



SSM COLLEGE OF ENGINEERING

PARIHASPORA, PATTAN, BARAMULLA 193121, Jammu and Kashmir

Standard Operating Procedure (SOP) for Examination

Academic Year: 2014

Scope of this document: To identify and address the policies and issues regarding examination.

Formulation of SOP: IQAC Cell under the supervision of its Chairperson.

Who should control the document of SOP: Head of the Institution and Director IQAC through Controller of Examinations.

Examination rules and regulations

The Institute shall follow examination rules and regulations of the Institution laid down in the policy document regarding examinations in respect of Internal Examinations and shall follow examination policy and procedures laid down by the affiliating University for conduct of External Examinations.

Internal Examination:

1. Date Sheet Formulation and Circulation:

- The Examination schedule is to be prepared by the Controller of Examination of the Institution in consultation with the HODs as per the norms laid down by the affiliating University.
- The date sheets framed after the above mentioned process shall be circulated to all the departments.
- The date sheets shall be circulated among concerned departmental heads and concerned departmental coordinators who intern shall disseminate the same among the students through announcements and displaying the same on the departmental notice boards.
- The date sheets shall be uploaded on the college website.
- The date sheets shall be made available on official pages of social networking sites.

2. Room Identification and Faculty Allocation:

- The Controller of Examination in consultation with concerned HODs shall prepare the duty roster for all the departments of the institute in such a way that does not disturb the academic activities of the Department.



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- The duty rosters shall be forwarded to the concerned HODs for necessary arrangements.
 - The Controller of Examinations along with the HOD shall identify and earmark Halls/Rooms for conduct of examinations.
 - For each centre the examination coordinator shall ensure that seating plan and instructions for the examination are displayed at the entrance of each Hall/Room. The seating plan for the purpose shall be made in advance to facilitate hassle free conduct of examination.
- 3. Question Paper Generation:**
- The HOD after obtaining status of each subject from the concerned faculty shall confidentially allot preparation of question paper to the faculty whom he/she deems appropriate for the purpose.
 - The question papers in sealed envelopes shall be submitted to the office of Controller of Examination two days before the commencement of examination along with number of students appearing in the examination.
 - The Controller of Examinations shall keep the question papers in safe custody and shall make required number copies of the same.
 - The questions papers shall be handed over to the concerned examination coordinator in a sealed envelope who in turn shall open the seal five minutes prior to commencement of examination in presence of the invigilator/supervisor concerned and students.
- 4. Invigilators Reporting Time and seating and frisking of students:**
- The invigilators shall reach the examination hall twenty minutes prior to the start of examination.
 - The invigilator shall check the photo identity of the students and arrange them as per the seating plan.
 - All the students shall be frisked for checking any unwanted material.
 - No electronic gadgets shall be allowed in the examination hall.
- 5. Ensuring of wiping of any matter related to the subject on board or elsewhere in the class:**
- The White/Black boards of the class shall be proper cleaned in all the examination halls.
 - The desks and walls of the room shall be checked and any matter related to the subject shall be wiped clean before commencement of examination.



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6. Marking of Attendance:

- The attendance registers shall be properly maintained.
- The attendance register shall contain both the name and enrollment number of the students.
- The name of the subject along with date shall be properly mentioned in the attendance register.
- The absentees shall be marked with visible differentiation.

7. Inspection to Examination Centers:

- The Controller of Examination of the Institution shall form a squad of officials for surprise inspection of the examination centers.
- The Inspection squad shall conduct surprise checks to the examination centers and report irregularity, if any, found to the Controller of Examinations of the Institution.

8. Show cause notice to the invigilators who violate the rules:

- On observing that there has been laxity on the part of any staff member/faculty detailed for the examination process, a show cause notice shall be served to the defaulting faculty/staff member.
- The reply to the show cause notice and circumstances which led to the laxity shall be put before the Disciplinary Committee for their perusal and decision regarding punishment to be awarded.
- The defaulting staff/faculty member shall be debarred from future internal/external examinations.

9. Collection of Answer Scripts:

- After the completion of examination, the answer scripts shall be collected from the students and arranged serially by the supervisory staff.
- All the answer scripts shall be consolidated and deposited with the Controller of Examination for further course of action.

10. Evaluation of Answer Scripts and Submission of Award Rolls:

- The answer scripts shall be handed over to the faculty identified for the purpose for evaluation.



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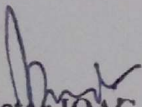
- The award rolls shall be prepared by the faculty to whom the job of evaluation was assigned and the same shall be handed over in sealed envelope to the concerned HOD for onward submission to Controller of Examination.
- The Controller of Examinations shall get the awards received from various departments checked and tabulated.
- The marks awarded shall be uploaded on the website of the affiliating University by the Controller Examinations which shall be open for viewing by the concerned students.
- The hard copy of the award rolls shall also be submitted to the office of Controller Examination of the affiliating university.

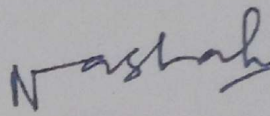
11. Supplementary Examination:

- The Controller of Examinations of the Institution shall formulate a supplementary date sheet for the students who missed the examination due to some unavoidable circumstances/ medical issues.

External Examination:

The procedure, rules and regulations for conduct of external examination are followed as prescribed by the affiliating University.


Director IQAC


Chairperson IQAC