

Trinity Institute of Professional Studies

Examination Branch

Standard Operating Procedure (SOP)

❖ OBJECTIVES

- The Examination Committee is the Institute's highest authority. This committee's main goal is to evaluate students' performance in a variety of internal and external exams
- It also keeps track of all the paperwork pertaining to exam registration, administration, scoring, and results.
- Its work is extremely secret, and it requires error-free performance with honesty, fairness, and transparency. This committee completes its tasks in a professional and timely manner.

❖ Types of Examination

- i) Entrance Examination (CET) for Students Admission Process conducted by GGSIPU
- ii) Internal Examination
- iii) End Term Examination

❖ Mode of Examination: -


Examinations are conducted as per the guidelines of the GGSIP University. Here we will be discussing about Internal and External Examination only.

Internal Examination

- 1) The examination schedule is created using the university's or institutes academic calendar.
- 2) Notice of the start of the internal examination is sent to all HODs, Chief Coordinators, Faculty, in-charge Library, in-charge Computer Lab, and Front Desk Officers. The same is made available at least 10 days prior to the start of the Examination on the Institute's website and notice boards.
- 3) The Estate Manager is told that certain rooms will be used for the examination, so they can make the required preparations. (Any repair of chairs, table, fans, lights etc.)
- 4) Receiving a list of students (grouped by batch) from all departments in order to create a seating arrangement. In order to prevent any other activity from taking place in such rooms during test time, a seating plan and seating arrangement (56 students per room) have been devised and shared with HODs.
- 5) Consolidated seating plans are posted on notice boards one day in advance, and room-by-room seating plans are put on the door.
- 6) Making the necessary preparations for answer sheets and other stationery by submitting a request to the Store Keeper.
- 7) Informing and requesting Faculty Members to submit the test questions in hard copy and electronic

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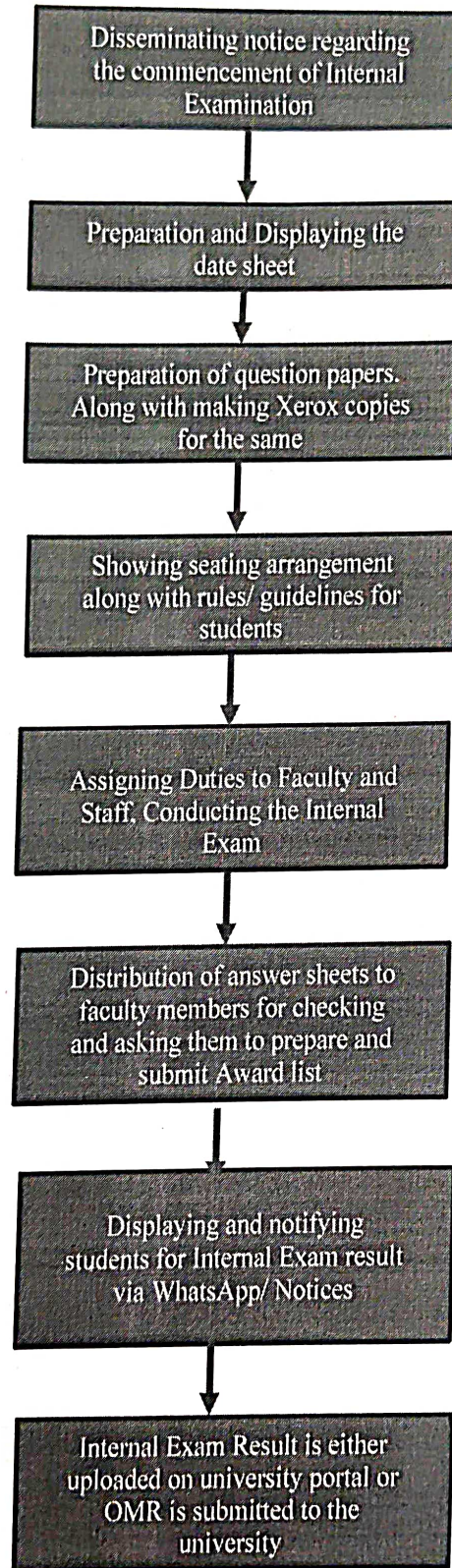
- form in accordance with the format specified by the examination department.
- 8) Request all concerned faculty members to perform the invigilation task.
 - 9) Request to estate manager for deputing class IV staff (peon, Safai Karamchhari, Electrician, guard etc.) for the conduct of examination.
 - 10) Preparation of question papers as per regulation, making the required number of copies and keeping them safely in a strong and secure place.
 - 11) Creating the required exam forms, such as the UFM (unfair means) form, the attendance/absentee form, the grievance form, the undertaking form, etc.
 - 12) In case a few students miss their exam due to some unavoidable circumstances, can appear for retest provided they meet the eligibility criteria to give retest. The students can be considered for retest only after consultation with Director.
 - 13) Circulating guidelines/ instructions for students and invigilators and displaying on notice boards.
 - 14) Sending of invigilation duty chart to all invigilators, along with the guidelines for invigilators.
 - 15) Conduct of examination ensuring the proper arrangement of water, electricity, stationery, tags, extra sheet etc.
 - 16) After the completion of examination, collection of answer sheets from all invigilators and keeping them at the safe place.
 - 17) Handing over the answer sheets to the concerned after ensuring proper entry in the file.
 - 18) Collection of answer sheets from the subject teacher and preparing Award List and Absentee statement and circulate the same to concerned HOD's.
 - 19) Showing the answer sheets to the students and discussing the mistakes for further improvement. Result is displayed on Notice Board of each department for 4-5 days and also shared on respective whatsapp group.
 - 20) Award list along with answer sheet is submitted by subject faculty members to the examination department within a stipulated period of time.
 - 21) OAT is filled by individual subject teachers under the supervision of Program coordinators a compiled result for each program (all semester) is prepared by the PC's.
 - 22) OMR is filled by the subject teacher, cross checked by HoD and duly signed by Director is sent to the university or the result is uploaded on the online portal by the PC and HOD.



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Flow chart for conduct of Internal Examination



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Trinity Institute of Professional Studies

INTERNAL EXAMINATION

Instruction to Students

The 1st Shift Internal Examination will commence from 10.00 A.M. Entry in the examination hall will start from 9.30 A.M. onwards and No Entry will be allowed after 10.00 A.M.

The 2nd shift Internal Examination will commence from 02.00 P.M. Entry in the examination hall will start from 1.30 P.M. and No Entry will be allowed after 2.00 P.M.

- ❖ Students are instructed to keep manuals, notebooks, textbooks, guides, cell phones, Programmable calculators outside the Examination Hall.
- ❖ Carrying of prescribed material/items inside the Examination Hall will be treated as unfair means case.
- ❖ Candidate must carry the Institute's Identity Card.
- ❖ Candidate are instructed to read the Instruction Printed on the Answer Sheet without fail.
- ❖ Candidate will be allowed to leave the examination hall only after 30 minutes from the commencement of the examination for any purpose.
- ❖ Do not write any matter except your Examination Roll No. on your question Paper.

In-charge Examination



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Trinity Institute of Professional Studies INTERNAL EXAMINATION

Instruction to Invigilators

- ❖ Invigilators are to perform their duty as per the duration of the exam. Punctuality shall be observed under all circumstances.
- ❖ Invigilators should reach the Examination Centre at least half an hour before the schedule time for commencement of the examination.
- ❖ All the faculty and staff may please note that no leave of any kind shall be granted during the period of examinations. Remaining absent without information shall be viewed seriously.
- ❖ Usage of mobile phones & electronics Gadgets & books & study material etc. by invigilator are strictly prohibited in the examination hall.
- ❖ Invigilators shall ensure there is no scope to tempt the candidates to use unfair means during examination. The students should be seated strictly as per the seating plan.
- ❖ Invigilators shall ensure that specific announcement of the examination guidelines/ rules have been made by him in the examination hall.
- ❖ The allotment of rooms to the invigilators should be changed every day/session.
- ❖ Invigilators are responsible for the discipline, order and proper conduct of examination. They should supervise and constantly be watchful during the examination.
- ❖ No candidate should be allowed to go to toilet during first and last 30 Minutes of the examination.
- ❖ The invigilators shall ensure that attendance sheet and answer sheets of the student has been signed by the invigilator after verifying the particulars and genuineness of the candidate.

In-charge Examination



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SOP for External Examination

1) Examination Notification from University.

- a) University notifies the final date sheet at least a month before the commencement of examination.
- b) Display of Notice regarding final examination on Notice Boards and website of the Institute.

2) Consent of Faculty/ Administrative Staff Members for invigilation duty.

- a) Date wise consent form is prepared separately for faculty and staff members and circulated the same manually to all.
- b) E-mail is also sent to all to cooperate for invigilation duty.

3) Receiving students' data from the University for Conduct of exam.

- a) University sends course wise students' attendance sheets on the basis of which seating plan is prepared.
- b) If any data is missing then information is sent to the University for the Availability of the same.

4) Identification of Rooms

Rooms are identified for conduct of examination and information for the same is given to the Estate Manager for necessary arrangements (any repair of chairs, table, fans, lights etc.)

5) Preparation of Seating Plan

- a) Seating plan and seating arrangement is prepared as per guidelines of the University.
- b) Seating plan is circulated to HOD's so that no other activity can be conducted in those rooms at the time of examination.
- c) Seating arrangement is displayed on notice boards.

6) Arrangement of stationery

Requisition is to be sent to store in-charge for arrangement of stationery such as ream, pens, pencils, file covers etc.

7) Circulation of Invigilation Duty Chart

Invigilation duty chart is circulated to all faculty/ staff members who have consented for the duty.

8) Deputation of class IV staff

- a) Request to estate manager for deputing class IV staff (peon, S.K., Electrician, guard etc.) for the conduct of examination.
- b) Number of class IV staff allotted for examination work are as per the guidelines of the University.

9) Downloading and printing of Formats

Formats required for conduct of examination are downloaded from university website and kept ready for further use.

10) Guidelines for students & Invigilators

Circulating guideline/ instructions for students and invigilators and display on notice boards.

11) Grievance Committee

Convening Grievance Committee to solve any grievance related to examination.

12) Conduct of examination

- Checking of Admit Cards of students appearing for the exam.
- Arrangement of water, electricity, stationery, tags, extra sheet etc.
- Checking of rooms/ toilets / staircase to avoid any malpractice.
- Handling of grievance and malpractice cases.
- Coordinating with the university representative for any instruction or important information.

13) Collection of answer scripts

After the completion of examination, collection of answer sheets from all invigilators and packing of sheets for sending them to University.

14) Formats and answer sheets are sent to the University

- Remuneration Bills are signed by invigilators and other officials.
- Necessary formats with proper signature of the COE/ CS are packed in an envelope for sending to the university along with sealed pack answer sheets.

Flow chart for conduct of External Examination

Display of notice regarding commencement of University External Examination



Display of date sheet notified by the University



Display of seating arrangement along with rules/ guidelines for students and invigilators



Conduct of External Examination



Submission of answer scripts to the university along with required necessary documents

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Instructions/ Guidelines for Students for External Examination

As per university guidelines, the students appearing in End Term Examination are directed to abide by the following directions strictly.

Students are required to report 45 minutes before the commencement of the exam. No entry will be allowed after the time of commencement of examination under any circumstances

- Students should be seated in the examination hall at least 30 minutes before the commencement of examination.
- Students are instructed to keep manuals, notebooks, textbooks, guides, Cell phone, Programmable calculators outside the Examination Hall.
- Candidates must carry the Admit Card & Institute's Identity Card
- Candidates are instructed to read the instructions printed on the Answer Sheet without fail.
- Candidates are not permitted to leave the Examination Hall during the examination time for any purpose. They can leave after handing over the Answer Sheets, only after one hour 30 minutes.
- Candidates will be allowed to leave the Examination Hall only after one hour 30 minutes.
- No extra sheets shall be given.

GUIDELINES FOR INVIGILATORS

Invigilators are requested to note that as per University guidelines, the students appearing in End Term Examination are directed to abide by the following directions strictly.

Students are required to report 45 minutes before the commencement of the exam. No entry will be allowed after the time of commencement of examination under any circumstances

Invigilators are advised to:

- Kindly report 45 minutes before the commencement of examination.
- Kindly ensure the decorum of examination hall regarding:
 - ❖ Adherence to entry timings of the students in the examination hall
 - ❖ Adherence to seating plan
 - ❖ Instructions to the students not to carry any unfair means including mobile phones, books, papers etc. in the examination hall. They all are required to keep their belongings outside the examination hall.
 - ❖ Instruct the students to read the guidelines on the answer sheet.
 - ❖ Instruct the students to write their Roll Number and not anything else on

the question paper.

- Do not allow any student to go out of the examination hall after the answer sheets are distributed.
- Start the examination exactly as per the scheduled time.
- No candidate shall be allowed to leave the Examination Hall before the half an hour is over from the commencement of the exam.
- No extra sheets will be given to the students.
- Get the Attendance Sheet signed by the students
- Arrange the answer sheets in ascending order before submitting them to the Examination Department

SOP for Officers/ Support Staff, Examination Branch

The faculty and staff on duty are here by instructed to use your mobile phone during examination duty only for official purpose.

❖ CONTROLLER OF EXAMINATION/ CENTRE SUPERINTENDENT

- 1) Overall coordination of Internal/ External/ Entrance examination for smooth conduct of examination.
- 2) Liaison with the University with regard to availability of examination data on time.
- 3) Coordination with Faculty and staff members for their availability at the time of examination.
- 4) Liaison with University Representative and ensure his/ her availability.
- 5) To ascertain security steps including recording of proceedings in Examination Control Room is in place and functional.
- 6) To ensure the confidentiality of question papers
- 7) To provide support needed by the examination control room.
- 8) Communicating and Updating of all information related to examination to Senior officers/ Management.
- 9) Official notification of important information related to examination to faculties / students through Mail /Notice Boards/ Website.



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❖ DEPUTY CENTER SUPERINTENDENT

- 1) To assist Controller of Examination in liaising with faculty and staff members for allocation of invigilation duties.
- 2) To deal with the defaulters/ UFM cases & maintaining records of the same and to ensure the smooth conduct of examination in the Institute.
- 3) To ensure the packaging and dispatch of answer scripts along with documents required by the university with high security.

❖ ADMINISTRATIVE OFFICER (EXAMINATION)

- 1) Preparation and displaying of examination schedule according to the guidelines of the University and postponements if any.
- 2) Preparation of seating plan and to ensure the availability of rooms required for examination and request to Estate Manager for repairing of furniture, light etc.
- 3) Distribution of question papers to all rooms with high confidentiality.
- 4) To ensure the collection of all answer scripts.
- 5) Distribution of answer scripts to subject teachers.
- 6) Coordination with the COE and Dy. CS with regard of packing of answer sheets and dispatch of University records.
- 7) Preparation of Award List, absentee statements etc.
- 8) Assigning of duties to class IV/ support staff and alternate arrangements.
- 9) Preparation of list of students involved in unfair means (UFM) and conduct of meeting of UFM cases with committee members.
- 10) After the verification by UFM committee, preparation of result of these cases.

❖ EXAMINATION OFFICER

- 1) To assist senior officers in all their work in regard of duty chart, seating plan, date sheet etc.
- 2) To assist COE in downloading of question papers during Internal Examination and packaging of question papers room wise.



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- 3) Distribution of answer sheets to invigilators.
- 4) Receiving of answer sheets from invigilator and arrange them in proper serial order.
- 5) Distribution of answer scripts to subject teachers for evaluation.
- 6) Receiving of answer sheets from subject teachers after evaluation and arrange them in proper serial order.
- 7) To ensure the availability of Refreshment for Faculty and Staff Members on duty.
- 8) Preparation of Award List, absentee statements etc.

❖ **Support Staff/ class IV staff**


- 1) Support staff has to report the Examination Centre at least one hour before the commencement of Examination.
 - 2) To carry out duties as assigned by Centre Superintendent.
 - 3) To ensure the cleanliness of Examination Control Room, Class Rooms, Toilets etc, shifting and arranging of furniture, availability of water etc.
 - 4) Promptness incase on urgent exam-based needs.
 - 5) To be present at the respective block and floor assigned to them during the time of examination.
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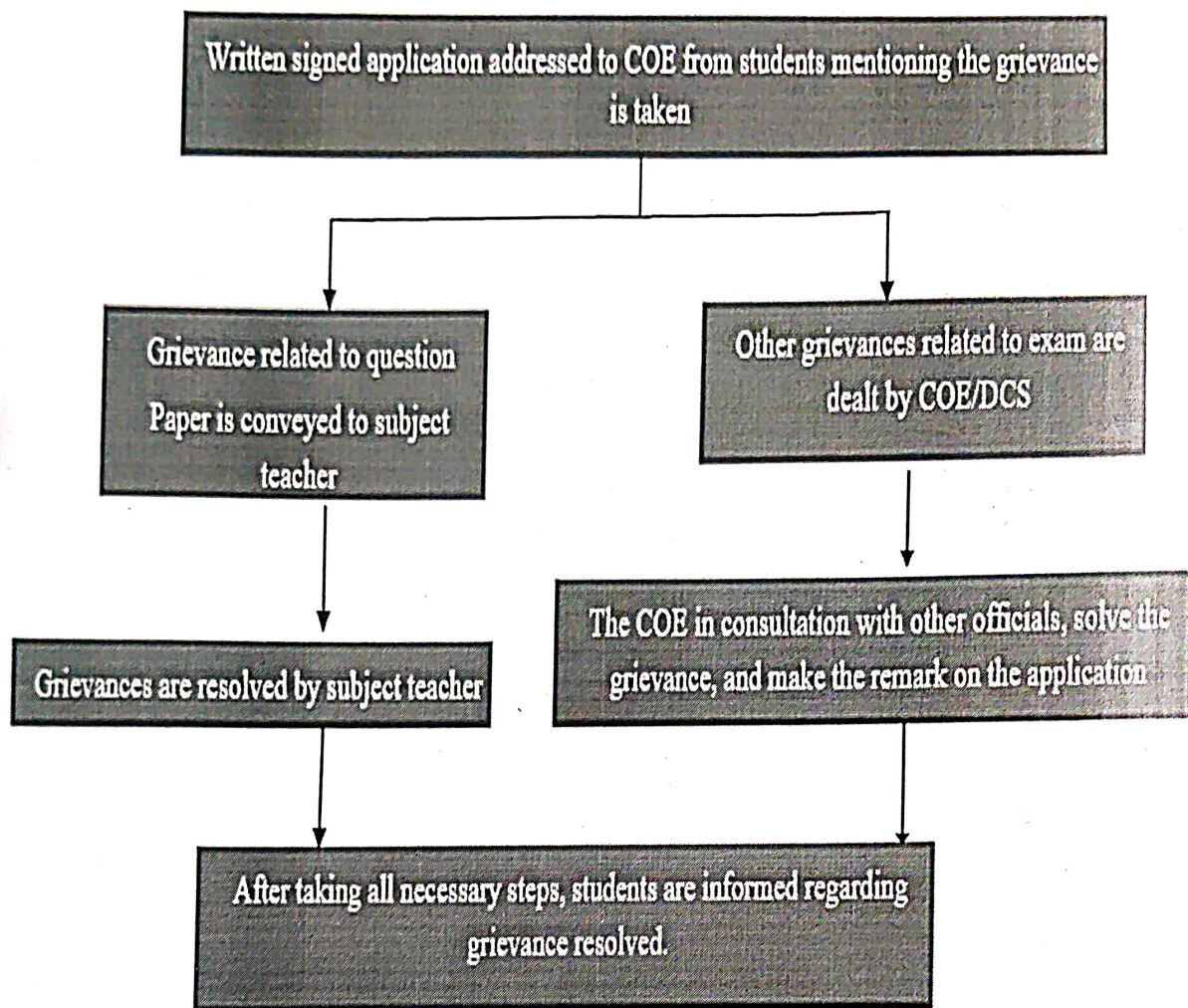
SOP For Redressal of Examination Related Grievances

Mechanism to deal with examination related grievances is transparent, time bound and efficient.

❖ **For any Internal Examination related grievances, following mechanism is followed:-**

- 1) After evaluating, the answer script is shown to the students, if any grievances are there it can be resolved immediately
- 2) Any grievance related to the question paper like out-of-syllabus, repeated questions, improper split of marks, marks missed, wrong question number are addressed to the subject teacher
- 3) If student has any grievance related to the evaluation of the answer scripts, the same can be intimated to the subject handling faculty. In case the issue is still not resolved, it is taken care by Program coordinators, HoD.
- 4) The system of internal marks is very transparent. The students are given opportunity to redress their grievances concerning internal marks, if any. In-charge Examination can intervene and seek opinion of another course teacher. The grievances are resolved by showing his/her performance in the answer sheet or the answer sheet is reassessed by the faculty once again in his/her presence. Any corrections in the total of marks or assessment of answer books are immediately done by the faculty members.


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(Adj) Metro: 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100
Sector-0, District, Punjab-150075



[Signature]
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❖ **For University related grievances, following mechanism is followed: -**

For any external examination/ university related grievances, email is dropped to concerned branch of the university or grievance is solved telephonically or email/application signed by Principal is sent to the university enclosing necessary documents.

On verification, grievance is resolved by the university (confirmation either telephonically or mail or receipt of letter)

Thus all the grievances are efficiently resolved within the time deadlines mentioned by the university, hence mechanism to deal with examination related grievances is transparent, time-bound and efficient.

A. S. F.

DIRECTOR

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On verification, grievance is resolved by the university (confirmation either telephonically or mail or receipt of letter)

Thus all the grievances are efficiently resolved within the time deadlines mentioned by the university, hence mechanism to deal with examination related grievances is transparent, time-bound and efficient.



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Sample copy (Internal Examination Question Paper)

Dev

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Enrollment No.....
(Write your enrollment no. immediately)

TRINITY INSTITUTE OF PROFESSIONAL STUDIES, DWARKA
INTERNAL EXAMINATION

BA (LLB) / SEMESTER-
Paper code:
Time: 2 hours

Shift:
Subject:
Maximum Marks: 30

Section -A
(Attempt any 5 Short Notes)

Quest.1 Write Short Notes on following (any Five)

- a)
- b)
- c)
- d)
- e)
- f)
- g)

(10)

Section-B
(Attempt any 2 Questions)

Quest.2	X	(10)
Quest. 3	X	(10)
Quest. 4	X	(10)
Quest. 5	X	(10)

Asst
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Enrollment No.....
(Write your enrollment no. immediately)

TRINITY INSTITUTE OF PROFESSIONAL STUDIES, DWARKA
INTERNAL EXAMINATION

BCA / SEMESTER-I
Paper code:
Time: 2 hours

Shift:
Subject:
Maximum Marks:40

Section -A
(Attempt any 5 Short Notes)

Quest.1 Write Short Notes on following (any Five)

- a)
- b)
- c)
- d)
- e)
- f)
- g)

(10)

Section-B
(Attempt any 2 Questions)

Quest.2	X	(15)
Quest. 3	X	(15)
Quest. 4	X	(15)
Quest. 5	X	(15)

[Signature]

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Enrollment No.....
(Write your enrollment no. immediately)

TRINITY INSTITUTE OF PROFESSIONAL STUDIES, DWARKA
INTERNAL EXAMINATION

BA(JMC) / SEMESTER-I
Paper code:
Time: 2 hours

Shift:
Subject:
Maximum Marks:40

Section -A
(Attempt any 5 Short Notes)

Quest.1 Write Short Notes on following (any Five)

- h)
- i)
- j)
- k)
- l)
- m)
- n)

(10)

Section-B
(Attempt any 2 Questions)

Quest.2

X

(15)

Quest. 3

X

(15)

Quest. 4

X

(15)

Quest. 5

X

(15)

Dr. J. K. Singh
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Enrollment No.....
(Write your enrollment no. immediately)

TRINITY INSTITUTE OF PROFESSIONAL STUDIES, DWARKA
INTERNAL EXAMINATION (ODD SEMESTER 2022)

B.B.A (G)/B.Com(H) SEMESTER-
Paper code:
Time: 2 hours

Shift:
Subject:
Maximum Marks:30

Section –A
(Attempt any 5 Short Notes)

Quest.1 Write Short Notes on following (any Five)

- a)
- b)
- c)
- d)
- e)
- f)
- g)

(10)

Section-B

Quest.2

X

(10)

OR

Y

Quest. 3

X

(10)

OR

Y

April
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Trinity Institute of Professional Studies

INTERNAL EXAMINATION

ODD & EVEN Semester

Marks Allotted from University Norms

Examination	Marks
External Examination	75
Internal Examination	25
Total Marks	100

Internal Marks Distribution for BCA & BA JMC:

S. No.	Details	Marks Allotted	Marks Counted
1.	Internal Exam (Conducted by Trinity)	40	(40/2)20
2.	Assignments , Quiz, Test & Attendance	10	(10/2)5
	Total Marks (20+5)	50	(50/2)25

Internal Marks Distribution for BBA & B.Com:

S. No.	Details	Marks Allotted	Marks Counted
1.	Internal Exam (Conducted by Trinity)	30	(30/2)15
2.	Assignments , Quiz, Test & Attendance	20	(20/2)10
	Total Marks (20+5)	50	(50/2)25

Internal Marks Distribution for BA LLB:

S. No.	Details	Marks Allotted	Marks Counted
1.	Internal Exam (Conducted by Trinity)	30	(30/2)15
2.	Assignments , Quiz, Test & Attendance	20	(20/2)10
	Total Marks (20+5)	50	(50/2)25

In-charge Examination
Trinity Institute of Professional Studies


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