

Standard Operating Procedure Office of Controller of Examinations

STANDARD OPERATING PROCEDURE

2024

OFFICE OF THE CONTROLLER OF EXAMINATIONS

AUTONOMOUS



**AUDISANKARA COLLEGE OF ENGINEERING & TECHNOLOGY
(AUTONOMOUS)**

Gudur, Tirupati Dist. - 524101, A.P (India)

Controller of Examinations

Principal

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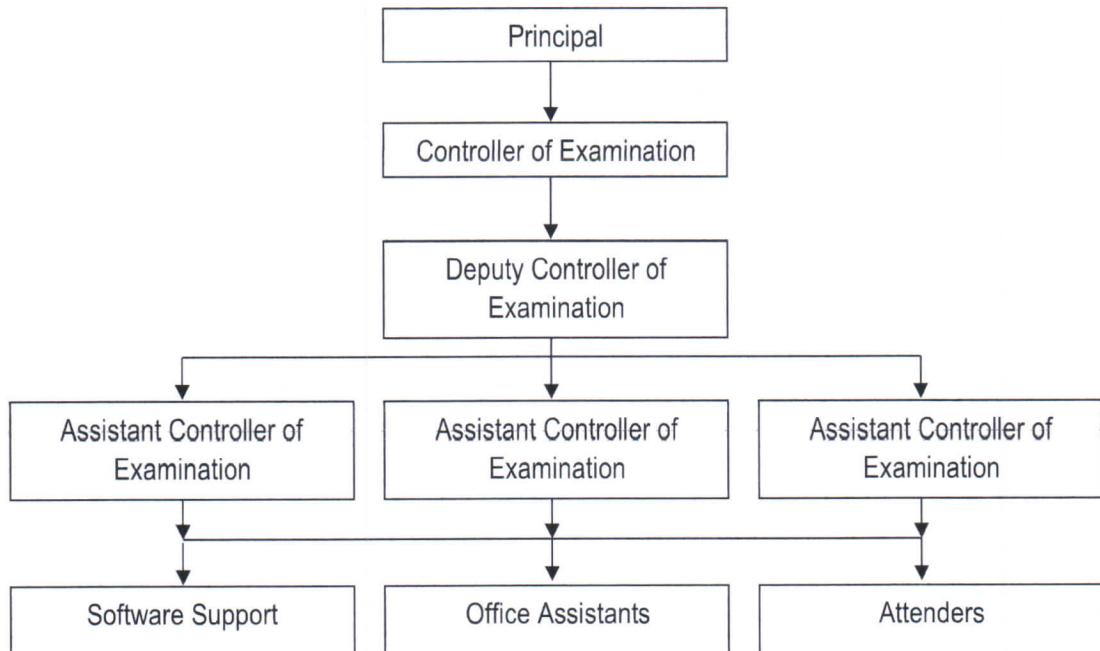
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Email Etiquettes and Usage of Electronic Gadgets and other statutory requirements

1. Only the designated authorities of the office of the Controller of Examinations viz. CoE, Deputy Controller of Examinations and Assistant Controller of Examinations are permitted to use their own mobile phones in the office and the usage of personal laptops are strictly prohibited for all the authorities. All the authorities are requested to use their designated desktops only
2. All office communications shall be done only through official e-mail communication and the use of personal mail ID is not permitted and the use of personal mail account is strictly prohibited in the designated office desktops for all the authorities as cited above
3. All the designated authorities are bound to use only contact number by default for communicating with other stakeholders
4. Except the designated authorities, the entry to office of CoE is strictly prohibited for all except the reporting authorities
5. The CoEs and D-CoEs are the prime custodian of all admin login credentials all computers and applications and they are instructed not to share the credentials to any staff members. In case if the situation demands it shall be permitted taking approval from Principal

1. Structure of Office of the Controller of Examinations

1.1 Organization of Office



The Office of CoE shall be responsible to conduct all the examinations conducted by the institute under autonomous governance and university framework. All the examinations shall be conducted under the supervision and guidance of CoE and its supporting staff. It is mandatory for faculty and staff of all departments to perform the duties pertaining to conduct of examination allocated by CoE, unless,

otherwise allowed by specific orders from the management. Apart from the office of CoE every department has a departmental examination section comprising HoD, Department Examination Coordinator and faculty members.

2. Functions of Office of the Controller of Examinations

The office of the Controller of Examinations (CoE), Deputy Controller Examinations (DCoE) and Assistant CoE (ACoE) hold the entire responsibility of intimation of (a) academic calendar in line with the UGC guidelines of autonomous affairs as well as the affiliating parent University, (b) scheduling and conducting continuous assessment and end semester examinations (c) evaluation procedure, (d) declaration of results and eventually the maintenance of all documents intact as per SOP. The CoE is the first custodian of all process, systems and implementation of SOP and shall take the support of Deputy CoE and Assistant CoE for smooth functioning of all activities that fits within the scope of the office of CoE.

2.1 The various functions of CoE are as follows

- a. Planning of examination activities as per the academic calendar of Audisankara College of Engineering & Technology
- b. Scheduling of continuous assessment for all assessment elements as listed in the academic regulation
- c. Intimation of the academic calendar in coordination with Dean - Academics and schedule of all tests and examinations to the stakeholders
- d. Formulation of guidelines for identification of institutions as well as subject matter experts (SMEs) for question paper setting
- e. Maintenance of database of SMEs for all courses in the curriculum of Audisankara College of Engineering & Technology
- f. for all academic regulation and this database shall be approved by the Chairman, Academic Council / Competent authority of the Institution and this database should be accessible only to CoE
- g. Finalization of SMEs for question paper setting
- h. Communication to SMEs for the procurement of question papers in line with the model question papers for all courses which is again in line with the curriculum and syllabi
- i. Procurement of question papers with adequate number of sets (Two) as per SOP for all courses through official mail communication by CoE
- j. Maintenance of question banks
- k. Question paper scrutiny and ensuring the quality of question papers
- l. Maintenance of the quality of answer key and scheme
- m. Finalization of the continuous marks for all the courses for all the programs
- n. Verification and maintenance of the condonation & detention lists
- o. Finalization of internal and external lab examiners as per the schedule for the theory and laboratory examinations
- p. Conduct of examination (Continuous and end semester examinations)
- q. Evaluation and Documentation (Finalization of examiners for the spot valuation, Ensuring the spot valuation as per the schedule, marks entry and verification, Conduct of grade meetings and Grades finalization)
- r. Conduct of result passing board meeting and result declaration
- s. Planning supplementary examinations well in advance and intimating to the stakeholders
- t. Issuing of re-valuation circular, collecting responses, identifying examiners, re-valuation, and result declaration
- u. Preparation and distribution of Grade Memos
- v. Ensuring the regular operational issues with IT infrastructure facilities at the office of the CoE

- w. Conduct of Finance Committee Meeting
- x. Finalization of bills related to that cycle of exams

2.2 The various functions of the Deputy CoE (DCoE) are as follows

Apart from carrying out the regular works in coordination with CoE, the DCoE shall be the first custodian of the following activities as per SOP.

- a. Maintaining the control copies of academic regulations and curriculum
- b. Networking with the external subject experts for question paper setting
- c. Enhancement of number of centers for question paper setting from time to time
- d. Maintenance of physical location of question paper database
- e. Maintenance of credit history for all the admitted batch students
- f. Declaration of credit based detention lists
- g. Finalization of examiners for valuation
- h. Conduct of valuation
- i. Ensuring the marks entry and verification as per the schedules
- j. Regular check and updating the changes in the regulation into the examination software (in coordination with the software people)

2.3 The various functions of the Assistant Controller of Examinations (ACoE) are as follows

Apart from carrying out day to day works, the following works also will be taken care by ACoE regarding parent university operations in terms

- a. Preparation of examination schedules and examination calendar, in consultation with the Controller of Examinations
- b. Communications at various levels of examination planning, preparation, execution, valuation, tabulation and mark list printing and distribution
- c. Preparation and printing of answer booklets for various examinations
- d. Making sure that the question papers are ready before the examinations
- e. Assisting CoE and DCoE in all activities (finding question paper setters, examiners, actual organization, and implementation of examination system)
- f. Making sure that the forms relating to examinations are ready in time (applications, hall tickets, etc.)
- g. Making sure that the list of remuneration and examination related activities are prepared well in advance
- h. All other tasks required for the conduct of evaluation process

2.4 The various functions of Office Assistants are as follows

The duty of the assistants is to carry out all the work assigned to them by the Controller of the examinations. They shall be conversant with the rules and regulations necessary for carrying out their duties efficiently. They shall be responsible for

- a. Assisting the preparation and printing of answer booklets for various examinations
- b. Assisting the preparation of all concerned forms related to board of question paper setting, board of scrutiny, board of examiners, valuation, mark list, tabulation register, registers in the section etc. in consultation with deputy controller of examination
- c. Receiving papers submitted for typing and enter it in register kept for the purpose
- d. Examination related typing work will be done in the typing pool attached to the examination wing. Examination assistant will be in charge of the typing pool

- e. Ensure timely completion of the typing work, compare with the draft and if required make appropriate corrections and0 put up file properly in consultation with the senior officer
- f. Readiness of all forms related to examinations (Applications, Hall tickets, Challan etc.)
- g. Processing of application for registration to examinations
- h. Prepare the roll list and dispatch hall tickets
- i. Make question papers ready for examinations
- j. Prepare a list of remuneration for all examination related activities (question paper setters, invigilators, revaluation, recounting, supplementary examinations etc.) in consultation with senior officer
- k. Entry of marks, tabulation, etc.
- l. Assist the senior officers in the transit of files, communications, and stationery
- m. Make sure the examination office, computer desks and typing pool neat and clean
- n. Examination related records will be kept safely by maintaining their confidentiality
- o. Office assistants shall discharge duties entrusted to them by superior officers from time to time
- p. He/she shall also ensure that unauthorized persons do not enter the examination section

3 Conduct of Continuous Assessment Examinations

The institute conducts two continuous assessment tests as per the academic calendar. Mid – Term test I covers two units of the syllabus and Mid – Term test II covers three units of the syllabus . The tests are conducted for a maximum of 40 marks. The duration of the test is 90 minutes and question paper is set to make the student to learn time management. The department has a scrutinizing committee, comprising HoD and two senior faculty members to check the quality of the question paper, RBT levels and COs compliance.

3.1 Procedure for Internal Assessment Instrument

(A) Descriptive Examination

- a. The course instructor shall be responsible for setting the question paper for a single section
- b. The question paper for multi-section course is the responsibility of the course coordinator after a thorough discussion with the other course instructors
- c. The course instructor/coordinator ensures to frame questions based on various RBT levels and is mapped to the Course Outcomes (COs) to assess the students at various RBT levels
- d. The pattern of questions, maximum marks and time allotted must be in line with what has been laid down in the course plan for the concerned paper
- e. The question paper must be in accordance to the assessment grid and learning outcomes laid down in the course plan
- f. The course instructor/coordinator shall submit three sets of question papers to the respective HoD. These question papers must be submitted fifteen days before the scheduled start of examination
- g. The set number will be informed by CoE to the respective HoDs on the day of the examination

(B) Objective Examination

- a. The objective type examination will be in the form of multiple choice questions
- b. The course instructor/course coordinator shall prepare 10 bits per each unit of the course

(C) Assignment

- a. Assignment issue and submission dates are announced by the respective faculty members. Assignment questions are prepared using Bloom's Taxonomy process
- b. Surprise tests, quizzes, video links are provided
- c. Assignments are evaluated and feedback is given to the students to improve their learning and appreciate their effort

(D) Laboratory/Drawing Examination

- a. Day to day assessment shall be evaluated as per the rubrics issued by the office of CoE
- b. Internal laboratory examination shall be conducted as per the academic calendar

(E) Summer Internship

- a. In the continuous assessment pertaining to summer internship, the major focus of the assessment will be on report writing and final presentation
- b. The summer internship shall be evaluated as per the rubrics issued by the office of CoE

(F) Full Semester Internship

- a. In the continuous assessment pertaining to full semester internship, the major focus of the assessment will be predominantly on skills and application of knowledge viz. Communication Skills, Team-work, Organization Skills, Interpersonal Skills, Analytical and Problem Solving Skills, Leadership Skills, Work Ethics and by any specific initiatives by the interns.
- b. The full semester internship shall be evaluated as per the rubrics issued by the office of CoE

(G) Project

- a. The continuous assessment pertaining to project, the major focus of the assessment will be predominantly on the day to day work towards design, development of solutions, and fabrication of system component or a product
- b. The project shall be evaluated as per the rubrics issued by the office of CoE

(H) Skill Oriented Courses

- a. The continuous assessment shall be in the form of design, development of working model of a system component or a product
- b. Marks shall be awarded based on rubrics that address Critical Thinking, Creativity, Collaboration and Communication.

(I) Mandatory Courses

- a. The examination will be in the form of multiple choice questions
- b. The course coordinator will prepare 40 bits per each unit of the course
- c. The examination will be conducted as per the notice issued by the office of the CoE

3.2 Scrutiny of Assessment Instrument, Scheme & Key, Answer Scripts

- a. The HoD along with two other senior faculty members of the department shall vet the question paper/bank intended for continuous assessment to confirm that the questions are meeting the required standards. The verified question paper/bank shall be submitted to the office of the CoE
- b. The database will be updated from time to time as and when notified by the office of the CoE for all the online examinations

- c. The scheme of evaluation and answer key shall be prepared by the respective course instructor/Coordinator as soon as the examination is over and submit to their respective HoD
- d. The scheme of evaluations along with the question papers will be submitted to the office of the CoE soon after the descriptive examinations are completed
- e. Answer booklets shall be evaluated by faculty members and marks so obtained shall be submitted to the HoD immediately after the marking is over and the verified consolidated marks of the department shall be submitted to CoE in the prescribed format within five days of last day of the descriptive/objective examination or as and when notified by the office of CoE
- f. The HoD as well as the coordinator shall extend complete support to the members of IQAC during the audit process regarding the verification of answer scripts of the internal assessment

4 Conduct of Semester End Examinations

4.1 Pre-Examination Activities

4.1.1 Procedure for Identification of Institutions for Subject Matter Experts (SMEs) for

Question Paper Setting

- a. Institutions of National repute either as IIT, NIT or IIIT
- b. State Universities
- c. Autonomous institutions who are in the second cycle or above in their journey of autonomous governance
- d. Incase of IIM/Business Schools/State Universities/Parent University the constraint of distance shall be waived Off
- e. Institutions should be accredited NAAC ('A') or the respective dept. should have been be accredited with NBA

4.1.2 Procedure for Identification of SMEs for Question Paper Setting

- a. SMEs should have relevant teaching experience of 5 years in those courses. All SMEs should have affiliation with any of the category of the institutions as discussed above. SMEs shouldn't have any disciplinary issues with those affiliating institutions and shall maintain integrity during the process of question paper setting. In case of any deviation, the SMEs shall be excluded from the database taking the necessary approval from the competent authority of Audisankara College of Engineering & Technology
- b. The SMEs database must be updated on continuation basis without duplication

4.1.3 Procedure for Procurement of Question Papers (QPs) and Timeline

As per SOP, it is mandatory to procure 2 sets of question papers per course from the SMEs. All question papers shall be procured through e-mail communication either through official mail ID of CoE. The CoE shall ensure that the question papers are procured well in advance before the commencement of the end semester examinations or supplementary examinations.

4.1.4 Guidelines for Maintaining the Database of SMEs

The database shall be maintained for SMEs by the office of CoE by categorizing all the courses across all the programs institute wise with the following fields

Sl. No., Name, Designation, affiliating institution, qualification, area of specialization, courses taught and relevant teaching experience in that course, total number of teaching experience, official e-mail ID, personal mail ID, contact number, address of communication. The CoE shall ensure the affiliation year-on-year with the all concerned SMEs.

4.1.5 Scrutiny Board

The CoE shall send a request to the HoDs to provide the list of scrutinizers. The HoD shall nominate the Scrutinizers with minimum 2-3 years of teaching experience in the relevant course. Incase of non-availability with the above said constraints the HoD shall seek permission from the Head of the Institution to nominate the scrutinizer (Senior member or faculty with less than 2 years of experience). The question papers received from the setters shall be confidentially and meticulously scrutinized by the Course Coordinator/Instructor in the office of the CoE. The objectives of the scrutiny shall be to ensure that the questions are:

- a. In conformity with the prescribed syllabi and schemes of examinations of the required standard in compliance with Outcome Based Education (OBE) and the assessment pattern of each course
- b. Free from typographical and grammatical errors
- c. In conformity with marks allotted are in accordance with the direction issued in the scheme and as per the model question paper supplied.
- d. Prepared with the right answer key and correct mark distribution

The scrutinizer shall modify, if required, the question papers/ answer key to achieve the objectives mentioned above.

4.2 Procedure for Conduct of Theory Examination

- a. Examination notification shall be issued about a month before the commencement of the examination
- b. The examinations time table will be prepared in consultation with the HoD and students representatives and will be notified to the students about three weeks before the commencement of the examination. Further the same soft copy of the notification shall be uploaded in the website without delay
- c. Students can register for examinations through online examination portal after the issue of examination notification
- d. Online examination portal includes the fee, late fee details and issue of hall ticket
- e. Information regarding the day-wise availability of the faculty of each department for invigilation duty is collected by the office of the CoE one month before the commencement of the examination
- f. The office of the CoE prepares the invigilation duties of the available faculty
- g. Invigilation duties allotted to the faculty as well as non teaching staff are intimated at least one week before the commencement of the examinations
- h. A seating arrangement plan is prepared for each examination hall according to day-wise, branch-wise and subject-wise requirement
- i. The seating plan is passed in each examination hall one day before the commencement of the examination
- j. Room-wise, Floor wise and Branch-wise seating plan is displayed at each floor as well as at the entrance of the examination centre on the day of examination one hour before the commencement of examination

- k. Sealed question paper covers are handed over to the ACoE thirty minutes before the actual commencement of the examination
- l. Invigilators are allocated their respective examination hall by the CoE depending on the number of candidates in each hall thirty minutes before the commencement of the examination. (@ 1 Invigilator for 25 – 28 students)
- m. Sealed question papers packets are sorted room-wise and distributed to the examinations halls ten minutes before the commencement of the examination through floor in charges
- n. The sealed question paper packets are opened by the invigilator in the presence of students in the examination hall 2 to 3 minutes before scheduled examination hour. The question papers are then distributed to the candidates
- o. Absentee list along with un-used answer booklets, question papers and question paper account shall be given to the ACoE thirty minutes after commencement of the examination by the invigilators
- p. A Student Enrolment Form (S.E.F.) showing the roll numbers of candidates present and absent is prepared by the examination cell there after
- q. At the end of the examination the answer scripts are collected by the invigilators and submitted to the ACoE who hands them over to the CoE
- r. The collected answer scripts are verified with the S.E.F and are sealed in packets subject-wise, branch-wise
- s. The Sealed answer scripts are handed over to the CoE within one hour after the completion of examination

4.3 Procedure for Conduct of Practical Examination

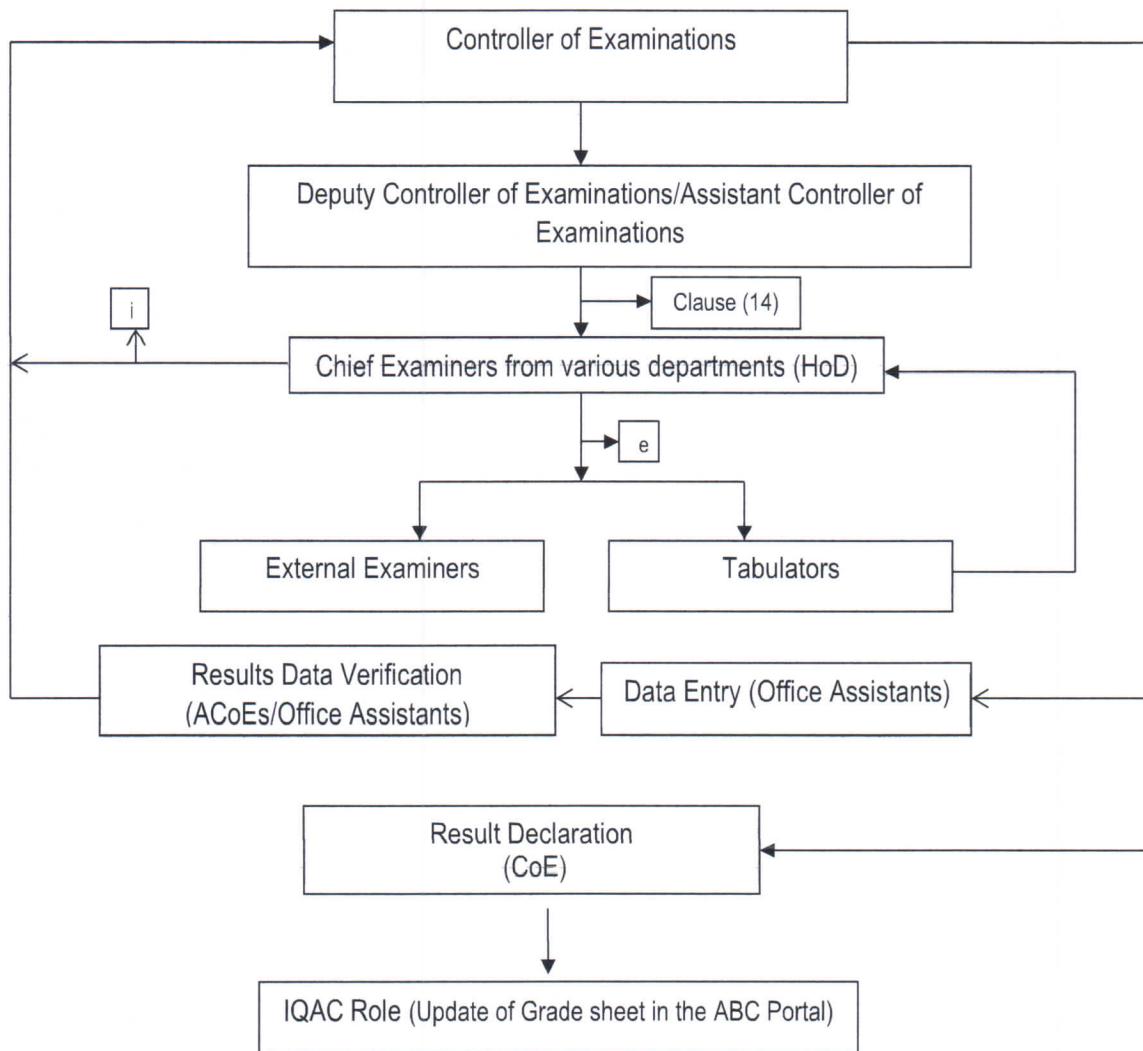
- a. The practical examination time table will be prepared in consultation with the HoD and will be notified to the students two weeks before the commencement of the practical examinations
- b. There will be two examiners to conduct the practical examination for each section. Internal examiner and external examiner (Senior Faculty) from among those teachers who have conducted the practical for that particular batch of students
- c. HoD will submit a panel of examiners for practical examination fifteen days before the commencement of the examination
- d. Selection of examiners by the CoE and appointment orders will be dispatched three days before the commencement of examination
- e. HoD or his nominee shall act as the chief examiner for the practical examinations in all the subjects of a given department
- f. Chief examiner shall monitor and ensure uniformity in the conduct of practical examinations in all the subjects on all the days
- g. A question paper for each practical examination shall be prepared by the concerned examiners in consultation with the chief examiner and submit the same to the office of the CoE after the completion of the examination
- h. For the conduct of the practical examination, the concerned internal examiner shall collect the following forms from the office of the CoE
 - a) Answer Books, b) Attendance Sheets, c) Absentee Statement Form d) Marks Statement Forms
- i. After completion of the examination on each day, the examiners shall submit marks lists, answer scripts, question paper and unused material to the chief examiner
- j. After completion of the valuation, the chief examiner shall submit answer scripts, question paper and unused material in sealed covers to the office of the CoE
- k. The marks statements shall be signed by both the examiners and countersigned by the chief examiner and submit to the office of the CoE

4.4 Post-Examination Activities

4.4.1 Pre-Evaluation Processing of Theory Answer Booklets

Decoding of answer booklet shall be undertaken after due random shuffling of the answer booklets. The part revealing the identity of the candidate is then cut off from the cover page of the answer booklet in a secure manner and stored safely in the custody of the CoE as quickly as possible. In case of online external valuation, the decoding will be taken care through software.

4.4.2 Central Evaluation of Theory Answer Booklets



- a. The CoE will always be the overall incharge of valuation at institute level
- b. The DCoE/ACoE if required will act as spot valuation coordinators
- c. The senior team of faculty (Max of three) based on the total number of scripts/number of students (Directly report to the CoE) will act as the chief examiners of valuation pertaining to their Board of Studies (BoS)
- d. The above list shall be signed by the respective chairman of BoS and forward to the Office of CoE a week after taking the approval of the Head of the Institute
- e. The chief examiners must have the designation of Professor/ Associate Professor and shall submit a non – disclosure undertaking
- f. A low frequency jammer shall be installed to avoid the usage of mobile phones (Advisory Note)
- g. The chief examiners of the valuation process of respective BoS will be provided with external examiners and tabulators by the Office of CoE. The tabulators will be picked from the list of non-teaching staff as available in the institute
- h. The number of sessions shall be decided and planned accordingly keeping in consideration of the number of answer booklets as well as the number of external examiners
- i. It is mandate to close the entire process of valuation within a span of 3-7 days
- j. The CoE will hand over the sealed answer booklet bundles, list of external examiners, all other required documents & stationery along with a dedicated room and lock a day before to the chief examiner. The lock shall have only one functional key with the chief examiner and incase of additional keys it should be deposited to the Head of the Institution in a sealed cover
- k. The chief examiner shall distribute 30 answer booklets/session (3 Hrs) to the external examiner
- l. The chief examiner shall randomly check 10% of answer booklets per bundle
- m. The chief examiner shall submit the consolidated marks statement in the format provided by the Office of CoE in a sealed cover on day to day basis once the valuation is over
- n. Once the valuation is completed the sealed answer booklet bundles will be handed over to the Office of CoE
- o. Incase of grant of leave of absence of CoE/ Chief Examiner, the Head of the institute reserves the right to depute a senior member for the smooth process of valuation
- p. The usage of electronic gadgets by the examiners is strictly prohibited during the evaluation process and the valuation process shall be carried out in halls unders camera surveillance
- q. This will be effective from the academic year 2024-2025 onwards
- r. **Incase of online valuation, the ACoE, DCoE will be the Scrutinizers and final scrutiny (Admin) will be done only by Controller of Examinations**

5 Result Declaration

5.1 Post - Evaluation and Data Processing

The results of each of the examinations shall be tabulated in the examination database maintained on well secured computer server with restricted access. The marks tabulated shall be scrutinized and validated by Deputy/Assistant Controller of Examinations (DcoE/ACoE)

ACoE shall:

- a. Check the posting made by the office staff from the original statement submitted by the examiner
- b. Check totals/aggregates posted by the office staff
- c. Check the implementation of the resolutions of the Result Passing Board
- d. Check the result prepared by the office staff for Failures, Honors such as Distinction, Pass, Fail, and Absentees etc
- e. Validate the Grades, GPA and CGPA etc. computed on the basis of the marks obtained by the candidates in examination
- f. Any other discrepancy/ errata/ manipulation/ inconsistency etc. that might have crept into the marks database

5.2 Result Passing Board

When the tabulation of an examination is completed, the CoE shall convene a meeting of the Result Passing Board constituted by the CoE for each course as specified in the Academic Regulations. The section dealing with the examination shall prepare statistics of the result with details such as:

- a. Name of examination with month and year
- b. Number of candidates registered for the examination
- c. Number of candidates who appeared for the examination
- d. Number of candidates who secured the minimum pass mark prescribed for each part of the examination and the aggregate marks required for a pass and number of candidates in each class
- e. Percentage of pass
- f. These statistics shall be furnished to the pass board for finalizing the results. The meeting of the pass board, constituted by the CoE for each examination, shall approve/ratify the results as such or the board may approve the results with moderation, if any, as it may decide. The minutes of the board shall be put up to the Director/Principal for approval. The Principal shall issue orders to publish the results

5.3 Result Finalization and Publication

The results of the concerned examinations shall ordinarily be declared within fifteen days of the last examination and the college shall dispatch the result along with the statement of marks to the departments within thirty days for distributing the same to the concerned students. The results shall be published on the college website.

6 Re-Valuation

The students claiming any deviation in the valuation shall be given an opportunity to apply for Re-Valuation with a payment of fees Rs. 2,000/- . Further, if the student is still not satisfied and wish to go for another valuation they have a chance to apply for Challenge Valuation and the office of the CoE shall forward the script for valuation after ensuring the remittance of challenging fee of Rs. 10,000/- . The valuation shall be initiated with either internal or external examiners based on the

availability of the experts and the valuation shall be conducted in the presence of the student concerned along with either CoE or Deputy Controller of Examination. Once the result of challenging evaluation is received the results can be declared and the amount shall be refunded to the students in case any positive variance is observed especially FAIL to PASS.

7 Guidelines for Question Paper Setters

- a. Question Paper Setters are required to keep their appointments strictly confidential
- b. Question papers will be sent to the question paper setters by password protected email abbreviations of any kind shall be avoided. Special care must be taken in the delineation of mathematical signs and index figures
- c. Each question paper must follow the directions as given in the model question paper provided. No explanation questions are to be given in Part-A. Part-B can have the choice of either or from each unit. In Part-B, Same Bloom's Taxonomy level should be followed (for example if question number 6 is of L2 level then question number 7 also should be of L2 level). Questions in Part-B can have maximum of two sub divisions (a and b) or a direct question. The marks assigned to each question shall be noted against the concerned question on the question papers. Marks for sub-divisions of questions shall also be indicated
- d. Any special instructions needed like use of graph sheets, tables, etc. may be mentioned
- e. The paper setter shall not sign his/her name or put his/her initials on any part of the sheets on which the questions are written
- f. Questions must be set within the prescribed syllabus and evenly distributed over the whole course. Question paper setters shall preserve the strictest secrecy with regard to copies of text books or notes or extracts used in setting question papers, and drafts or copies of question papers shall be kept with the same care and secrecy as question papers themselves. These papers shall be destroyed as soon as the question papers are finally prepared and sent to the office of the controller of the examinations. All the soft copies of the draft and question papers shall be deleted from the computer after submitting the same to the office of the controller of the examinations
- g. Question papers shall be prepared in such a manner so that a candidate, well prepared in the subject, can reasonably, answer the paper completely within the allotted time and secure full marks
- h. Questions shall not be a mere reproduction from standard text books or other question papers set for earlier examinations in this institute or other institutes
- i. Question paper setters after finishing the work of setting question papers shall send to the Controller of Examinations along with the remuneration bills

8 Instructions to Invigilators

Invigilation is a crucial task in an examination. Impartial invigilation helps not only to check the use of unfair means but also to keep the morale of the candidates high. A set of guidelines for the invigilators is given below:

- a. Report to the office of CoE at least half an hour before the commencement of the examination
- b. Collect the correct number of answer booklets from the office of CoE
- c. Candidates need to be admitted only if they have valid hall ticket. If not, direct them to the office of CoE for necessary guidelines
- d. Help the candidates locate their seats. If any candidates are in possession of mobiles phones, calculators, or any other electronic gadgets, instruct them to keep them outside the examination hall
- e. Verify the identity of the candidate through the photograph on the hall ticket and mark their attendance
- f. Candidates shall be admitted to the hall, if his/ her register number is allotted in the seating plan. If the register number of a candidate does not appear in the seating plan, direct him/her to the office of CoE for further verification and action
- g. Distribute the answer book fifteen minutes before the commencement of the examination and direct the candidates to fill in the roll number and other entries in appropriate places. The invigilator shall mark the sign on the answer book after verifying that the details filled in/barcode affixed by the candidate are correct. Get their signature in the attendance sheet against their register number
- h. Distribute the question paper after the bell and ask the candidates to start writing immediately
- i. See to it that strict silence is maintained in the examination hall. Talking amongst candidates, borrowing of materials etc. should be strictly forbidden
- j. Allow the use of logarithm tables, calculators, etc. only if their use is permitted as per the instructions given in the question paper
- k. Remain alert and vigilant, and check the use of unfair means in the examination hall. In case of any unfair indulgence, immediately take custody of the answer booklet and submit a written report to the CoE
- l. Do not allow any candidate to write on the question paper. Advise them to use the last page of the answer book for rough work
- m. Ten minutes before the end of examination, along with the warning bell, announce 'last ten minutes' and do not allow any candidate to leave the room. After the last bell ask the candidates to stop writing and put their pens down
- n. Collect the answer booklets and arrange them in the order of register numbers and hand over the same with attendance list and unused answer booklets to the office of CoE
- o. The rule that candidates are not to leave the hall before the expiry of half an hour from the commencement of the examination should be strictly enforced. The question papers from such candidates should be collected
- p. No candidate who leaves the room during the examination shall be allowed to return
- q. Candidates who leave the examination hall more than half an hour earlier than the scheduled time of the examination should surrender their question papers with their name and register number written on them to the Invigilator
- r. Candidates shall be permitted to leave the examination hall only after his/her answer booklet is taken by the invigilator
- s. Do not make any correction in the roll number written by a candidate on his/her answer booklet. In any such cases ask him/her to correct it and then countersign it
- t. Candidates should not be allowed to leave the hall before the expiry of first half an hour from the commencement of the examination. In case situation demands due to any sort of

emergency, the candidate shall be permitted after surrendering question papers with their name and register number written on them with the approval of the CoE or Deputy CoE.

u. Permit the candidates to leave the examination hall only after handing over their answer booklets to invigilator

9 Instructions for Observer

- The Observer shall be appointed by the CoE and should reach the examination centre at least thirty minutes before the start of exam
- The Observer will be present throughout the examination and may take record during the examination
- The Observer will check physically any candidate from any examination hall
- The answer booklets will be sealed in the presence of the Observer at the end of every exam
- The Observer will submit confidential report to CoE after the completion of the exam
- The Observer shall suggest remedies for improvement in examination system on the basis of observations made during their visits to examination centers

10 Malpractice Rules

S. No.	Nature of Malpractices/Improper Conduct	Punishment
If the candidate:		
1 (a)	Possesses or keeps accessible in examination hall, any paper, note book, programmable calculators, cell phones, pager, palm computers or any other form of material concerned with or related to the subject of the examination (theory or practical) in which he is appearing but has not made use of (material shall include any marks on the body of the candidate which can be used as an aid in the subject of the examination)	Expulsion from the examination hall and cancellation of the performance in that subject only
1 (b)	Gives assistance or guidance or receives it from any other candidate orally or by any other body language methods or communicates through cell phones with any candidate or persons in or outside the exam hall in respect of any matter	Expulsion from the examination hall and cancellation of the performance in that subject only of all the candidates involved. In case of an outsider, he will be handed over to the police and a case is registered against him
2	Has copied in the examination hall from any paper, book, programmable calculators, palm computers or any other form of material relevant to the subject of the examination (theory or practical) in which the candidate is appearing	Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted to appear for the remaining examinations of the subjects of that Semester/year. The Hall Ticket of the candidate is to be cancelled and sent to the University
3	Impersonates any other candidate in connection with the examination	The candidate who has impersonated shall be expelled from examination hall. The candidate is also debarred and

		<p>forfeits the seat. The performance of the original candidate who has been impersonated, shall be cancelled in all the subjects of the examination (including practicals and project work) already appeared and shall not be allowed to appear for examinations of the remaining subjects of that semester/year. The candidate is also debarred for two consecutive semesters from class work and all University examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat. If the imposter is an outsider, he will be handed over to the police and a case is registered against him</p>
4	<p>Smuggles in the answer book or additional sheet or takes out or arranges to send out the question paper during the examination or answer book or additional sheet, during or after the examination</p>	<p>Expulsion from the examination hall and cancellation of performance in that subject and all the other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The candidate is also debarred for two consecutive semesters from class work and all University examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat</p>
5	<p>Uses objectionable, abusive or offensive language in the answer paper or in letters to the examiners or writes to the examiner requesting him to award pass marks</p>	<p>Cancellation of the performance in that subject</p>
6	<p>Refuses to obey the orders of the Chief Superintendent/Assistant-Superintendent/any officer on duty or misbehaves or creates disturbance of any kind in and around the examination hall or organizes a walk out or instigates others to walk out, or threatens the officer-in charge or any person on duty in or outside the examination hall of any injury to his person or to any of his relations whether by words, either spoken or written or by signs or by visible representation, assaults the officer-in-charge, or any person on duty in or outside the examination hall or any of his relations, or indulges in any other act of misconduct or mischief which result in damage to or destruction of property in the examination hall or any part of the College campus or engages in any other act which in the opinion of the officer on duty amounts to use of unfair means</p>	<p>In case of students of the college, they shall be expelled from examination halls and cancellation of their performance in that subject and all other subjects the candidate(s) has (have) already appeared and shall not be permitted to appear for the remaining examinations of the subjects of that semester/year. The candidates also are debarred and forfeit their seats. In case of outsiders, they will be handed over to the police and a police case is registered against them</p>

	or misconduct or has the tendency to disrupt the orderly conduct of the examination	
7	Leaves the exam hall taking away answer script or intentionally tears of the script or any part thereof inside or outside the examination hall	Expulsion from the examination hall and cancellation of performance in that subject and all the other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The candidate is also debarred for two consecutive semesters from class work and all University examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat
8	Possess any lethal weapon or firearm in the examination hall	Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The candidate is also debarred and forfeits the seat
9	If student of the college, who is not a candidate for the particular examination or any person not connected with the college indulges in any malpractice or improper conduct mentioned in clause 6 to 8	Student of the colleges expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The candidate is also debarred and forfeits the seat. Person(s) who do not belong to the College will be handed over to police and, a police case will be registered against them
10	Comes in a drunken condition to the examination hall	Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year
11	Copying detected on the basis of internal evidence, such as, during valuation or during special scrutiny	Cancellation of the performance in that subject and all other subjects the candidate has appeared including practical examinations and project work of that semester/year examinations
12	If any malpractice is detected which is not covered in the above clauses 1 to 11 shall be reported to	

the University for further action to award suitable punishment

11 Entry to the Office of the Controller of Examinations

The entry to the office of the Controller of Examinations is strictly prohibited except the designated members of faculty as approved by Principal and the office shall maintain the surveillance recordings of the day-to-day operations and shall be taken backup at periodical intervals based on the storage capacity and the CoE holds the entire responsibility of the surveillance. And all the sensitive areas shall be under camera surveillance

12 Audit of the Office of the Controller of Examinations

The office of the Controller of Examinations shall undergo one academic audit once in a year. The academic audit shall be initiated by the IQAC to ensure all the documents, timelines and accuracy of the work are as per the requirement. The members of IQAC shall formulate a committee for audit taking the necessary inputs from the Principal and the proceedings of the audit shall be forwarded to the University for information.

13 Road Show of the Academic Regulation

The Controller of Examinations shall ensure that the roadshow is organized by the Dean – Academics once in a academic year to the students of first year to disseminate the rules and regulations as furnished in the Academic Regulations which govern the credit requirement for the award of the degree. Further, the CoE shall adopt the same to other stakeholders in higher semesters in case of any augmentation done in the regulations.

14 Any other disciplinary Issues

In case of any other disciplinary which are not reported in this SOP shall be addressed as and when needed taking the inputs from the Principal and suitable actions shall be initiated by the CoE and this SOP shall be updated as and when needed based on the experience during the implementation to strengthen the system and processes.