

## **SOP FOR EXAMINATION**

### **1) Before Examination**

- a) Declare of date of examination 30 days prior to examination.
- b) Display the Time Table 20 days prior to the examination.
- c) Issue the notice requesting teachers to submit question papers 15 days before Examination.
- d) Issue the hall tickets ( Supplementary / University Examination )
- e) Print the question papers
- f) Issue the duty slip / supervision slip to teachers.
- g) Prepare the seating arrangement / room allocation and display of same.

### **2) After Examination**

- a) Get the masking of answer books done after the examination session.
- b) Pack of the masked answer books in bundles with labels.
- c) Issue a notice regarding Centralised Assessment Program.
- d) Provide information of the unfair means cases to Unfair Means Inquiry Committee.
- e) Issue the notice for Chairperson of NSS, Sports, Cultural and DLLE to submit list of eligible students under O229.
- f) Issue the notice for submission of individual teacher's mark sheet after moderation, unmasking and verification.
- g) Collect names of the moderators from all Head of the Departments.
- h) Collect mark sheets from examiners after moderation along with verification form and remuneration form.
- i) Collect the documents required for result processing.
  - i) Photo copy the mark sheets submitted by the teachers. .
  - ii) List of LD students.
  - iii) PRN number and Seat number of examination downloaded from University.
  - iv) O229 cases (NSS, Sports, Cultural and DLLE) for adding 0.1 in GPA in case of even semesters (II & IV – once in the year).

### **3) Result Processing and declaration**

- a) Checking of consolidated mark statement along with the photo copies of the mark sheets.
  - i) Check the student's name, PRN no. and University seat Number.
  - ii) Check the first Consolidated mark statement with the teachers Mark sheets – checking of marks – data entry.
  - iii) Check the effect various of benefits, LD benefit, O229 benefit, and other benefits.
  - iv) In case of Supplementary examination , check the carry forward marks (+) with the old mark sheets attached to the Examination Form.
  - v) Check the Credits GPA & Grade of Previous examinations with the last Consolidated mark statement.
  - vi) Check the blank numbers , absentees, unfair means cases

- vii) Separate out the unfair means cases (CC). Procure report for course of action of such students by Unfair means inquiry committee
- viii) Hold meetings with HODs, Examination CP , VPs , Co-ordinators to finalize the result of border line cases.
- b) Intimate changes if any in the Consolidated mark statement to for further result Processing.
- c) In the Second/final Consolidated mark statement, check for corrections in the final Consolidated mark statement with the earlier ones.
- d) Print Grade Cards after finalizing the consolidated mark statement.
- e) Display summary of result.
- f) Checking of grade cards – Roll no. , PRN no., University Seat no., Subject wise grade/marks, overall grade, GPA & credits, past semester results
- g) Distribute Grade Cards to students
- h) Display details / Notice for revaluations
- i) Receive applications for revaluation and process the same
- j) Display results of / after revaluation, intimating the same for the result processing
- k) Reflect changes due to revaluation in the Final Consolidated mark statement and print the new grade cards.
- l) After declaration of results of regular examination, generate the subject wise list of failed students, subject wise toppers list and over all topper List.
- m) Check the Remuneration forms of teachers and release / processing of exam remuneration

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