



Mahatma Gandhi Vidyamandir's  
**Arts, Science And Commerce College**  
Harsul, Tal-Trimbakeshwar, Dist : Nashik

# **STANDARD OPERATING PROCEDURE (SOP)**

## **Examination Department**

## STANDARD OPERATING PROCEDURES

- 1] Appointment of CEO and Formation of Examination committee
- 2] Academic calendar: With reference to academic calendar exams are planned.
- 3] Formation of Exam Committee: Members for examination committee are selected by the Principal and Authorities of the Parent institute.
- 4] Planning: The examination committee meets the Principal and plans for the forth coming examinations.
- 5] Circulars:
  - A Circular to all staff members is sent mentioning the dates and subjects within time and session.
  - The circular requests for preparing question paper and answer key up-to the date.
  - The same is followed by each department and they in time frame and submit the individual timetable to the CEO which is displayed on the notice boards.
  - Guidelines for Appointed Supervisors, paper setters and examiners.
- 6]. Question Papers Setting:
  - The respective subject teachers appointed for the paper setting. As per order they set their Question Papers and will submit the same to the CEO along with the answer key in time.
  - Preparation of Question Paper is as per university regulations and guidelines.
- 7] Requirements:
  - Arrangements are made demanding to the number of required copies of question paper.
  - All the necessary steps precautions are taken to print the question paper.
  - Arrangements of answer scripts, attendance reports, accounts sheets, graph sheet, Log tables, Thread, etc. were made.
8. Rooms identification and intimation to All Head of Department & In-charge.
  - Identifying the examination halls and intimation to the concerns is made for necessary arrangements.
  - Display of Practical time table with details of batches
  - Filling the practical marks in university software for result.
- 9] Result:
  - Preparation of class wise Results, approved by examination Committee, and displayed on notice Board. Display of toppers and distribution of mark sheets to students
  - Display of notice for students who wish for photocopy of papers within 10 days of declaration of results and acceptance of forms
- 10] Grievances:
  - Grievances received from students regarding internal assessment are discussed in examination committee and the decision communicates to concerns.
  - Internal examination related Grievances dealt by CEO Grievance resolved by CEO
  - Schedule of re exam prepared and communicate to the stakeholders.
  - Grievances regarding University results are collected send the university within the time and follow-up of submitted cases.
  - Thus, all the grievances are efficiently resolved within the time deadlines mentioned by the university; hence mechanism to deal with examination related grievances is transparent, time bound and efficient.
- 11] All examinations conducted under the Guidance, observation and control of Respected Principal, Vice- Principal, CEO and supporting staff.

## **College Examination Officer (CEO):**

Examination being solemn activity the office bearers are required to perform their duties with complete sincerity upholding the highest principles so that all examinees are provided with equal and fair opportunity of performance. It will be the role of the CEO to ensure smooth conduct of exam for all classes and subjects in the college.

The CEO shall be responsible for overall coordination of Theory exam, Online Exam, and Practical Exam as:

- 1] Prepare and announce in advance the calendar of examinations;
- 2] CEO to liaison with S.P.Pune University, Pune in cases of
  - (a) Change/Correction in names in mark sheets,
  - (b) Forwarding revaluation requests of students.
  - (c) Dealing with photocopying requests of answer sheets.
  - (d) Dealing with delay in arrival of result.
  - (e) Questions appearing in the exam that are out of the syllabus or wrong.
- 3] Arrange for printing of question papers and handover appropriate number of printed question papers as pertaining to the subject, date and time of the exam to the senior supervisor at least 20 mins before the commencement of the exam, maintaining absolute confidentiality.
- 4] CEO to liaison with external senior supervisor and ensure his/her availability.
- 5] CEO to ascertain that security setup including recording of proceedings in control room is in place and functional.
- 6] CEO to ensure the availability of PCs and related paraphernalia
  - (a) One PC with CEO with CCTV for the confidential purpose of downloading question papers.
  - (b) Second PC for the general purpose of conduct of exam.
  - (c) Printer.
  - (d) Both the PCs must be provided with secured internet connection,
- 7] Arrange to get performance of the candidates at the examinations properly assessed and process the results;
- 8] Arrange for timely publication of results of examinations;
- 9] Postpone or cancel examinations, in part or in whole, in the event of malpractices or if the circumstances so warrant, and take disciplinary action or initiate any civil or criminal proceedings against any person or a group of persons alleged to have committed malpractices;
- 10] Take disciplinary action wherever necessary, connected with examinations, against the candidates, paper setters, examiners, moderators, or any other persons and found guilty of malpractices in relation to the examinations.
- 11] CEO should record and issue answer books, Holocraft and other exam related stationary. CEO to provide any other support needed by the exam control room.
- 12] Ensure timely and correct declaration of results.

### **Exam. Supervisor & Exam. committee chairman:**

- i) Prepare master plan of seating arrangement, with regards to total number of students appearing for the examination.
- ii) Appoint invigilators, and administrative staff for conduct of examinations,
- iii) Receive blank answer books bearing serial numbers and sealed packets containing question papers and keep them in his personal custody.
- iv) Check the name of examination, course (subject), paper, date & time printed on the envelope with the examination time-table prior to conduction of examination.
- v) Open the sealed packets of question papers, 30 minutes before the start of Examination, exam. & should sign the packet in presence of two witnesses on each day of Examination.
- vi) Open only those question paper packets which are required on a particular day and shift as is given in the time-table of the Examination.
- vii) Give the memorandum of instruction to invigilators as received from the CEO office and ask them to scrupulously follow the same.
- viii) Display the examination related instructions for student as received from the CEO office at appropriate places.
- ix) Take rounds in the different rooms/halls to confirm that junior supervisors are performing their duties well and discipline is being maintained during examination.
- x) Submit the account of total answer-books received, answer-books used during examination, spoiled answer-books & the number of answer-books returned to the office of CEO after completion of the examination.
- xi) Receive the cases of misbehavior, malpractices, use of unfair means etc. from the junior supervisors and forward the same to the office of CEO.
- xii) Provide at his/her level the facility of amanuensis/writer to the blind examinee with extra time of one hour and to the physically handicapped examinee with extra time of half an hour over and above the stipulated time limit of the paper to write answers after verifying the Medical Certificate issued by the Civil Surgeon/ Orthopedic Surgeon/Proper authority. The writer should be lesser qualified than the blind/physically handicapped student.
- xiii) Provide at his/her level the facility of giving extra half an hour, over and above the stipulated time of the paper, to write answers during the examination to the paraplegics, orthopedically handicapped students who have hand co-ordination problem and to the visually handicapped students after verification of Medical Certificate issued by the Civil Surgeon/ Orthopedic Surgeon/ Proper authority.
- xiv) Enter the roll numbers of the absentees in the absentee register and send the absentee record to the CEO office and spot valuation centre/CAP Centre.
- xv) Check the answer books received from Junior Supervisors as per attendance record submitted by Junior Supervisors and arrange them according to the roll numbers.
- xvi) Submit the answer papers to the Spot-Valuation Centre/CAP Centre immediately after completion of that paper.

xvii) Prepare the statement of remunerations to be paid to the staff involved in the end semester examination as per the rules. Remuneration shall be paid to the staff after the examination is over and account of payment shall be submitted to the accounts office.

### **Senior Supervisor**

Examination being solemn activity the office bearers are required to perform their duties with complete sincerity upholding the highest principles so that all examinees are provided with equal and fair opportunity of performance,

- a) Block size recommended by S.P. Pune University, Pune is in the range 25 to 40
- b) In case of more than one paper being assigned to a block reasonable number of subjects and examinees to be allotted to a block so that there is ample time for invigilation rather than writing reports.
- c) Blocks Cleaning - Cleaning of the Block, arrangement of benches, fans, lights and Generator/Power Backup etc.
- d) To monitor of toilets, flush out probable hidden copying material.
- e) Assignment of duties/ alternate arrangements.
- f) Preparation and display of exam schedule and postponement if any.
- g) Initiate action on unfair means.
- h) Receiving question papers from the CEO and distributing it to the blocks as per schedule of the exam.
- i) Collecting answer scripts from Junior Supervisors.
- j) Packing of written answer sheets, dispatch and maintenance of necessary records including documents pertaining to the CAP centre,
- k) Appointing of Standby and Reserve Junior Supervisor to cater for emergencies.

### **Junior Supervisor:**

Junior supervisor should,

- a) Report 20 minutes before the commencement of the exam.
- b) Distribute blank answer papers to the students 10 mins before the start of exam,
- c) Do not allow students to exchange any kind of material\_
- d) Do not allow students to communicate amongst them.
- e) Point number 3, 4 and any other malpractices to be immediately brought to the notice of the senior supervisor.
- f) Verify that correct Question Papers based on the pattern and subject is distributed to the students.
- g) Do not talk on mobile phones or indulge in any other activity which distracts your attention from invigilation.
- h) Ensure that students are not disturbed due to any reason during the examination.
- i) Do not allow student to leave the exam in first 30 minutes.
- j) Receive the answer papers and arrange them serially before submitting it to the senior supervisor.

### **Supporting staff:**

- a) The support staff should report 30 minutes before the start of exam.
- b) The blocks should be opened 20 minutes before the start of exam.
- c) Carry out duty as assigned by the senior supervisor.
- d) Avoid last minute leave unless absolutely necessary,
- e) Do not leave the exam venue without intimating and without the permission of the senior supervisor.
- f) Assist the senior supervisor in preparation of the blocks. (Shifting and rearranging furniture, cleanliness.)
- g) Promptness in case of urgent exam-based needs.
- h) They should be present at the respective blocks, venue or task assigned.
- i) Any exam related task assigned by the senior supervisor/ CEO.
- j) Even after completion of the exam do not leave without the permission of the senior supervisor/CEO.

### **Vigilance Squad:**

- i) Make physical verification of students appearing for the examination. However, the verification of all female students shall be carried out by female faculty member only.
  - ii) Ensure that the examinee does not carry with him/her any cell phone/mobile phones, book(s), written/printed papers or any other objectionable material in the examination hall.
  - iii) Ensure that the examinee does not write anything on the question paper supplied to him/her.
  - iv) Conduct themselves at the examination centre with utmost caution, courtesy and respect, without causing any kind of commotion, which may disturb the examinees.
  - v) Not cause any kind of harassment either to the students or to any of the officials of the examination centre.
  - vi) Inspect the examination centre regularly, go for surprise checking on and often to ensure that the arrangements made for the conduct of examinations are proper and adequate.
  - vii) Initiate action to curb malpractices like copying, possession of in-discriminatory materials related to examinations, as per the rules and guidelines framed.
- The vigilance squad shall report the cases of malpractices for necessary action and subsequently inform the same to Senior supervisor/CEO.
  - The vigilance squad shall carry out any other duties assigned by the CEO from time to time for the smooth conduction of the examinations.
  - The vigilance squad shall not release any press statement under any circumstances.

### **Examination Advisory for Students**

Examinees must behave like good cultured students upholding high moral, ethical values and do not attempt to take advantage by employing any kind of unfair means. It is the purpose of the examination system to provide each examinee equal and fair opportunity.

## DO's

- 1) Occupy your seats 15 minutes before start of the exam.
- 2) Ensure that you have necessary stationery (pen, pencil, eraser, scale etc.) and calculators of the permitted model and type (non-programmable electronic calculators).
- 3) if there is any emergency / urgent need of any sort speak to the exam. supervisor only,
- 4) Follow the instructions of the exam. supervisor.
- 5) Visit the SPPU Pune & College Website to educate yourself about the punishment for indulging unfair means.

## DON'TS

- 1) Do not come late,
- 2) Do not borrow stationery material / calculator from other students.
- 3) Do not speak or even look at any other student in the exam room for whatever reason.
- 4) Do not argue with exam. supervisor for any reason.
- 5) Do not bring in the exam room any material for purpose of copying either deliberately or unknowingly.
- 6) Do not attempt to copy even by employing non-written communication means. (Visit the SPPU Pune & College website for ordinances on this issue.
- 7) Do not leave the exam room for any reason unless permitted by supervisor,
- 8) Do not bring cell phones or tablets or electronic gazettes to the exam rooms.
- 9) Do not move the benches and disturb the seating arrangements which may have been arranged for purpose of taking rounds by exam officials.


## End Semester (lab) Examinations [Practical Examination]:

- A schedule for Lab/Practical Examination is prepared and sent to the respective HODs with a request to circulate among the staff.
- Prepare orders for external and internal Examiners with details of time, duration of examination, day, name of the staff member and date along with instructions.
- The orders are circulated / communicated to the concerned examiners
- Supply of required stationery to the concerned laboratories in-charge/ concern faculty.
- The concerned examiners conduct the lab/Practical examination for the eligible candidates
- The concerned lab/Practical examiners (Internal / External) to evaluate the students and marks are entered online/Offline.
- Mark sheets, attendance sheet and answer sheets are sealed in envelope and submitted to HOD.

## End Semester (Theory) Examinations:

- Appointment of Exam In-charge
- End semester examination schedule will be notified by as the examination section.
- Registration forms and hall ticket forms will be filled by the eligible candidates within the scheduled time, with appropriate fees.

- The examination time table schedule is sent to the respective HODs with a request to circulate among the staff and students and the same is displayed on all the notice boards
- Seating arrangement with room numbers is to be prepared as per the format, one copy is to be retained with the examination branch and another is to be displayed on exam day for the benefit of the students.
- An invigilation chart is prepared with the details of time, duration of exam, day, name of the staff member and date along with instructions as per the guidelines.
- Full invigilation chart is to be circulated to all HODs and individual chart is to be circulated to the concerned faculty member, one copy of it is retained in the examination branch for writing day-wise invigilation.
- In case of availing leave for personal reasons alternative arrangement in the prescribed format, should be made.
- The Exam. Supervisor of examinations is to clearly educate invigilators of conduct of examinations to before the commencement of the examinations.
- The seating plan for each block is prepared and displayed.
- According to the seating plan the junior supervisor distribute the question papers subject wise.
- The invigilators mark the absentees; the absentee list is collected and submitted to Exam. Dept.
- Sr. Supervisor of examinations is to ensure receipt of the answer scripts from the invigilators.
- The answer scripts shall be packed subject wise, branch wise, sealed and kept ready for evaluation.
- If any malpractice case is found, it will be brought to the notice of the exam. Supervisor/CEO.

  
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