D.B.M.S. COLLEGE OF EDUCATION JAMSHEDPUR

STANDARD OPERATING PROCEDURE

(SOP)

EXAMINATION CELL

EXAMINATION CELL

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SUPERINTENDENT (SUPPORT STAFF)

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1 EXAMINATION CELL

The examination cell oversees registration, examination, certificate issuance, and degree award. The cell is divided into two parts: Examination and Registration. The examination cell prepares the examination timetable, issues admit cards, conducts internal and university examinations as per Kolhan University regulations and guidelines, and issues the degree of course completion, Bachelor of Education.

Examinations are conducted with utmost precision within the timeline, in accordance with the schedule and the university's relevant academic calendars. The cell's registration section handles student enrolment and registration. The cell coordinates the checking of answer sheets and ensures fair and timely evaluation. It complies with marks, prepares results and publishes them accurately. Students' grievances regarding re-exam, rechecking, re-evaluation or corrections on marksheets are handled by the examination cell. The cell maintains records of marks, attendance and examination data for future reference.

1.1 ORGANISATION CHART

Principal (Centre Superintendent)

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Vice Principal

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Controller of Examination

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Section Officer

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Officer (Correspondence)

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Office Assistance

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Superintendent (Support Staff)

1.2 VISION

To ensure the fair, impartial, and transparent conduct of examinations that facilitate students' academic growth and progression, while upholding the integrity and standards of the college and the education system at large.

1.3 OBJECTIVES

1. Design and implement examination policies and procedures that are fair, transparent, and in accordance with the guidelines of the affiliating university and regulatory bodies.
2. Maintain high standards of academic integrity, including the prevention of unfair means.
3. Provide timely and accurate information to students, faculty and staff on examination schedules, rules, and results.
4. Address any concerns or grievances related to examinations promptly and professionally.

2. GENERAL GUIDELINES

1. All examinations (internal and external shall be conducted in a fair, transparent, and disciplined manner.
2. Examination schedules must be followed as per the examination calendar.
3. Silence, order, and academic integrity must be maintained within the examination premises at all times.
4. Any form of malpractice will invite strict disciplinary action.
5. No teaching and non-teaching staff shall be permitted to take leave during the examination period except in cases of extreme emergency with prior approval of the principal.
6. No teaching and non-teaching staff shall be permitted to report late during the day's examination. In the case of an extreme emergency, they must inform the principal in advance.

3. RESPONSIBILITY OF THE EXAMINATION CELL

The Examination Cell plays a vital role in the overall academic functioning of the college. Some of the key roles and responsibilities of the examination cell are:

- **Conducting Examinations:** The examination cell is responsible for conducting all the semester-end internal examinations of the college. This cell also helps students with the documentation process for the University exams.

- **Preparation for Examination:** This includes preparing the examination calendar, schedule, generating the admit card, getting the question papers ready and coordinating with the faculty and non-teaching staff for smooth conduct of the examination.
- **Result Declaration:** The examination cell is responsible for declaring the results of all the internal examinations conducted by the college. This includes preparing the result sheets, tabulating the marks and declaring the results on time. 3 copies of the marks and attendance sheet will be sent to the parent university for information and record.
- **Maintenance of Records:** The examination cell is responsible for maintaining all the records related to the examinations, including the mark sheets, answer scripts, and other related documents.
- **Grievance Redressal:** The examination cell is responsible for redressing any grievances related to the examination process. This includes addressing students' complaints and ensuring the examination process is conducted fairly and transparently.

4. INDIVIDUAL RESPONSIBILITY

4.1 Controller of Examination (CoE)

The Controller of Examinations (CoE) shall perform the following duties regarding the arrangements for the conduct of the examinations and such duties and functions as may be assigned to her/him from time to time by the competent authority.

Before the Exam

1. Prepare the examination calendar for the academic year.
2. Call a meeting before every exam and maintain the minutes of the meeting.
3. Plan for internal examination.
4. Decide dates for internal and practical exams with the consent of the Principal.
5. Prepare and publish the examination timetable well in advance.
6. Call a meeting as required.
7. Allot the rooms for examination.
8. Prepare a seating plan with adequate spacing.
9. Prepare and circulate notices for the examination.
10. Give notice for the question paper submission.
11. Arrange secure printing, handling and storage of question papers

12. Prepare and share the invigilation duty.
13. Inform the Superintendent (support staff) and assign the duties.
14. Conduct briefing sessions for invigilation and staff.
15. Place requisitions for stationery/ answer sheet/ lesson plan register, and final lesson plan copy.
16. Verify student eligibility, attendance and hall ticket issuance.
17. Set the time bell ringing during the exam.
18. Prepare examination protocols for internal, external (practical) and university exams.

During the Exam

19. Ensure timely distribution of the question paper and answer sheets.
20. Monitor the examination hall through rounds and supervision.
21. Address any emergencies, discrepancies, or unfair practices immediately.
22. Maintain confidentiality and security of examination materials.
23. Shall not prevent any student from writing on the grounds of eligibility; such cases must be reported to the principal/management for decision.
24. Redress grievances related to the examination

Post Examination

25. Collection of internal marks
26. Ensure proper coding, evaluation and moderation process.
27. Submit the internal and external marks to the office staff for tabulation.
28. Declare the result within the stipulated time.
29. Maintain the records of marks, attendance and malpractice cases.
30. Ensure all examination records, properly reported in the prescribed format, shall be submitted to the I.Q.A.C. Coordinator within the stipulated time.
31. Ensure timely submission of marks to the University without delay and with full accuracy.
32. Shall not take leave on the days when marks/results are to be submitted to the University.
33. If required, CoE shall work beyond the college hours to complete examination-related responsibilities and deadlines.

The Controller of Examinations shall exercise the powers and authority vested in him/her for the proceedings (planning and execution) of the examination, and may withdraw or replace invigilators if there is genuine evidence that their presence in the examination may adversely impact the smooth conduct of the

examination process at that centre. S/he has the authority to seek clarification from teachers and non-teaching staff regarding any doubts or discrepancies related to the examination. S/he is authorised to request the post-university examination procedure and the submission of documents.

4.2 Principal (Centre Superintendent)

As a Centre Superintendent (C.S.), S/he will be overall in charge of the internal and university examinations. S/he is the Supervisor of the examination process and takes action against malpractice in the exam.

1. In charge of final internal and external marks proceedings towards the university and is responsible for sending internal and external marks to the university.
2. Check the question papers of the internal assessment.
3. Sealed question papers will be opened in front of the C.S.
4. Answer sheets will be sealed in the presence of the C.S.
5. Issue a show-cause notice to the faculty and staff if the task is not completed as per instructions.
6. Coordinate with the external examiner and university authorities as and when required.
7. Send the 3 warning emails for irregular attendance before the internal examination.

4.3 Vice Principal

1. The Vice Principal will be the centre superintendent if the principal is on leave during the examination periods. S/he is authorised to perform all duties and responsibilities of the principal (C.S.) in the principal's absence.

In the absence of the Controller of Examination, the Principal and Vice Principal jointly assume responsibility for the examination process. Principal & Vice Principal will not be assigned invigilation duty during the examination.

4.4 I.Q. A. C. Coordinator

The I.Q.A.C. Coordinator will check and sign every notice, duty, and result (Internal Assessment/ University exam) related to the examination. S/he will monitor the final arrangements for marks and dispatch carried out by the office staff.

4.5 Office Staff

All the office staff will coordinate with the Principal (C.S.) and CoE. regarding examination correspondence and proceedings. Office staff will be present during the examination and will fulfil the examination requirements. If required, the office shall work beyond the college hours to complete examination-related responsibilities and deadlines.

4.6. Section Officer

1. Students' registration for university exams.
2. Assist students in filling out the registration form.
3. Download and distribute the admit card.
4. Print and record examination documents.
5. Give requisition for stationery for the examination (officer)
6. Prepare stickers of roll numbers as per the seating arrangement.
7. Arrange the display board during the university exam.
8. Prepare, print and circulate the attendance sheet during the exam.
9. Prepare and print marks/grade sheets for the internal and university exams.
10. Check the information on the answer sheet duly filled in by the examinee after submission.
11. Count the answer sheets for the university exam.
12. Bind and seal the answer sheets for the university exam.
13. Check documents/mobile during examination.
14. Print and seal the final marks for the university.
15. Prepare and submit the documents to the principal (C.S.) 1 day (24 hours) before the last date of submission at the university.

4.7 Officer Correspondence

1. Share information regarding the examination.
2. Send correspondence mail related to the examination to the university and other colleges. (including notice, invitation, requisition of answer sheets, exam protocols, any other as advised by the principal)
3. Prepare the covering letter, with subject, code and number of answer sheets (final marks) for the university.

4.8 Office Assistant

1. Print notice for the examination.
2. Print the question paper 48 hours before the examination.
3. Distribute the question paper during the examination.
4. Distribute the main answer sheets and supplementary sheets during the exam.
5. Supply stationery during the examination.
6. Ring the bell during the examination as per the instructions.
7. Keep a record of the answer sheets.
8. Provide the form to fill out the marks.
9. Upload the internal marks within 7 days after the submission of the internal marks.

4.9 Accountant

1. The accountant will provide and maintain the expenses of examination proceedings.
2. Send a notice to defaulter students at least 15 days before the commencement of the internal/final exam.

4.10 Logistics in charge

1. Provide logistical support for the examination as per the requisition given by the CoE.
2. Prepare the answer sheet set as per the exam rooms.
3. Provide supplementary sheets and stationery as per requirement.

4.11 Superintendent (Support Staff)

1. Check the rooms (benches, fan, light, etc.) before the exam.
2. Guide the support staff regarding the duties during the examination.
3. Make necessary arrangements for the practical exam.
4. Stick the hall number on the door and the roll number on the bench at the time of the university exam.
5. Any other task assigned by the Principal and CoE.

4.12 Subject Teachers

1. Guide students about the examination.
2. Prepare the question paper for their respective subject.
3. Submit the question paper on a pen drive to the CoE on a specific date.
4. Collect and count the answer sheets after the exam.
5. Check the answer sheets as per the assigned date
6. Show answer sheets to the students and share feedback for improvement.
7. Submit the checked answer sheets as per the assigned date.
8. Submit the mark sheet/ marks foil (Internal & University exam) on the assigned date.
9. The utmost care will be taken by the subject teachers while submitting the final marks.
10. If any internal marks need to be changed after declaration of the internal result/ after filling out the marks foil of university exams, the concerned teacher will give a written application to the CoE.

4.13 Invigilator

Before Examination

1. Report to the examination hall 30 minutes before the University exam/ 20 minutes before the internal exam.
2. Collect the question paper and answer sheet from the exam department.
3. Verify seating arrangements and students' identity (ID Card/Hall tickets)
4. Maintain the reporting time and the time of exchange of duty.
5. Ensure no bags, digital devices, or unauthorised materials are carried by the students.
6. Give the answer sheet 15 minutes before the commencement of the exam.
7. Write the required information on the board before the commencement of the exam.
8. Provide the question paper 5 minutes before the commencement of the exam.
9. Do not engage in any personal work during the examination.
10. Avoid using mobile phones during the examination.
11. Mobile phones may be used only to communicate with the CoE/Vice Principal/Principal in special circumstances.

During Examination

1. Read out important instructions clearly to students.
2. Maintain strict vigilance throughout the examination
3. Check the information duly filled out by the examinee and sign on the answer sheet.
4. Share the time as and when asked by the examinee.
5. Avoid engaging in personal work (Mobile usage, reading, etc.)
6. Do not leave the examination hall unattended.
7. Prevent and report any unfair means immediately.

Post Examination

1. Collect the answer script in order and verify the count with attendance.
2. Submit all the materials to the CoE without delay.
3. Sign required documents and reports accurately.

4.13 Support Staff

1. Seating arrangement as per the seating plan recommended by CoE.
2. Maintain the cleanliness of the exam rooms.
3. Arrangement and distribution of refreshments
4. Other allotted duties assigned by the centre superintendent/ examination controller.

5. LEAVE RULES DURING THE EXAMINATION

No Casual Leave (C.L.), Duty Leave (D.L.), or Special Leave (S.L.) will be granted to subject teachers during internal or external examinations. In emergencies, such as medical needs or important personal events, leave may be granted only with the approval of the college's Secretary.

All teachers must be present in the college on the day marks are dispatched to the university. No special leave will be granted on that date. In case of an emergency, teachers may be called by the college. Any teacher unable to be present on the day of dispatch must inform the Principal/CoE at least 48 hours in advance. The management will consider cases involving medical emergencies.

6. QUESTION PAPER

1. Teachers will take utmost care while preparing question papers.
2. The question paper will be prepared as per the university format.
3. Questions should be given from all the units of the prescribed syllabus.
4. The question paper will be prepared in simple and legible language.
5. The question paper will not be accepted if it is incomplete.
6. The question paper will be properly aligned.
7. CoE, Vice Principal and Principal will check the question paper.
8. In case of any discrepancy, the CoE will communicate with the respective subject teacher.
9. The finally checked and corrected question paper will be sent for printing in the office.

7 MARKS ALLOCATION

7.1 Parameters of Internal Examination marking – 10 marks

Total Marks	Internal Exam	Class Test/Unit Test	Project/Assignment	Attendance
10	5	2	2	1

7.2 Parameters of Internal Examination marking – 20 marks

Total Marks	Internal Exam	Class Test/Unit Test	Project Assignment	Attendance
20	10	4	4	2

7.3 Parameters for School Internship - Observation – 50 marks

Total Marks	Lesson Plan	Observation	Feedback	Diagno	School Assembly	Arrangement of Class	Literacy Act	Sport activity	Campus Cleaning	Nature Study
50	10	5	4	4	3	4	4	3	3	4

7.4 Parameters for Kolhan University School Internship Practical exam – 100 marks

Total Marks	Lesson Plan Register	Final Lesson Plan	Teaching Aids	Viva Voce	Teaching Demonstration	Attendance In School internship
100	25	15	20	10	20	10

8. REGULAR ATTENDANCE

1. 70% attendance – will get 100% marks of the total attendance
2. 50% - 70% attendance – will get 80% marks of the total attendance
3. 30% - 50% attendance – will get 60% of the total attendance
4. Below 30 % attendance - will get 40% of the total attendance

9. INTERNAL EXAMINATION

1. Students will appear in the examination as per the notification provided to them.
2. Students will report 30 minutes before the commencement of the examination.
3. Students will abstain from any malpractice during the examination.
4. No reference papers, chits, cell phones or digital devices will be allowed in the examination hall.
5. Re-exams will be arranged for the students who cannot attend the main exam. An official email should be sent to the Principal/ CoE by the students 24 hours before the examination.

6. Physical attendance is mandatory for all students.
7. Wearing the uniform and Identity card is compulsory for all.
8. In the case of extreme emergencies, such as an accident or the death of a family member, the student must immediately inform the Secretary or Principal of the college via email**.**

10. UNIVERSITY EXAM

1. CoE will share the notice of the university exam as per the university notification.
2. Students will collect the admit card from the college, duly signed by the Principal.
3. Students will wear the uniform and ID card in the exam
4. Students will report to the examination hall 30 minutes before the exam
5. Students will carry the necessary stationery with them.
6. Students will contact the CoE/ Principal regarding any issues related to the examination.
7. Students will abstain from malpractices during the exam.
8. The CoE will conduct the External (Practical) exam according to the university notification
9. The CoE will ensure the dispatch of the marks to the university within the stipulated date.

11. EXTERNAL PRACTICAL EXAMINATION

1. The CoE, with the consent of the principal, decides the date of the external examination
2. The principal will send the invitation letter to externals.
3. Students will bring the project and assignment advised by the respective subject teachers.
4. Report to the exam centre as per the reporting time mentioned in the notice.
5. Physical attendance is mandatory for the Practical Examinee.
6. If the candidate is not present on the day of the practical exam, they will be marked absent, and their marks will be withheld for that semester.
7. Wearing the uniform and Identity card is compulsory for all.

12. RE-EXAMINATION

1. The re-exam will be taken only in the case of a medical emergency. Other emergencies will be considered per the contingency plan.
2. A student must inform the principal / CoE of the college in advance about the cause of their absence from the examination through an official email.

13.EXCEPTIONAL CASE

In exceptional cases where students are unable to attend regular classes or fail to submit assignments on time, they may be permitted to appear for the examination only with prior approval from the management.

14. MEDICAL FACILITY

1. A separate arrangement will be provided in the case of illness.
2. The medical facilities will be provided by the college, including the sick room, wheelchair access, and other medical aids.

15. SCRIBE/WRITER

Students can bring a scribe or a paper writer if they are unable to complete the answer sheet because of a physical illness.

16. RESULT DECLARATION

The result will be declared on the notice board in the presence of the examination controller. If any discrepancies arise, the concerned teacher reports them to the COE in writing.

17. GRIEVANCES

Students may submit their examination-related grievances in writing to the Controller of Examinations. The Controller will review the matter with utmost seriousness and make every effort to resolve it promptly and fairly.

18. DISCIPLINE AND MALPRACTICE

1. Students found using unfair means will face disciplinary action as per the rules.

2. Invigilators must document and report malpractice cases immediately.
3. Use of electronic gadgets (mobile phones, smart devices) is strictly prohibited unless permitted.
4. Any disturbance or misconduct must be handled promptly.

19. CODE OF CONDUCT

1. Teachers must act with integrity, impartiality, and professionalism.
2. Confidentiality of examination-related information must be maintained.
3. No favouritism or bias shall be shown in evaluation or supervision.
4. Proper dress code and punctuality must be maintained by staff.

20. EMERGENCY PROTOCOLS

1. In case of emergencies (medical, technical, or natural), inform the CoE immediately.
2. Ensure student safety and proper documentation of incidents.
3. Follow institutional contingency plans where applicable.

21. RECORD KEEPING

1. Maintain proper documentation of:
   - Attendance sheets
   - Marks registers
   - Invigilation duty charts
   - Malpractice reports

2. Records must be preserved as per institutional and regulatory requirements.
3. All records must be accurately reported and submitted to the IQAC Coordinator within the prescribed timeline.

22. AMENDMENTS

These rules may be updated periodically in accordance with university guidelines, regulatory authorities, or institutional needs.