - a. Answer Sheet serial numbers are written by the students correctly on attendance sheets
 - b. Dress code/ ID card violations
 - c. Students are seated as per the seating plan.
5. Will report detail of absent students to member of supervisory board to make announcement for re-confirmation of absentees
6. Preparing envelopes of answer sheets i.e correctly entering required details printed on envelopes
7. Stamping of continuation answer sheets and getting initials of Invigilating faculty members, before issuing to students
8. Will get signatures of President, Dy president and all members on supervisory board attendance sheet
9. Senior most staff will be responsible to Collect "Dress Code/ ID Card Violation sheets" from Dy President of respective section and signature of President. He will deposit the Dress Code/ ID Card Violation sheets to Exam Branch
10. Signing of Dress Code/ ID Card Violation sheet is mandatory, even if Nil.
11. Counting of solved answer sheets as per the attendance sheets signed by the students before sealing the envelopes
12. Will assist supervisory board to deposit solved answer sheets in Exam Branch
13. Will return following to Exam Branch:-

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- a. Unused answer sheets (main and continuation)
- b. Exam Material
- c. One copy of each question paper and will deposit it to Exam Branch

14. **Mobile Phone Collection Point**: Staff nominated/ detailed for “Mobile Phone Collection Point”, will:

- a. Collect envelopes and printed number (tokens) from Exam Branch 45 minutes before start time of exam
- b. Establish “Mobile Phone Collection Point” outside exam hall 45 minutes before start time
- c. Issue token for every mobile phone deposited by the students
- d. Return mobile phone only after receiving back token
- e. Close “Mobile Phone Collection Point” 15 minutes after finishing time of exam
- f. Deposit mobile phone to Exam Branch (after closing of Mobile Phone Collection Point) if any student does not collect his/ her phone after the exam.

DISPUTED / UNFAIR MEANS PAPERS

Date: _____			
Subject: _____			
Instructor: _____			
Invigilator: _____			
Time Slot: _____			
Exam Hall: _____			
<u>S/No</u>	<u>Code No</u>	<u>Answer Sheet No</u>	<u>Brief Nature of dispute</u>

President: _____

Dy President: _____

Members (1) _____

(2) _____

(3) _____

All disputed papers will be placed in this envelope and handed over to the Examination Branch by the president supervisory board.