



JAI HIND COLLEGE

Basantsing Institute of Science & J. T. Lalvani College of Commerce,
and Sheila Gopal Raheja College of Management.
Autonomous

RULES & STEPS FOR EXAMINATIONS

The following teaching and non-teaching staff contributed in detailing the rules and steps for Examinations.

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RULES & STEPS FOR EXAMINATIONS

1 - Setting of Question Papers and submission

- Notice for submission of question papers by the teachers should be given at least one month prior to commencement of exams.
- The HOD should call a meeting of the department to discuss the setting of question papers.
- The correct question paper format should be distributed amongst all for uniformity. The Header should be checked so as to have all details like course title , course code,, Semester, Time of exam and Date(left blank)
- After setting the paper ,the question papers should then be cross checked by the next senior most teacher and verified by the HOD for any errors in language, marks division , paper pattern, syllabus coverage, balance of marks allotted to a topic etc
- The Question papers are then put into the printed envelope (available with the concerned clerk) with details of Date, Semester , Time of exam, Course Title , course code, No of students appearing , signatures of examiners and HOD and any other additional requirements .
- After the HOD collects all the Question Papers,it is to be handed over to the concerned clerk , who will verify the same with the Time Table.
- HODs are to mention the allotment of papers for different members of the faculty and bundles to be issued one at a time according to that for checking (can be given earlier or at the CAP centre)
- A register is to be maintained by the concerned clerk wherein details of the papers received have to be entered. The HOD submitting the papers should sign in the register. The clerk is to check that all the details have been entered on the envelope. A list of moderators and 2nd evaluators to be submitted.
- VPs to ensure that the question papers have been received and then inform the COE about the same.
- Dates of submission to be strictly adhered to.
- Defaulters names to be reported to the Principal via the COE.

2. Question Paper Printing , Storage and Distribution

- The 'Printing committee' who is a part of the Examination Committee is responsible for printing the question papers.
- They should check once again that all question papers have been received as per the timetable.
- For each course a single set is picked up randomly from the received sets of question papers.
- The committee then writes down on the envelope the number of copies required to be printed based on the data available.

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- The envelope is opened and the contents of the question paper are once again verified for details of Course Title, Course code, Time of examination. The date of the examination is filled in by the ECM in the blank space for date.
- The committee member is to check the Manuscript and photocopy again for the correct format, number of questions, clarity of diagrams, graphs etc.
- The printing of question papers is done on the dedicated Photocopying machine/s that is in the Exam room.
- The required number of question papers is printed. They may be made into bundles of 40 by the peon of the exam unit for ease of distribution in the class.
- The Question papers are then packed into brown envelopes or covered with brown paper. The header of the question paper is affixed on the envelopes/bundles.
- The ECM then puts together all papers that are to be distributed day wise as per the time table for ease of distribution. It is stored accordingly.
- The printed question papers are then transferred to the allotted cupboards in the Examination control room and kept under lock and key.
- The ECM is to check a day before the exam that all the papers have been photocopied and bundled as per the schedule of exam.
- On the day of the exam an ECM member is responsible for giving the understudy supervisor the set of question papers for all exam session..

3 - Answer Books (Blank) - Printed information & storage

- Only required number of answer books to be stamped.
- A record of the same to be maintained in a register.
- All blank answer books to be kept under lock and key. No blank answer books to be kept in departments or any other place. At the end of the exams the peons should be instructed to bring all extra blank answer book' s to the staff room after which it is stored safely.
- Separate answer books for Practical exams should be made available when required

4- Exam and Supervisor Schedule

- The 'Time Table and Seating arrangement ' sub-committee of the Exam committee is to prepare the time table and seating arrangement for the examination.
- The HODs to submit a list of course titles and course codes to the Academic Heads after the BOS is completed . Based on this the Sub committee is to draw up a Time Table for the examination keeping in mind the availability of classrooms and total strength of students appearing for an examination on a particular day.
- Once the time-table has been approved by the COE and the Vice Principals the Examination schedule is displayed on designated 'Exam notice boards' and is put up on the website.
- The Time Table should be available to the students at least two to three weeks prior to the commencement of the examination
- The sub-committee should have a list of all the students with their roll numbers/ UID numbers that would be appearing for a said course. The UIDs and Rolls Numbers are

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to be made available by the office. This would be required to prepare the seating arrangement for the exams.

- Depending on the capacity of the classroom the total number of students to be seated in a room is decided. Two students should be seated on a bench so as to prevent the use of unfair means. Usually 40 students are seated in a regular classroom that would require one junior supervisor. If the number of students exceeds 40 in bigger classrooms two junior supervisors are allotted to supervise the exam.
- Once the time table and seating arrangement has been finalized the 'Supervision Chart sub-committee' would prepare a Supervision chart for the examination.
- If for any reason a teacher is unavailable on a particular day for supervision duty, he/she is to fill a form available with the exam committee and get the permission from the Principal at least 15 days in advance. No last minute letters will be entertained. Science Departments are to give their practical exam schedule well in advance.

5 a Role of Junior Supervisor

- They should report to the staff room at least 30 minutes before the commencement of the exam and notify the senior supervisor.
- Newly appointed Jr. Supervisor should learn the rules/process of supervision from senior supervisor.
- Last minute supervision change is not allowed by any Jr. Supervisor
- They should go to their designated classroom at least 15 minutes before the commencement of the exam
- Non availability of floor peon should be immediately reported to the Sr. supervisor.
- Proper and clear cut instructions regarding unfair means/usage of mobile/smart watch should be given by the Jr. Supervisor in the beginning of the exam. The Jr supervisor is to instruct the students to use the washroom prior to the commencement of the examination.
- Students are allowed to sit for their exam if they are half an hour late from the start of the exam. Once the half hour bell rings they should send the student to the senior supervisor. The student fills in a form signed by the senior supervisor and then shows it to the Junior supervisor if the late coming is condoned for a very valid reason.
- Main answer books to be signed when checking the ID cards. Jr. Supervisor should not sign the main supplement without checking the exam seat no/UID number. They should very clearly list the absentees in the supervisors report.
- They should check the documents of LD students and make sure they write LD on their main answer book. If the student does not have document proof they should bring it to the notice of Sr. Supervisor /ECM who will check it out in the file.
- Cold drinks/ Eatables are prohibited in exam hall, students those who will not follow this rule should be reported to Sr. Supervisor.
- Any misconduct during exam by the student should be reported to Sr. Supervisor.
- In event of any query wrt the question paper the senior supervisor is to take further action.
- In case Junior Supervisor needs to use the washroom, they should call the Reliever and return back to their class within 5 minutes. Sitting in staffrooms & laboratories and consuming food must be avoided as far as possible
- Taking a long break during reliving is not permitted
- They should be vigilant and keep taking rounds in class to prevent anyone from using unfair means.



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- They should not do any personal work during their supervision duty.
- Use of mobile phones is prohibited.
- In case the junior supervisor finds someone using unfair means they call the Senior Supervisor and follow their instructions.
- They should tell the students to tie up their supplements when the bell rings just 10 minutes prior to the final bell. Students are not supposed to leave the class in the last 10 minutes.
- If there is an LD student they have to wait the additional time allowed according to the Ordinance of the college. If there is an LD student with a writer make sure their supplement is signed and put into the bundle.
- The Reliever is to take the answer scripts of the LD student/LD student with writer to the relevant Senior Supervisor.
- They should cross check the answer scripts with someone else in the staff room before submitting to the senior supervisor.
- If there is an exchange of duties due to a valid reason they should make an application to the Principal along with the signatures of both teachers and submit it to COE for permission. This is only after getting permission from the COE.
- Due to an unavoidable emergency and if not able to report for the examination they have to notify either the COE or Sr. Supervisor as soon as possible so that alternate arrangements could be made.
- No leave is permitted during the examination period.
- Junior supervisors to be alert regarding their supervision duties. No excuse will be condoned.

b. Role of Senior Supervisor

- The duties of the Senior supervisor are divided into two parts:
- Part A: Handling of papers
- Part B: Delegation of work to Junior Supervisors, floor-peons, water-man, understudy, etc.

Part A:

- To ensure that correct list of candidates appearing for the said exam is provided by Examination Committee including candidate's Name, Roll no., UID no.)
- Examination Committee should also provide to the Senior Supervisor the list of LD students or Special students appearing for the exam along with details of the writer (if needed by the student).
- Receiving of papers at least 30min prior to the commencement of Exam.
- To count the number of papers and to ensure that suitable number of papers are bundled to distribute in classrooms based on the number of students given in the list.
- Ensure proper subject exam papers are provided (as per exam time table).
- Ensure that requisite number of answer-books and supplements are available and provided on each floor.
- Before the commencement of exam, ensure that all required stationary with respect to exam is present.
- Before the commencement of exam, ensure that all required forms are preset: number of examiners, number of papers, number of non-teaching staff, bill forms,

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report for absentee of junior staff (teaching and non-teaching), unfair means report forms, etc.

Part B:

- To orient junior supervisors regarding invigilation duties with respect to Do's and Don'ts during Examination.
- Senior supervisor to report for duty at least 30min before commencement of exam.
- To check availability of Junior supervisors, relievers, floor-peons, understudy etc. (Junior supervisors to report 30min before commencement of exam)
- Facility for LD students with writers along with deputed supervisors. Senior supervisor has to ensure that the number of students with writers in a class should not exceed beyond a point to disturb the entire class. Give them the correct question paper and inform the relevant Junior Supervisor so that the Answer book is signed. At the end of the exam make sure it goes in the right bundle.
- Check out the LD students that need extra time and bring it to the notice of the Junior Supervisor .A list of LD students to be maintained in a file with all documents (To be prepared by concerned clerks).
- Attendance of the LD student to be taken by the concerned Junior supervisor . The senior supervisor will then mark 'Present ' against the UID no.
- Proper classroom arrangement along with designated seat numbers written on the table for candidate to identify their seat. Not more than two students to be seated on one bench.
- To ensure proper indication of commencement and end of exam along with the warning bell 10min prior to the end of exam.
- To ensure the entry of candidates only at a given time and up to 30 minutes from the commencement of examination. The senior supervisor should ensure that no late entry is permitted.
- Ensure that the junior supervisors report for duty at least 30 minutes before the start of examination.
- Senior supervisors should advice the junior supervisors to move to their respective classrooms 15 minutes before the commencement of examination.
- To ensure that each and every candidate is in the classroom at least 15 minutes prior to examination and no candidate is allowed to loiter or do any kind of nuisance during the course of examination.
- An individual who is not connected to or not appearing for the examination has no right to be in the premises where examination is conducted.
- The Senior supervisor should ensure proper distribution of relevant question papers in respective classrooms on time. One can avail the assistance of understudy for distribution of papers.
- No question paper or answer booklet be given to any understudy or peon or any unauthorized person for any kinds of distribution/photocopying, etc. If the photocopying or transportation of papers is required at the 'nth' moment then the Senior supervisors should accompany or any responsible teacher can accompany for the same.
- The Senior supervisors should take rounds of examination premises at least thrice during the course of exam.



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- In case there is a 'copying case' follow the instructions as specified by the Unfair means committee. An unfair means file is provided which has all the necessary forms and instructions to be followed
- Any specific observation made by Senior supervisor needs to be reported in writing addressing to the COE.
- In the event of any emergency, the Senior supervisors are empowered to take suitable decisions in consultation with the COE to ensure that no candidate suffers adversely.
- When countersigning the exam reports they should take care that the report is complete in all ways and the UID no./ Roll no. of present students and absent students be clearly mentioned in the supervisors report.
- Senior supervisors must ensure that after the exam is over the answer scripts are properly cross-checked and packaged.
- Answer-books of LD student are to be packed in the same bundle along with the regular students. Also, in the case of a LD student, "LD" should be specified on the top right hand side of the answer-book of the student.
- To ensure that proper attendance and supervisor's report is received from the junior supervisors, "LD" label should be indicated on both the reports next to their UID nos/Roll nos
- Senior supervisors must ensure proper tally of papers
- Senior supervisor are to report to the COE any erring junior supervisors in case of lapse in the responsibilities of junior supervisors
- Senior supervisors not to leave until all the answer scripts are packed with proper reports and dispatched to the CAP room with the help of the understudy and exam peon.
- The Senior supervisor to take responsibility to answering the queries of the students wrt the question paper.

c. Role of the Exam Committee

- The Examination unit comprises of the Chief Controller of Examinations (Principal), the Controller of Examinations (COE) and Examination Committee. The COE is the coordinator of the entire assessment system. COE and other members of the examination committee are appointed by the Principal.
- The COE along with the exam committee members (sub committees: seating arrangement and time table committee, supervisor chart committee, printing committee, Re-valuation committee, Billing committee, CAP processing committee, Result committee, CA process,) and non teaching faculty members are responsible for the smooth conduct of examinations.
- The main function of this Committee is to carry out examinations, publish results and award certificates to the students who pass the final examinations.



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- Keeping the record of each and every issue related to the examination is also the responsibility of this Committee.
- At the start of the academic session, the data of admitted students in all the classes for current academic session should be collected from the office .
- Before the commencement of the academic year, the tentative dates of CA and Semester end examination and Supplementary examination should be finalized and put up on the academic calendar after consultation with the steering committee. The tentative schedule for the smooth conduct of examinations and declaration of results well in time should be prepared before the commencement of the academic year
- The Exam Committee should display exam notices for CA tests, regular semester end exams and for supplementary exams followed by time tables well before commencement of exam..
- They should send out notices to the concerned faculty members for submission of question paper in given prescribed format, well in advance before commencement of examination.
- The Exam Committee should print the required number of Question papers required for an examination. Confidentiality to be maintained for any matter regarding question papers
- The Exam Committee shall hold a pre-exam meeting to brief the members of faculty with regard to the examination procedures and their role and responsibilities
- The Examination Committee shall make the Seating Arrangement for the examinations and display them on the concerned Notice Boards.
- The Exam Committee should prepare a "Supervision Duty chart" for Senior supervisors, Junior supervisors , Understudy supervisors and block peons
- The Exam Committee shall ensure that adequate stationery, like answer sheets,, graph paper, threads, forms etc. are made available.
- Examination files should be kept ready with Time Table, seating arrangement , List of students with Roll Numbers/ UID numbers, List of LD students etc
- A separate "Unfair means" file should have all the necessary forms and instructions to the Supervisors. This should be available in the Staff common room during examinations.
- The Exam committee should ensure that the right question paper/s and the correct number of papers should be dispatched to the examination centre at least 30 to 40 minutes in advance.
- After each examination the answer scripts should be bundled and transported to the CAP centre for safe storage. The CAP in charge has to take custody after duly entering all bundles received.
- CAP centre to be monitored by COE/ CAP coordinator .



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- The Exam committee should ensure that the paper assessment and moderation /double evaluation process is completed on time
- Examination Bills for both theory and practical are to be submitted to the COE / CAP coordinator who will later send it to the examination unit.
- The COE with the senior members of the team are to send all the mark sheets for the preparation of the consolidated mark sheets.
- The COE , VPs and a couple of senior ECM members are to do the 'subject grading ' if required once the consolidated results are received.
- The Exam Committee should conduct the Re-evaluation process within 7 days after display of results.
- The Grade Cards should be verified with the mark list or the consolidated marks by an ECM before it is signed.
- **The Exam Committee should hold regular meetings the minutes of which should be kept as a record. The signatures of the members attending the meeting should be taken at each meeting.**

6. Written answer booklets---Collection, masking , storage,correction, Model answer papers, submission after correction

- After an examination the answer scripts are collected , checked by the Junior supervisor, cross checked by another Junior supervisor and then finally checked by the senior supervisor.
- The Supervisors report should be complete and correctly filled in with details of the students present and absent and the course title etc . The attendance sheet should be complete and submitted to the senior supervisor.
- A set of the question papers should be put into two envelopes – one set for the library and the other set for Re-valuation ie to the exam unit.
- The examination peon puts a copy of the supervisors report and a couple of question papers in an envelope and puts it in the respective bundle. The written answer scripts are then made into bundles subject wise. The header of the Question Paper is affixed on the bundle to give identity to the answer scripts present in the bundle.
- A copy of the attendance sheet and the supervisors report is filed as a record.
- The bundles of answer scripts are taken into the CAP centre where the CAP in charge notes down details of the answer bundles received in a register with signature of the persons bringing in the bundles and signature of the person accepting the bundle at the CAP centre.
- The answer books are stored in designated areas according to the Subject stream and according to the course. Ideally cupboards / open shelves should be available.
- After an examination is completed the 1st evaluator should prepare complete model answers for the particular course. It should be strictly followed so that assessment would be uniform . The model answers should be prepared within 48 hrs after the examination and definitely prior to assessment of the paper by the 1st evaluator. It should be kept in the file provided for each department at the CAP centre.
- The files of each department is to be kept under lock and key and only accessible to the CAP in charge.

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- The CAP centre is essentially a silent zone and "No mobiles phone" zone. Faculty to adhere to that.
- CC TV/camera is installed in the CAP room for any issues that might arise for suspected mal-practice etc.
- The examiner/ 1st evaluator for a particular course should sign and fill in the details of Faculty stream, Course assessing, date of assessment, in the register that is kept with the CAP supervisor. The supervisor then hands over the said bundle to the examiner. At the end of the assessment period for the day the examiner signs and enters in the register the number of papers assessed and hands over the bundle to the CAP supervisor.
- HOD's to monitor the progress of assessment.
- Exam scripts issued for taking home to be monitored strictly and preferably by a senior ECM member/VP/ Coordinator. Return of bundles to be checked too
- Peons to be sent to deliver and bring back the required answer bundles, when 2nd Evaluator cannot come to college for evaluation.
- Any serious error spotted in the attendance sheets and reports to be entered in a register with names of Junior and senior supervisor and other details. The controller of examination should be notified about the same.
- During assessment the examiner should be careful about entry of marks on the top sheet of the script as well as on the given mark sheet.
- For TY paper assessment no marks are to be written on the answer sheet except on the top sheet designated for entry of marks by the 1st evaluator. This process is subject to amendment.
- The 1st evaluator or examiner should be careful while entering marks from the answer script to the mark-sheet.
- The mark sheets to be put into the File provided for the department before final submission.
- The moderator will enter the marks in the designated column alongside the 1st evaluator's marks.
- The second evaluator for the TY answer scripts will enter the marks in the column designated for the second evaluator. The counterfoil showing the marks of the 1st evaluator is to be detached before the answer script is evaluated by the 2nd evaluator. The counterfoils are then filed in the given Dept file. This is subject to modification.
- A bundle issued for moderation / 2nd evaluation should be returned by faculty by him/her putting all papers that were removed from a bundle in the right order. It is not to be left to the peons as it can lead to misplacing the answer scripts. This should be strictly adhered to.
- After moderation/ 2nd evaluation the mark sheets are submitted by the HOD to the Exam committee.
- Moderation to be done only in the CAP room.
- Examiners should adhere to the time schedule made by the Exam committee wrt to assessment, moderation/ 2nd evaluation of answer scripts. Any delay would be reported to the Chief Controller of examinations and Controller of Examinations.



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7- Fool Proof marksheet, storage , handling

- Mark sheet entries to be verified thoroughly by a faculty other than the examiner and signed. HODs to do a complete check of entries as well as other details (paper number/course code, semester end or supplementary exam, totaling of marks etc) of the examiners. No blanks to be left. AB to be entered for absentees
- Mark-sheet to be accepted by the result sub-committee only if cross verified and signed along with signatures of examiners and HOD.
- Similarly the practical marks (CA and SEE) to be entered in the respective mark sheets and submitted along with the theory mark sheets
- After completion of CA1 and CA2 the complete CA marksheet is to be handed over to the COE.
- For TY all marks entries to be checked from answer script to mark sheets and totals to be checked by examiners and supervised by the HOD.
- Mark sheets to be collected by Result sub- committee and a receipt handed over to the concerned dept.(Receipt may be in the form of details of mark sheets recorded in a register to be maintained by the departments and the result committee member signing it on receiving it. One copy is submitted to the exam committee and the other copy retained by the dept as a record)
- The Result committee member hands over all the mark sheets to the concerned clerk who signs on the receipt of the mark sheet.

8-Moderation Process / Double Evaluation

- After completion of exams and assessment of papers, external examiners are called for Moderation or Double Evaluation within the time frame given by the exam committee.
- A list of the Moderators is given to the COE in advance . A call letter is given for the same and a thank you letter after the completion of the moderation/ double evaluation.
- The 1st evaluator identifies the answer scripts to be moderated/sent for a second evaluation based on the criteria laid down by the ordinance .
- He/she removes the answer scripts from the bundle and hands it over to the moderator along with the question paper and model answers. The moderator assesses the complete paper assigning marks in the answer script as well as on the first page of the answer script in the column marked for the moderator. The moderator's marks will be final which will be considered.
- In the case of Double Evaluation or a second evaluation for TY answer scripts, no marks shall be entered in the answer script except on the first page in the column assigned for marks of 2nd evaluator. The counterfoil showing the marks of the 1st evaluator is to be detached before the answer script is evaluated by the 2nd evaluator. The counterfoils are then filed in the given Dept file. This is subject to modification.
- The marks of the 1st evaluator and the 2nd evaluator are to be entered in the mark sheet. The final marks is an average of both the first and the second evaluation .



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- If difference between the marks awarded by the first and second evaluator vary by more than 25% marks assigned to the course , a re-evaluation of the said answer script(s) is to be done by a third external examiner. The average marks of the 1st and the 3rd evaluator is considered. Similarly for moderation.
- Peons to be sent to deliver and bring back the required answer bundles, when 2nd Evaluator cannot come to college for evaluation .
- The concerned examiner/ 1st evaluator is responsible for filling in the forms for moderation/ 2nd evaluation and giving the 'Thank you' letter to the external examiner.
- The billing procedure is to be initiated by the concerned examiner / 1st evaluator based on the guidelines laid down.

9- Answer Papers shown to students

- All answer scripts of SEE of FY/ SY classes to be shown to students
- The date and time will be as per the schedule put on the notice board.
- It should be prior to finalization of results and before display of consolidated results so that if any errors arising out of totaling of marks, certain questions not assessed can be rectified.
- Students would be seated in a classroom. Their bags/ books/ mobile phones would be kept away when they are seeing their answer scripts.
- They are only supposed to check for any errors but not ask any questions wrt marks allotted for an answer.
- If they find any error they can bring it to the attention of their teacher who will write the details and keep their answer scripts separately so that the error could be verified later by the concerned examiner.
- Later if the error is found to be true the necessary correction is made on the answer script and in the mark sheet by the examiner in the presence of the HOD.
- No answer scripts will be shown to any student after the scheduled date and time.

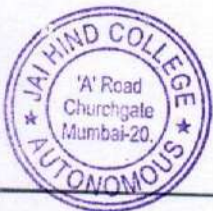
10- Internal Gracing (if necessary)

- If the results of a particular course is poor the COE , V P and HOD can decide to give additional grace marks for that course so that the percentage of students passing that course increases. (internal gracing or subject gracing)
- A resolution has to be made for the same and signed by all. This is brought to the attention of the processor of results so that the additional gracing is done.
- The processor then does the gracing according to the ordinance.

11-Submission of marks for further processing.

- Mark sheets to be handed over to the processor in the presence of the COE/ VPs who maintains a record of the list of mark sheets handed over, date of handing over, and probable date of return. . A list of the mark sheets being handed over should be checked

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with the time table to make sure that all the mark sheets are being handed over. A record of the same should be maintained in a file/register. It is then handed over to the respective clerks to send to the processor .

- The processor should be given a list of LD students, copy cases, and in even semesters a list of students involved in NSS activity, NCC , sports (national and international) etc for final processing of results.
- When the consolidated mark sheets are received they are to be checked by ECM for absentees, LD, copy case, NSS concessions etc. and a random check of mark entries.
- Any mistakes to be notified to the processor prior to printing of grade cards.
- Grade cards to be verified with the consolidated mark sheet by the ECM.

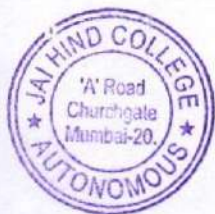
12-Display of Marks

- The consolidated mark sheets that have been checked and found to have no error are displayed on the designated notice boards. The consolidated mark sheets that are displayed should reflect the final marks of the student after grading.
- This should not exceed **20** days from the last day of the examination
- An 'Errors and Omission' notice is to be put up when the result is displayed .If a student finds any errors in their results, names, Seat no's ,etc they have to fill up the 'Errors and Omission' form, so that the same can be rectified at the earliest.
- These forms should be submitted latest within 15 days after the display of consolidated mark sheets.

13- Mark sheets checking and Distribution

- All grade cards to be preferably received by a senior member and noted down. A register can be maintained to note down receipt of the grade cards. Particulars of the grade cards should be noted so as to have a record of grade cards received on a particular day. If received by a clerk , COE should be informed immediately .
- All grade cards to be verified with mark list or consolidated mark sheets .
- Grade cards should be verified and signed by VPs/ Coordinators.
- Distribution of grade cards to be done by the concerned counter clerk with a proper record of grade cards distributed and the ones not collected. (use of attendance sheets for semester end exams)
- The balance grade cards need to be accounted for and handled carefully.
- Students that have not collected their grade cards can be informed to do so within a stipulated time.
- A dedicated storage space should be allotted for keeping the balance grade cards. Labels should be put so that they are easily available when needed later.
- The COE should track the progress of consolidated mark sheets and grade cards to maintain the schedule and inform the concerned ECMs accordingly.

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14-'Unfair Means' cases

- In case of unfair means being used during an examination the following procedure should be followed:
 1. The Junior Supervisor should immediately call the Senior Supervisor stating the reason.
 2. The Senior Supervisor should go to the class with a 'Reliever'
 3. The Senior Supervisor should tell the Junior Supervisor (Reliever) to invigilate the class while he/she takes the Junior Supervisor to the Staff Room .
 4. The student shall be called upon to surrender to the Senior Supervisor the 'Unfair Means' material found in his or her possession if any and his/her answer book.
 5. Take the signature of the student on the material found if possible(Xeroxed papers/ Chits, Books). Put this in an envelope and take the names and signatures of Student, Junior and Senior Supervisors. A Xerox copy of the students Identity Card is to be kept with the material.
 6. If the student has written on the body or clothes or bench, take a photograph of the same and send the photograph with the student's signature as evidence of 'unfair means' material.
 7. Statement of the student and his/her undertaking in the prescribed format and statement of the concerned Jr. Supervisor and Sr. Supervisor shall be recorded in writing. Make sure that the student writes his/her name and full address including Pin code, UID/ Roll no . /Division, Title of the course, Day / date/Time of the examination , Mobile phone number, Landline phone number, and Email address. If the student refuses to make a statement or to give an undertaking the concerned Sr. Supervisors and Jr. Supervisors shall record accordingly under their signatures.
 8. Please make sure there is no discrepancy in the students and Junior Supervisors report.
 9. The Jr. and Sr. Supervisors should write their names along with their contact numbers in case they have to be consulted during the meeting.
 10. The Supervisor should mark the answer book as 'Suspected unfair means case'. The student is then allowed to continue writing on a fresh page in the same answer book .
 11. The unfair means material , the statement of the student and that of the Jr. and Sr. Supervisors and the Answer book of the student should be put in a separate envelope and marked 'Suspected Unfair Means' . This has then to be submitted to the Chief Controller of Examination. Details such as date, course, students name, UID no/ Roll no division and Jr. and Sr. Supervisor's name should be entered on the sealed envelope.

Unfair means Inquiry committee meeting with the student :

- The committee should meet every week during the course of the examination to review unfair means cases of the week . The unfair means cases should be completed before the end of the semester.
- The student is asked to come for an 'Unfair means Inquiry Committee meeting' and served a show cause notice based on the report given by the Junior and Senior Supervisors.

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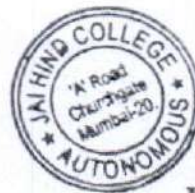
- The student gives a written explanation to the show cause notice.
- Feedback is taken from the Junior and Senior supervisors who had reported the unfair means case.
- The committee interacts with the student and asks the student to explain what exactly transpired during the course of the examination.
- Based on the above the committee decides the course of action
- An undertaking is signed by the student.
- After the report of each case is ready, the committee will apprise the Principal & Controller of Examination about such cases. Joint decision will be taken by them and communicated to the students.
- The degree of punishment meted to the student is mentioned in the rules put down by the unfair means committee.
- If not found guilty the paper is assessed and the student is awarded the marks
- Mobile phones confiscated from the students will be returned back to them.
- Unfair Means Committee should maintain record of students who have indulged in malpractices during examinations

15 - Re-evaluation Process

- Forms for the re-evaluation to be filled by students up to 7 days from display of results and fees paid for the same.
- Entry of details to be made by the concerned clerks .
- All forms to be reviewed/ cross checked (ECM) with the data to ensure no errors of subjects/roll nos/ class etc to be made
- COE to appoint a faculty to personally supervise the papers that need to be taken out of various bundles to ensure security and to avoid errors
- Check whether all papers taken out match the forms / concerned clerks data.
- Masking for FY/SY papers to be done by peon. Removal of marks counterfoil for TY papers by peon. Storage safely in the CAP room .
- Respective VPs /coordinators to call the HODs to identify the re-evaluators , question papers and answer keys.HODs to help in coordinating the process with their respective re-evaluators.
- Dates/deadlines to be followed very strictly. Close monitoring of progress is to be maintained by a senior ECM /VP
- Once marks received by re-evaluator a committee comprising of COE /VPs and result committee go through and decide marks to retain or change according to ordinance.
- Declare results to students without fail and prior to supplementary exam.
- Coordinate with the processor to ensure timely delivery of new grade cards.
- The list of the results after revaluation process and gracing if applicable to be displayed on Notice Board for the students.
- If the marks change , revised grade cards have to be issued to the students.



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16-Supplementary Examination

- The tentative dates of supplementary exam should be put up in the academic calendar at the beginning of the academic year. There should be no change in the exam dates later on.
- The exam committee puts up a notice asking students to fill in the supplementary exam form in a scheduled time period .
- If students fail in the Semester End Examination, they have to fill a Supplementary Exam form for the same. A photo copy of the mark sheet showing failure should be attached with the form.
- The duly filled forms should be checked by the concerned clerk before they pay their fees. Students to retain their Fee Receipt as their Hall tickets as all details are mentioned on it.
- The exam committee puts up the time table for the supplementary examination.
- List of all the students appearing for the supplementary examination is put up on the notice board giving details of Semester , UID/ Roll numbers ,and courses which appearing for .
- A list of students appearing for a practical supplementary examination is to be brought to the notice of the respective department.
- The Exam Committee asks the concerned faculty to make two sets of question papers of 100 marks each . Notice to that effect to be given at least a month before the commencement of the supplementary examination.
- The Exam Committee prepares a Time table and displays it on the notice board and on the website at least two weeks in advance .
- Seating Arrangement is made and displayed on the notice board and on the website well in advance of the commencement of the examination.
- A time frame is specified by the exam committee as to when assessment has to be completed.
- Examiners to be very careful while entering the roll numbers/ UID numbers so as to prevent any error .
- Students to be informed through clear notices once the results of the supplementary exams are available.
- Updating supplementary marks /revaluation marks/ errors and omission with respective counter clerks is mandatory.

17- Billing Process

1. Bill forms will be provided along with Mark lists to Head of Department/ Coordinators.
2. Bills of Moderator / Second Evaluator Process:
 - (a) Head of Department/ Coordinators fill all the details mentioned in bill and attach Cancelled cheque of Moderator/Second Evaluator.
 - (b) Bills are to be submitted in the Examination Unit.
 - (c) Concerned clerk will handover to non-teaching faculty members mentioned in 5.
 - (d) Every Saturday concerned non-teaching faculty member will submit to Accounts department in the given format.

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- (e) Accounts department clears all submitted bills within 5 working days.
3. Faculty member's remuneration bills of different examinations are to be submitted by Head of Department/ Coordinators along with the mark list to result committee
 4. All mark lists and the bills are to be tallied with time Table of examination by result committee and submitted to the Examination Unit.
 5. In examination Unit, Specified clerks will collect the bills from result committee
 6. Concerned non-teaching faculty member will prepare the consolidated bill according to guidelines provided by Accounts department and will submit within 15 working days.
 7. Accounts department clears the bill within 7 working days on receiving the consolidated bill
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ECM DUTY DISTRIBUTION:

The COE will be the overall person-in-charge of all exam related activities and will be responsible for - the smooth conduct of each exam; proper and on-time assessment; delivery of results and grade cards - according to pre-set time line. Hewill monitor the entire exam process and will keep the Principal who is the Chief Conductor of Examination(CCOE) informed about all aspects – decisions taken, time-lines, progress made, delays if any etc. Different members of the ECM will hold entire responsibility of individual exams and all matters related to it end-to-end. They shall report any matter of concern to the CCOE/ COE/ VPs/ AHs as the situation requires and shall also be responsible to take any action necessary should some emergency arise during the process in consultation with the CCOE/ COE/ VPs/ AHs depending on the case. The time-lines once set will have to be adhered to and all those made responsible for different exams have to work towards meeting these time-lines. Any departure from the set dates must be reported to the CCOE and justified. In view of the above it is advisable that all the exams are pre-planned systematically by the entire committee together in consultation with the CCOE.

Continuous Assessment (CA)

- Putting up a notice regarding question papers for CAI and setting a dead-line according to the timeline set by the ECM
- Ensuring the question papers are sent by a set date
- Ensuring the room chart and supervision chart is prepared and displayed/ shared with students and faculty by the concerned committee of the ECM by a pre-determined date
- Being present during the conduct of the exam to take necessary precautions
- Setting a time line for submission of result and coordinating for it with
 - I. HODs for the offline tests
 - II. Offee/IT coordinatorfor the online test
- Displaying the results and sending to Vendor for data entry
- Giving a timeline to all departments with respect to the submission of CAII marks and ensuring respective VPs have collected them from all HoDs

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- Following up with concerned clerk to ensure mark lists are sent to the vendor within 2 days of them being submitted to the Exam Unit
- Keeping a record of all above (with signatures and dates of receipt/ sending)

Supplementary Exam (SE)/ Additional Exam (AE)

- Putting up a notice for the students to apply by a given date set by the ECM
- Following up with concerned clerks about the list of students with subject details and cross verifying the list for SE with the applications received
- Identifying the courses for which students have applied and asking the concerned HODs to give question papers by a fixed date to concerned VPs
- Ensuring the date-sheet/ room chart and supervision chart is prepared and displayed/ shared with students and faculty by the concerned committee of the ECM by a pre-determined date
- Ensuring the printing of question papers is done and they are stored safely in advance by the concerned committee of the ECM
- Supervising the over-all conduct of the exams, collection and storage of answer scripts and other related matters
- Ensuring the concerned faculty members assess the papers within given time frame and to follow up if any bundles are not issued for assessment within 2 days of the conduct of a particular subject exam
- Ensuring the marksheet with necessary and correct student details is provided along with each bundle to the faculty
- Making sure that all assessment is completed within 10 days of the last exam and marksheets are submitted and record maintained
- Ensuring the submission of marksheets to the vendor is done after a copy of them is made for college records
- Following up with the vendor for the consolidated results and grade cards to ensure they are delivered within 10 days from the date the marksheets are given to the vendor
- Putting a notice for the students for collection of the marksheets within a time-frame



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- Regarding AE all above to be followed after getting the list of eligible students who have been sanctioned permission by the Principal for it

Semester End Exam (SEE)-

Conduct of SEE:In-charge

Conduct includes:

- Putting up a notice about preparing question papers about 25-30 days before the start date of the exams and ensuring the deadline for submission of the same to the concerned VPs/ Coordinators is adhered to by all
- Ensuring the date-sheet is prepared by the concerned committee of the ECM by a month before the onset of the examination and displayed on the notice board for the students
- Ensuring the supervision chart is prepared by the concerned committee of the ECM and circulated to the faculty at least 7 days prior to the onset of the exam
- Ensuring the seating arrangement is prepared by the concerned committee of the ECM and displayed on the notice board for the students at least 7 days prior to the onset of the exam
- Ensuring the printing of question papers is done and they are stored systematically and safely in advance by the concerned committee of the ECM
- Supervising the over-all conduct of the exams, collection and storage of answer scripts and other related matters by doing a cross-check at the end of everyday

Assessment of SEE

Assessment includes:

- Ensuring the concerned faculty members assess the papers within given time frame and also follow the rules regarding the maximum number of papers that one can assess per day
- Ensuring the marksheet with correct subject-student details is provided to the HoDs in advance
- Making sure that all assessment and moderation is completed within 15 days of the last exam

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- Ensuring the moderation/ double evaluation rules are understood and shared as and when required with those in doubt
- Ensuring the letters for moderators and double evaluators, bill forms etc are available in advance

Results for SEE

Results includes:

- Ensuring the marksheets prepared by faculty are cross checked and counter-signed by the person verifying (preferably a third person who has not entered the marks)
- Ensuring all verified marksheets are submitted to the concerned VPs/Coordinators by the fixed date
- Ensuring the submission of marksheets to the vendor is done after a copy of them is made for college records and a detailed note is made of the mark sheets being sent (to be signed by the ECM member supervising the handover and the vendor) within 5 days of receiving them from all faculty
- Taking a commitment from the vendor in writing of the date of delivery of the consolidated with a tolerance range of 2-4 days maximum
- Following up with the vendor further on the delivery of grade cards within a stipulated timeline from date when the rectified and verified consolidated marks are returned to him

Re-evaluation

- Deciding the dates and putting up a notice for students to apply for re-evaluation within 7 days of the display of results
- Ensuring the removal and masking of the papers once the list is done satisfactorily
- Ensuring the question papers and answer keys of the respective papers are placed with the papers received for re-evaluation
- Ensuring the marksheets to be filled by the re-evaluators are placed along with the papers

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- Informing the faculty/ departments concerned about the papers received for re-evaluation
- Ensuring that concerned clerk is aware of the papers received for re-evaluation and that it is followed up with all departments to complete the process within 10 days
- Setting a meeting with the COE to finalize the marks based on the rules of re-evaluation written in the ordinances
- Sending the marks to the vendor after making a copy for the college and making a note of marksheets being sent duly signed by the ECM member present and the vendor
- Ensuring that the revised grade cards are received within a week of marks sent to the vendor

Rectification

- Ensuring that all cases of marks rectification are shared with concerned department and faculty members within 2 days of paper showing
- Ensuring all corrections wherever necessary are systematically done and noted within 5 days
- Ensuring that the clerk makes a record of the errors found subject-teacher wise
- Ensuring that the record of rectifications in marks is sent to the vendor after making a copy of the same within 2 days of completion of the rectification process

Errors and Omission

- Keeping a track of all requests of errors and omissions received and ensuring the grade cards are sent back by the vendor not later than 10 days

(One or two days in a week can be fixed for the receipt of such applications making the task of tracking easier. Special cases where a student may need



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the grade cards sooner can be accommodated if permission given by the Principal/ VPs/ Coordinators)

Bills of examiners/ paper setters– VPs/ Coordinators

- Cross-checking all bills received before handing over to the exam unit
- Exam committee member to further verify the bills

IT Coordinator:

- Facilitating the entire process of the online exam
- Ensuring the website is updated with all relevant exam related notices as soon as they are received from the concerned faculty-in-charge from the exam unit

Self-financing courses Exam Coordinator

- Coordinating the exam process, in consultation with the other program coordinators, for the self-financing courses – BAF, BBI, BFM, BMS, BMM
- Planning roles for different members of the full-time and visiting faculty

Exam Clerks:

- Making sure every notice prepared by the COE and ECM is shown to the CCOE and put up on the notice boards and also sent to IT coordinator for website, VPs, Coordinators and AHs and maintaining a file of all such notices
- Systematically filing all exam schedules, room-charts, supervision charts, LD lists, attendance records, and other relevant documents exam-wise
- Maintaining a complete file of all Mark sheets with dates and other details exam-wise
- Maintaining exam-files of all departments with all the question papers and answer keys, exam-wise
- Maintaining the file of all bills of in-house and external faculty members along with their bank and other details
- Handling the remuneration of moderators and double evaluators/ re-evaluators

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- Following up with the ECM, the peons, the faculty and the vendor
- Keeping the CCOE informed at all times about any matters of concern, decisions taken, progress on different fronts etc

Vice-Principals/Program Coordinators-

- Collecting question papers for all exams and handing over to the exam unit according to time-line
- Collecting CA-II marks (and CA-I for offline) and handing over to the exam unit according to time-line
- Collecting bills of in-house faculty for paper setting and assessment and cross-checking before submitting to ECM
- Collecting mark sheets, ensuring they are cross-checked and verified by someone other than the examiners
- Cross-checking grade cards with help of ECM before signing
- Organising and supervising the open-house (paper-showing to the students)
- Performing the duties of CAP-coordinators

Academic Heads-

- Reviewing the entire exam process
- Evaluating the CA-II component of different departments
- Studying the result analysis of different exams
- Performing the duties as CAP coordinators



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General timeline for declaration of results:

Day zero (last day of exam)

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After 15 days – Submission of all marks post moderation by the respective HoDs

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Next 4 working days – Paper showing to the students to be coordinated by the VPs/ Program coordinators

↓

Next 3 working days all rectification to be completed and mark sheets to be sent to the vendor

↓

Next 10 working days vendor to send back all the consolidated marksheets

↓

By next 7 days all marksheets to be verified by the ECM and clerks and sent back to vendor for grade-card printing

↓

Within next 10 days vendor to send all grade cards

The above will ensure we declare results and receive grade cards within the shortest possible time frame



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