

CONDUCT OF EXAMINATIONS

Introduction: Smooth conduct of examination is one of the most significant areas of an institution's credibility. This includes procedures for conduct of examination, marking/evaluation of answer sheets and preparation/declaration of results.

Procedure for Conduct of Exams: Following procedure will be observed for the smooth conduct of the university exams during a semester: -

- a. The departmental coordinator/office will issue Roll Number slips to the eligible students to appear in the midterm/end term exam. The slips will carry list of subjects and photograph of the student. The slips will be distributed at least three days before the examination.
- b. Recommended date sheet will be forwarded by Faculties / Departments at least **05** weeks before the planned date of the commencement of examination. The final date sheet will be issued by the Examination Branch and circulated to Faculties/Departments, as well as uploaded on the university website.
- c. Midterm/final examination of degree and certificate courses will be conducted at Faculty / Departmental level under the overall supervision of the Examination Branch.
- d. All the departments will prepare a proper seating plan before start of the examination. The seating plan must indicate room number, strength of the students in a room etc. This seating plan will be displayed on the door of the exam room/hall.
- e. Superintendents/Deputy Superintendents for conduct of examination will be appointed by the respective HoDs / Deans for smooth conduct and supervision of the examination as per university rule.
- f. Invigilation duties must also be assigned and notified by the respective HoDs/Dean.
- g. Question papers will be prepared by the respective teachers and vetted by departmental committees/HoDs.
- h. The departmental committees will hand over the vetted question papers to the departmental program coordinators in sealed envelopes.
- i. Question papers will be printed by program coordinators/nominated teachers by the HoDs as per the printing schedule issued by the Examination Branch in the Secrecy Room. Printed question papers will be kept in the department in sealed envelopes, identifying the section, semester, shift and the date to be opened on.

- j. On the day of the examination, sealed envelopes containing question papers will be issued by the concerned HoD to the Superintendent of the Examination.
- k. Superintendent / Deputy Superintendent will issue the sealed envelopes to the concerned invigilators. The invigilators will open the envelopes in the Exam Hall at the time of the start of the examination.
- l. The students must bring their Roll Number Slips and Student University ID cards to the examination hall every day. The invigilators must crosscheck the roll number slip/university ID card and report cases of impersonation, if any. The invigilators must also put their initials on the roll number slips against each subject the students are appearing for.
- m. The invigilators must sign the answer books. The continuation sheets of the students must also be signed by the invigilators.
- n. At the end of the paper, the invigilator will collect the solved answer sheets from students and will hand over the same to the Superintendent/ Deputy Superintendent. Total number of answer sheets will be marked on the envelopes along with signature of the invigilator.
- o. Superintendent of Examination will deposit these answer sheets to the Departmental Coordinator immediately after the conduct of examination for evaluation.
- p. It will be the responsibility of the invigilator to return the unused/blank answer sheets/continuation sheets to superintendent by the end of each paper.

Instructions for Conduct of Exams: Centre Superintendents/Dy Superintendents and Invigilators will be required to ensure the following before the start of paper in the exam hall/room:-

- a. The students must bring their Roll Number Slips to the examination every day. The invigilators must put initials on the Roll Number Slip for every subject in which the student is appearing in the examination.
- b. The invigilators must sign the main answer sheet and the continuation sheets of the students. Eligibility of a student to appear in the exams is subject to payment of semester fee, minimum attendance requirement and no other academic deficiency etc.
- c. Possession/use of any gadget, helping material, misbehavior or any kind of communication during exam is strictly prohibited. It is mandatory for the invigilator to announce these instructions on daily basis.

- d. In case, a student is found involved in any unfair means, his/her paper will be confiscated immediately and the case will be referred to the concerned committee through Superintendent Exam for decision.
- e. Faculty members shall refrain from using cell phones in the examination hall during the examination.
- f. Use of the washroom by students shall be discouraged during the examination; however, in case of any urgent need, it shall be permitted under the supervision of the invigilating staff.
- g. Once a student leaves the examination hall after submitting the answer script, they shall not be permitted to re-enter the examination hall.
- h. Concerned HoDs/RDs are required to visit the exam hall /room on daily basis to ensure the smooth conduct of examinations.
- i. All the relevant information/instructions must be communicated to the students through their coordinators well before the start of the exams.

MISCELLANEOUS TESTS/EXAMINATIONS

The University also conducts other examination such as Entrance tests for admission, GAT for MPhil and PhD admission and examination for hiring new faculty / staff etc. These tests will be conducted as follows: -

- a. Procedure for conducting the examination and checking of answer sheets will be specified by the respective branch/faculty responsible for the conduct of the examination.
- b. Respective Branch will assign the responsibility for conduct of examination to the concerned Faculty.
- c. The Dean/HoD will assign responsibility for setting up the question paper(s) to the concerned teacher(s).
- d. The Dean will forward question paper(s) to the concerned department.
- e. The answer sheets may be checked by the concerned Branch, or the grading may be assigned to a department.
- f. The Dean will forward the result to concerned branch within the due date.