The Examination Procedure &

Re-evaluation Procedure Developed by

Shobhit University, Gangoh, Saharanpur

Shobhit University
EDUCATION EMPOWERS

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Standard Operating Procedure for Grievance Resolution System

1. Following the announcement of results, mark sheets will be dispatched to the respective Schools within 10-15 days.
2. Candidates are permitted to submit an application in the prescribed format, accompanied by the necessary fees, for the retotaling and/or photocopies of their evaluated answer scripts for the examinations they have taken.
3. Each candidate is eligible to request retotaling or photocopies of answer scripts from the most recent university examinations they have participated in.
4. This service is exclusively available for theory answer books from all examinations administered by the University.
5. However, candidates are not eligible to request retotaling or photocopies of answer scripts related to practical, sessional, viva-voce examinations, dissertations, theses, or any university examinations that utilize a grading system instead of numerical scores.

The application procedure is as follows:

1. The individual, henceforth referred to as "Applicant," is solely permitted to request the retotaling and/or photocopy of the evaluated answer book(s).
2. An Applicant wishing to obtain the retotaling and/or photocopy must complete the designated application form.
3. This application form is provided by the university upon payment of a non-refundable fee of Rs. 1000, payable in cash or via demand draft in favour of the Shobhit University Gangoh Saharanpur.
4. The completed application form must be submitted within 10-15 days (inclusive) from the date the results of the relevant examination(s) are announced.
5. Any application forms that are incomplete will be rejected without explanation, and the fees submitted with the application will not be refunded, nor will any appeals be considered.

Note:
   (i) It is the duty of the respective Schools to promptly distribute the statement of marks upon receipt from the University.
   (ii) Students are responsible for collecting their statement of marks from the Schools and must apply for retotaling and/or photocopies within the designated time frame as specified.
   (iii) No applications will be accepted under any circumstances after the deadline.

6. The Dean or Principal of the respective Schools will announce the final date for submitting applications for retotaling and/or photocopies on the notice board.
7. Applications must include a non-refundable fee of Rs. 1,000 for retotaling per answer book, as determined by the University, payable in cash or via demand draft made out to the Shobhit University Gangoh Saharanpur.
8. Each application must also be accompanied by a photocopy of the mark list and the admit card for the relevant examination, duly attested by the Dean or Principal of respective Schools.
9. The Dean or Principal of respective Schools is required to submit these applications to the University in separate examination-wise covers, along with the collected fees, within three days (inclusive) of the application submission deadline.
10. Upon receiving the application forms from the respective Schools, the University will then review the requests for retotaling and/or photocopies of the relevant answer books.

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A) Verification of Answer Books:

a. The answer books will be examined by a scrutiny officer designated by the university to ensure the accuracy of the total marks recorded and to confirm that all responses have been evaluated.

b. The re-totaller is responsible for reviewing all questions and sub-questions to ensure they have been marked appropriately. Should any answers be found unassessed during this verification process, the re-totaller must promptly inform the Controller of Examinations.

c. The Vice-Chancellor will then instruct that these answers be assessed, and the marks awarded for them will be included in the total marks achieved by the candidate.

B) Photocopy of Answer Books:

(i) It must be verified that the total marks recorded on the mark list for the examinee correspond with those indicated on the cover page of the answer book.

(ii) It should be confirmed that the marks assigned to each question in the answer book are accurately reflected on the mark sheet.

(iii) The accuracy of the total marks for each question listed on the cover page must be ensured.

(iv) It is essential to ascertain that all answers in the answer book have been evaluated by the examiner.

(v) Should any discrepancies arise regarding the points outlined in clauses a, b, c, or d, the university is responsible for rectifying these issues, with authentication from the Controller of Examinations or a designated representative of the Vice-Chancellor, and final verification by the appropriate university authority.

11. The photocopy of the answer book will be provided to the examinee after any necessary corrections to the marks on the cover page have been made and the identity of the examiner(s) has been obscured.

12. The Controller of Examinations or designated officials will certify the main cover page of the answer book by affixing the official seal. Under no circumstances shall the identity of the examiner be revealed.

13. The photocopies of the answer books will be forwarded to the Dean or Principal of the respective Schools for distribution to the concerned applicants, contingent upon the procurement of a written acknowledgment from them.

14. The University will strive to provide these photocopies to the Dean or Principal of the relevant respective Schools within fifteen days from the date of receipt of the application forms.

15. The Dean or Principal of the respective Schools will post a list of students on the Notice Board whose photocopies have been received from the university. These photocopies will be handed over to the applicant in person and will not be given to any other individual under any circumstances.

16. When collecting the photocopies, the applicant must present the original receipt of the application form submission and verify their identity to the Dean or Principal of the respective Schools.

17. Upon receiving the photocopies, the applicant will be the sole custodian and must not relinquish possession or use them for any other purposes, nor transfer them to anyone else.

18. The photocopies obtained by the applicant are strictly for their exclusive use, and neither the applicant nor any other individual may use them to contest the quality of assessment or the marks assigned to the answers.

Controller of Examination

Registrar

Standard Operating Procedure (SoP)
Handling for Misconduct and Unfair Means in Examination

Meaning of Misconduct and Unfair Means in Examination

Misconduct

Misconduct in examinations refers to any behavior by a student that disrupts the examination process or violates the rules set by the institution. This includes but is not limited to:

- Causing disturbances or behaving in a disorderly manner.
- Threatening or intimidating other candidates or staff.
- Impersonating another student.
- Refusing to follow invigilators' instructions.
- Using abusive or inappropriate language during exams.

Unfair Means

Unfair means involves the use or attempted use of unauthorized assistance or materials to gain an unfair advantage in an examination. Examples include:

- Copying from another student's paper.
- Using unauthorized notes, books, electronic devices, or calculators.
- Possession of answer sheets or question papers before the exam.
- Communicating with others during the exam to obtain answers.
- Attempting to bribe or influence examiners or invigilators.

Purpose

To establish a clear, consistent process for identifying, reporting, investigating, and resolving incidents of misconduct and use of unfair means during examinations, ensuring fairness and maintaining academic integrity.

Scope

This procedure applies to all students appearing for examinations conducted by the institution, as well as the examination staff responsible for invigilation and disciplinary actions.

Definitions

- **Misconduct:** Any behavior that disrupts the examination process or violates examination rules, including cheating, impersonation, causing disturbance, or threatening others.
- **Unfair Means:** The use or attempted use of unauthorized materials, devices, or methods to gain an advantage in an examination.

Responsibilities

- **Invigilators:** Detect, report, and document any suspicious behavior or confirmed incidents of misconduct/unfair means.
- **Chief Superintendent/Exam Coordinator:** Receive reports, supervise investigation, and coordinate disciplinary proceedings.
- **Examination Disciplinary Committee:** Review evidence, conduct hearings, and recommend appropriate sanctions.
- **Students:** Comply with examination rules and cooperate in investigation processes.

Procedure

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Detection and Initial Action
- Invigilators must be vigilant throughout the examination.
- On suspicion or detection of misconduct/unfair means, the invigilator shall:
  - Confiscate unauthorized materials immediately.
  - Record details including student's name, roll number, nature of the offense, time, and place.
  - Notify the Chief Superintendent without delay.
  - Allow the student to complete the exam provisionally unless behavior is disruptive.
  - Collect statements from witnesses if applicable.

Documentation
- Complete an **Unfair Means Report (UMR)** form with:
  - Student details
  - Description of the offense
  - Evidence collected (e.g., confiscated materials, photographs)
  - Invigilator's signature
- Attach the UMR to the student's answer script and submit to the Examination Office.

Investigation
- The Chief Superintendent shall forward the report to the **Unfair Means Committee (UFMC)**.
- The **UFMC** shall:
  - Review the report and evidence.
  - Provide an opportunity for the accused student to explain or defend their actions in a formal hearing.
  - Maintain confidentiality throughout the process.

Disciplinary Hearing
- Scheduled within a reasonable timeframe (e.g., within 7 working days).
- The student will be notified in writing about the charges and hearing details.
- The student may present evidence or witnesses.
- The committee will deliberate and reach a decision based on facts.

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Standard Operating Procedure (SoP) for
Question Paper Setting

Purpose
To establish a standardized process for preparing examination question papers that are clear, relevant, secure, and aligned with the curriculum and learning objectives.

Scope
This procedure applies to all academic departments and faculty members involved in the setting of question papers for university examinations.

Responsibilities
- **Question Paper Setter (Faculty):** Prepare question papers as per syllabus and guidelines.
- **Examination Committee/Controller of Examinations:** Ensure confidentiality, coordination, and timely distribution.
- **Moderator/Reviewer:** Verify the question paper for quality, coverage, and compliance.

Procedure

Selection of Question Paper Setters
- The department Head or Examination Committee appoints qualified faculty members based on expertise and experience to set question papers.
- External experts may be invited for paper setting, especially for advanced or specialized courses.

Guidelines for Setting Question Papers
- Question papers must be based strictly on the approved syllabus and academic curriculum.
- Questions should cover the entire syllabus, ensuring a balanced distribution of marks.
- The question paper must include different types of questions: objective, short answer and long answer questions as per the exam pattern.
- The difficulty level should be appropriate to the course and student level.
- Instructions to candidates must be clear and concise.

Preparation of Question Paper
- The setter prepares the question paper in the prescribed format and adheres to the word/page limits.
- Confidentiality must be maintained; the question paper draft should be shared only with authorized personnel.

Submission and Review
- The question paper is submitted to the CoE office by the specified deadline.
- Reviews the question paper for:
  - Syllabus coverage
  - Clarity and correctness of questions
  - Proper marking scheme
  - Adherence to guidelines
- If necessary, the paper is sent for moderation.

Moderation

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- The Moderator reviews the question paper independently for:
  - Quality of questions
  - Overlaps or omissions
  - Appropriate difficulty level
- Suggestions for modifications are communicated to the setter.
- Final approval is granted by the CoE office after moderation.

Finalization and Confidentiality
- The approved question paper is apporoved within the stipulated deadline.
- All question papers must be handled as confidential documents.
- Printed question papers are securely stored and distributed only on the day of the exam.

Security Measures
- Question paper drafts must be transmitted through secure channels (e.g., encrypted emails or sealed envelopes).
- Access to question papers is restricted to authorized personnel.
- Copies of question papers must be collected and accounted for after printing.

Record Keeping
- A copy of the final question paper and moderation report is archived securely by the Examination Office.
- Records of setters, moderators, and approval dates are maintained for audit purposes.

Review and Amendment

This SoP shall be reviewed annually or as needed to incorporate improvements or address emerging issues.

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Standard Operating Procedure (SoP)
Examination Hall Conduct

Purpose
To establish clear and standardized procedures for managing the examination hall to ensure a fair, secure, and disruption-free environment for all students during examinations.

Scope
This SoP applies to all staff, invigilators, and students involved in the conduct of internal and external university/college examinations.

Responsibilities

Invigilators:
- Report to the examination control room at least **30 minutes** before the examination.
- Collect question papers and attendance sheets.
- Ensure the examination hall is in proper order (clean, quiet, adequate lighting, and ventilation).
- Verify student identity and admit cards before allowing entry.
- Supervise candidates throughout the examination period.
- Maintain discipline and report any irregularities immediately.
- Ensure answer booklets are collected, arranged, and submitted securely post-examination.

Examination Office/Control Room:
- Distribute question papers and answer booklets in a timely and secure manner.
- Maintain a record of issued and received examination materials.
- Handle emergencies and coordinate with campus security if necessary.

Students:
- Must arrive at least **15 minutes** before the start of the examination.
- Must carry a **valid admit card** and **student ID**.
- Are not allowed to bring any unauthorized material (books, notes, mobile phones, smartwatches, etc.) into the examination hall.
- Must maintain silence and follow instructions from invigilators at all times.

Entry and Seating
- Entry into the examination hall is permitted **15–30 minutes prior** to the examination start time.
- Seating should be according to the **seating plan** displayed outside the hall.
- Students must be seated **10 minutes before** the scheduled start time.
- Late entry is permitted only up to **30 minutes** after the start of the examination, with valid reasons and at the discretion of the chief superintendent.

Materials Allowed Inside
- Admit card and ID card (compulsory)
- Pens, pencils, erasers, and geometry instruments as needed
- Transparent water bottle (if permitted)
- Other tools (calculator, log table, etc.) only if explicitly allowed

Prohibited Items

- Mobile phones, smartwatches, earbuds
- Study material, notes, papers
- Programmable calculators (if not permitted)
- Bags or large personal belongings

All prohibited items must be deposited outside the examination hall or not brought at all.

Conduct During Examination

- No communication between students is permitted.
- Students must raise their hand to get the invigilator's attention.
- Any attempt to copy, assist others, or use unfair means will lead to disciplinary action as per university rules.
- Students must not leave the examination hall within the **first 30 minutes or last 15 minutes** of the exam.

Handling Unfair Means

- If a student is caught using unfair means:
  - The material shall be confiscated.
  - The incident will be recorded in the unfair means report (UFM) format.
  - The student may be allowed to continue provisionally depending on the severity.
  - The case will be reported to the **Examination Disciplinary Committee** for further action.

End of Examination

- Invigilators will announce **10 minutes before** the end time.
- On conclusion, students must stop writing immediately.
- Answer booklets must be handed over to the invigilator before leaving the hall.
- Students must leave the hall quietly and promptly.

Emergency Protocols

- In case of medical emergencies, the invigilator must inform the control room immediately.
- Evacuation during disasters (fire, earthquake) should follow the institution's disaster management plan.

Recordkeeping

- Attendance sheets must be signed by students and countersigned by invigilators.
- Any incidents or unusual occurrences must be documented and submitted to the Examination Office.

Review and Amendment

This SoP is subject to periodic review by the Examination Committee and may be amended as necessary to meet evolving academic and administrative requirements.

Standard Operating Procedure (SoP)
Filing Examination-Related Grievances for Students

Purpose
To establish a transparent and efficient mechanism for students to file, track, and resolve examination-related grievances, ensuring fairness and academic integrity.

Scope
This SoP applies to all students enrolled in the institution who wish to raise concerns specifically related to examinations. This includes but is not limited to:
- Errors in evaluation or marks entry
- Discrepancies in result declaration
- Misconduct during examination (by invigilators or students)
- Delay in result publication or mark sheets
- Problems in exam registration or hall ticket generation

Responsibilities
- **Students:** To submit grievances in a timely and accurate manner with proper documentation.
- **Examination Cell:** To receive and respond to grievances, verify facts, and coordinate resolutions.
- **Head of Department/Controller of Examinations:** To oversee fair investigation and resolution.
- **Examination Grievance Redressal Committee (EGRC):** To formally investigate and decide on complex or escalated cases.

Procedure
Filing the Grievance
Students must file their grievance within **7 working days** from the date of the issue (e.g., result publication, exam date, etc.) through one of the following methods:
- **Online examination grievance portal** (Diggicampus)
- **Official email** to the Examination Cell or Controller of Examinations
- **Written application** submitted at the Examination Office

Required Details:
- Full Name and Roll Number
- Course/Subject Name and Exam Details
- Description of the grievance
- Date of incident or concern
- Supporting documents (e.g., mark sheet, hall ticket, screenshots, etc.)

Acknowledgment
- The Examination Cell will acknowledge the grievance within **3 working days** of receipt and provide a **reference number** for tracking.

Preliminary Review
- The CoE office will conduct an initial review to determine:
  - If the grievance falls under examination-related issues

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  o Whether adequate information has been provided
  o If immediate action can resolve the issue

Investigation and Resolution
For Simple Grievances (e.g., mark entry errors, hall ticket issues):

- The Examination Cell will resolve the issue directly within **5 working days** and notify the student.

For Complex Grievances (e.g., revaluation disputes, misconduct reports, question paper concerns):

- The case is forwarded to the **Examination Grievance Redressal Committee (EGRC)**.
- EGRC will:
  o Review documentation and hear from involved parties if necessary
  o Consult faculty members or subject experts as needed
  o Investigate exam center reports, CCTV footage, or internal records
  o Complete the review and submit a resolution within **10–15 working days**

Outcome Notification

- Students will be informed of the outcome through official email or written notice.
- Decisions may include:
  o Correction of marks
  o Approval for revaluation or re-examination
  o Disciplinary action (if misconduct is proven)
  o Justified rejection with explanation

Appeal Process

- If dissatisfied, the student may appeal to the **Dean/Principal/Academic Council** within **7 working days** of receiving the decision.
- The decision of the appeal authority will be final.

Confidentiality and Ethics

- All grievances will be handled confidentially and with impartiality.
- Retaliation against any student for filing a grievance is strictly prohibited and may lead to disciplinary action.

Record Keeping

- All examination-related grievance records, communications, and decisions will be stored securely by the Examination Office.

Review and Amendments

- This SoP shall be reviewed annually by the Examination Committee and updated based on feedback or regulatory changes.

Ref: SUG/RO/ACS/9(Odd.Sem.)/2024(I)   Dated: 11th December, 2024

NOTICE
ODD SEMESTER END EXAMINATIONS- DECEMBER, 2024

ATTENTION ALL THE EXAMINEES OF SHOBHIT UNIVERSITY
(DOs & DON'Ts)

1.   Students are advised to ensure the following :-

DOs:
(a)   Wear proper University Uniform alongwith Identity Card on the days of examination.
(b)   Maintain proper discipline during examination.
(c)   Enter their roll number/enrolment number carefully on the answer book.
(d)   Leave two line space after completion of each question or part thereof and always write question number with part in the beginning of the question.
(e)   Locate and occupy the seats allotted to them well in time.
(f)   Obey all the orders issued by Controller of Examination on all matters relating to examinations.
(g)   Read carefully the instructions for the examinees on the back page of answer book.
(h)   Bring their own pens and use blue ink only for answering the questions.
(i)   Carry your **ADMIT CARD.**
(j)   At the end of your work in the answer sheet, write your **Roll Number.**

DONT'S:
(a)   Don't bring cell phone, any other communication devices, programmable calculator in the examination room/hall. If any item listed above, found with examinees in the examination room/hall, it will be treated as **"Use of Unfair Means".**
(b)   Don't change ink/pen during examination.
(c)   Don't bring any text books/notes with them in the Examination Hall which may be treated as unfair means.
(d)   Don't leave any blank page between any two answers in the answer book.
(e)   Don't enter in the examination hall after 30 minutes of the scheduled commencement of the exam.

NOTE- NO SUPPLEMENTARY ANSWER BOOK WILL BE ISSUED.

                                        Dr. Mahipal Singh
                                        Registrar

For kind information to:-
1.   PS to Hon'ble Chancellor   -   for info of the Hon'ble Chancellor, please.
2.   PS to Hon'ble VC   -   for info of the Hon'ble Vice-Chancellor, please.

Distribution:-
1.   All Dean/Director/HoD(s) of the School/Department(s) concerned
2.   Sr Director CR/HR
3.   Dean Academics/Director IQAC
4.   Dean Student's Affairs
5.   Controller of Examination
6.   Security Officer   - You are requested to ensure proper security arrangements.

Ref: SU/RO/ACS/9(Odd. Sem.)/2024   Dated:11ᵗʰ December, 2024

NOTICE

1. To ensure the smooth conduct of Odd. End Semester Examination of all students from 18ᵗʰ Dec 2024 to 18ᵗʰ January, 2025 and evaluation of answers books, the following insturctions will be followed by all the members of faculty and staff :-

    (a) The members of faculty/staff shall not avail any kind of leave without prior sanction during the period of examination, evaluation and other related work.In case, anybody avails leave without prior sanction, and the period of absence shall be treated as **"Leave without Pay (LWP).**

    (b) The members of faculty to be involved in the examination duties will not use their Mobile in the examination hall/rooms during examination being an invigilator.

Dr. Mahipal Singh
Registrar

Copy to :- All the Deans/Directors/Coordinators o the Faculty/Schools/Centers:
(a) School of Engineering and Technology
(b) School of Biological Engineering & Sciences
(c) School of Pharmacy (AVIPS)
(d) School of Agriculture and Environmental Sciences
(e) School of Business Studies and Entrepreneurship
(f) School of Education
(g) School of Law and Constitutional Studies
(h) School of Naturopathy (KSVMCN&YS)

For kind Information to :-
- Ps to Hon'ble Chancellor   - for kind information of the Hon'ble Chancellor, please.
- Ps to Hon'ble VC and PVC - for kind information of the Hon 'ble Vice Chancellor and Pro Vice Chancellor, Please.
- Dean Research & Development
- Sr. Director, HR/CR
- Dean Academics/IQAC
- Dean Students' Affairs   - For kind information, please.
- Director, Outreach Cell
- Controller of Examinations
- Finance Officer
- Hostel Warden(Girls & Boys Hostel(s)   -You are requested to intimate all the students residing in the Hostel(s), please.
- Mr. Jitendra Kr.S. Jadaon   -You are requested to opload the notice on DIGII (Collpoll) for information of the students, please.
- Office copy

Standard Operating Procedure (SOP)
For Physically Challenged Students, Medical and Accidental Cases
(Examinations)

Objective:
To provide fair and reasonable accommodations to students who are physically challenged or have temporary disabilities due to accidents, ensuring equal opportunity in academic assessments.

Scope:
Applies to all students with:
- Permanent physical disabilities
- Temporary disabilities due to recent accidents/injuries
  - Documented medical conditions affecting mobility, writing, or cognition

Documentation Required:
- **For Permanent Disability:**
  - Valid government-issued disability certificate (with type and percentage of disability)
- **For Accidental Cases:**
  - Recent medical certificate/report from a registered medical practitioner
  - Injury must be certified as affecting exam performance (e.g., broken arm)

All documents must be submitted to the CoE Office through their school **at least 3 days prior** to the exam date.

Special Arrangements:

Requirement	Provision
Scribe/Writer	Allowed on request with proper documentation
Separate Sitting Room	Provided to ensure comfort and minimize distractions
Wheelchair Access	Ensured in examination centers
Permission to use aids	Such as hearing aids, magnifiers, etc., if medically advised
Temporary Injury Assistance	Based on doctor's note – includes writer/extra time

Appointment of Scribe:
- The candidate may bring their own scribe or request the college to provide one.
- Scribe should be **one academic year junior** or **from a different stream**.
- A declaration form must be signed by both the candidate and the scribe.

Procedure to Apply:
1. **Submit Application** to the Examination Cell with:
   - Medical/Disability certificate
   - Request letter for support (scribe/extra time/room)
2. **Verification** by the Examination Committee
3. **Approval** from Principal or authorized academic officer
4. **Intimation** of the arrangements to the student in writing

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Confidentiality:

All medical records and special arrangements must be handled confidentially and respectfully, without any form of discrimination.

Review & Appeals:

Any disputes regarding accommodations can be appealed to the University Examination Committee within **2 working days** of the decision.

Compliance:

All provisions must comply with:

- UGC Guidelines for Disabled Students
- University Examination Rules

Standard Operating Procedure (SoP)
Evaluation Guidelines of Answer Scripts

Purpose

To provide standardized guidelines to evaluators for assessing student answer scripts with consistency, fairness, and academic integrity, ensuring that the evaluation reflects the true performance of the students.

Scope

This SoP applies to all faculty members, internal and external examiners, moderators, and head examiners involved in the evaluation of answer scripts for internal, mid-term, and final examinations across all academic programs.

Objectives

- To ensure uniformity and fairness in marking across all evaluators.
- To provide clarity on evaluation procedures and expectations.
- To align evaluation practices with the approved syllabus and examination scheme.
- To maintain the integrity and confidentiality of the evaluation process.

Evaluation Guidelines

Use of Marking Scheme

- Evaluators must strictly follow the official **marking scheme/model answers** approved by the subject coordinator or examination committee.
- Marks should be awarded step-by-step for partially correct answers as per the scheme.
- No deviation from the scheme is allowed without written approval from the head examiner or moderation committee.

Clarity and Legibility

- Marks awarded should be written **clearly and legibly** in the margins next to the corresponding answer.
- Total marks for each question should be circled or boxed for visibility.
- Use of **red ink** is recommended for marking to distinguish it from the student's writing.

Marking of Unattempt and Incomplete Answers

- Unattempt questions should be clearly marked with a dash or "NA" (Not Attempted).
- Incomplete answers should be awarded marks proportionally, based on what has been correctly attempted.

Cross-checking and Totaling

- Evaluators must ensure:
  - All answers have been evaluated.
  - Totals are correctly calculated and match the mark sheet.
- Rechecking of total marks on the front page and final score is mandatory before submission.

Remarks and Feedback

- Brief and relevant comments (if required) may be written to justify deductions or observations (e.g., "Incomplete", "Wrong formula", "Correct approach").
- Avoid unnecessary annotations that could reveal evaluator identity in case of re-evaluation.

Consistency and Bias Avoidance

- All scripts must be evaluated with **uniform standards**.
- Evaluators must not allow personal bias, assumptions, or knowledge of a student's identity (in case of coded scripts) to influence marking.

Confidentiality and Security
- Answer scripts and marking schemes are **confidential academic documents**.
- Evaluators must:
  - Not disclose marks or student performance to unauthorized persons.
  - Ensure answer scripts are stored securely when in possession.
  - Return all evaluated scripts in sealed, labeled packets.

Time Frame for Evaluation
- Evaluation must be completed within the specified deadline (generally **7–10 working days**) from the date of distribution.
- Delays must be reported to the Examination Cell in writing.

Role of Moderators/Head Examiners
- Conduct random sample checks (usually 10–15%) of evaluated scripts.
- Ensure adherence to the marking scheme and uniformity in marking.
- Address any deviations or inconsistencies found in the evaluation.

Handling Discrepancies
- Any discrepancies in marking, totaling, or questionable entries should be reported immediately to the CoE Office.
- The concerned evaluator may be required to recheck or justify the script.

Submission Protocol
- After evaluation:
  - All scripts should be bundled and submitted as per instructions (course-wise, section-wise, etc.).
  - Marks should be recorded accurately in the official mark sheet (manual or digital).
  - Evaluators must sign a declaration confirming the accuracy and confidentiality of the evaluation.

Review and Amendment
- This SoP is reviewed periodically by the Examination Committee.
- Updates are made to align with changes in academic policy, curriculum, or examination regulations.

Code of Conduct for Evaluators
- Maintain fairness and neutrality.
- Complete the evaluation diligently and on time.
- Respect institutional procedures and confidentiality.
- Refrain from discussing scripts or marks with students or unauthorized personnel.

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Standard Operating Procedure (SoP)
Enrollment of Regular Candidates to the Examination

Purpose

To define the standardized procedure for the enrollment of regular candidates for university examinations, ensuring transparency, compliance with academic regulations, and maintenance of academic integrity.

Scope

This SoP applies to all regular students enrolled in academic programs who are eligible and intend to appear for university examinations.

Procedure

i. Eligibility for Examination

- A student shall be considered eligible to appear for the examination if they are formally admitted to the academic program and have fulfilled all curriculum requirements as per the approved syllabus.
- Eligibility also includes meeting minimum attendance and internal assessment requirements as outlined by the academic council.

ii. Academic Calendar

- The Academic Calendar, published at the beginning of the academic year, shall include key dates for examinations, form submissions, and internal assessments.
- Students are responsible for adhering to all timelines and deadlines as mentioned in the calendar.

iii. Attendance Requirements

- A minimum of 75% attendance in each course is mandatory for a student to be eligible to appear in the end-semester examinations.
- Attendance will be monitored by the concerned faculty and consolidated monthly.

iv. Condensation of Attendance

- In exceptional circumstances (e.g., medical emergencies, official university representation), students with attendance between 60%-74% may apply for condensation of attendance.
- The application must be supported by valid documentation and is subject to approval by the Head of Department and the Principal.

v. Application for Examination

- Eligible students must apply for examination through the university's examination portal (Digiicampus)or designated form within the stipulated timeframe.
- Applications must be complete in all respects, including fee payment and required attachments.

vi. Submission of Examination Forms

- Examination forms shall be submitted online or in-person (as directed) before the deadline mentioned in the Academic Calendar.
- Late submissions, if allowed, may attract additional fees or penalties.

vii. Conditions for Appearing in Examination

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- Students must possess a valid admit card and student ID card on the day of examination.
- Students under disciplinary action or academic probation may be restricted from appearing in the examination.

viii. Students Missing an Examination

- Students who miss an examination due to valid reasons (e.g., illness, bereavement) may apply for re-examination with supporting documentation.
- Approval for re-examination lies with the Examination Committee and is subject to the academic regulations of the university.

ix. Record of Continuous Internal Evaluation

- Continuous Internal Evaluation (CIE) is mandatory and accounts for a portion of the final grade.
- Faculty members are responsible for maintaining accurate and timely records of CIE (e.g., assignments, quizzes, midterms), which shall be shared with students before final submission.

Responsibilities

- **Students:** To ensure timely compliance with examination requirements.
- **Faculty:** To monitor attendance, maintain evaluation records, and ensure communication of eligibility.
- **Head of Department:** To oversee student eligibility and approval of exceptional cases.
- **Examination Office:** To manage the administrative processes related to examination enrollment.

Records and Documentation

- Attendance Registers
- Internal Assessment Records
- Examination Applications and Admit Cards
- Approved Leave/Condensation Forms
- Examination Committee Decisions
-

Review and Amendment

This SoP shall be reviewed annually or as required to align with changes in academic regulations or university policies.

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Standard Operating Procedure
Question Paper Moderation

Objective
To ensure the quality, fairness, accuracy, and consistency of question papers through a systematic moderation process.

Scope
This SOP applies to all question papers prepared for internal assessments, semester exams, and end-term examinations across all courses and departments.

Responsibility
- **Paper Setter:** Drafts the original question paper.
- **Moderator:** Reviews and moderates the question paper for quality assurance.
- **Dean/Principal/Head of Department (HoD)/Exam Cell:** Oversees the entire moderation process.
- **Examination Committee:** Final approval and safekeeping of moderated papers.

Procedure
Step 1: Submission by Paper Setter
- The question paper must be submitted in soft and hard copy formats.
- Paper must include:
  - Question paper
  - Marking scheme/answer key
  - Blueprint or course outcome mapping

Step 2: Initial Review by HoD
- HoD verifies syllabus coverage, formatting, and basic compliance.
- Ensures the inclusion of all question types (MCQ, short answer, long answer, etc.) as per policy.

Step 3: Assignment to Moderator
- A qualified subject expert is assigned as moderator (preferably not the original setter).
- The identity of the paper setter and moderator should remain confidential to ensure unbiased review.

Step 4: Moderation Process
The moderator reviews for:
- **Syllabus Coverage:** All topics should be fairly represented.
- **Clarity:** Questions must be clearly worded and unambiguous.
- **Difficulty Level:** A balanced mix of easy, moderate, and difficult questions.
- **Duplication:** Avoid repetition of similar questions.
- **Typographical or Grammatical Errors**
- **Marking Scheme Accuracy**
- **Length & Time:** Paper should be solvable within the allotted time.

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Step 5: Feedback and Corrections

- Moderator notes necessary changes.
- Returns paper to setter for revisions if required.
- Revised version is resubmitted and rechecked.

Step 6: Final Approval

- Final version signed by both setter and moderator.
- Approved by HoD or Examination Committee.
- Stored securely in the Examination Cell.

Step 7: Record Keeping

- Maintain a record of moderated papers, moderator comments, and approval dates.
- Digital archive access restricted to authorized personnel only.

Confidentiality

- All stakeholders must maintain strict confidentiality throughout the process.
- Breach of confidentiality will lead to disciplinary action.

Timeline

- Moderation to be completed at least **2–3 weeks prior** to examination dates.
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Quality Assurance

- Periodic audits of moderated papers by the Examination Committee.
- Feedback from students and faculty after exams may be considered for future improvements.