Shree Rahul Education Society's (Regd.)

SHREE L. R. TIWARI COLLEGE OF ENGINEERING

Kanakia Park, Near Commissioner's Bungalow, Mira Road (East), Thane 401107, Maharashtra
(Approved by AICTE, Govt. of Maharashtra & Affiliated to University of Mumbai)
NAAC Accredited | ISO 9001:2015 Certified
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SOP#: IQAC 01

SOP for: Writing Standard Operating Procedure (SOP)

Date of Issue: **Date of Review:**

Standard Operating Procedure

1. Purpose

To conduct Internal Assessment and External Assessment Examination related all work as per University notifications and ordinance.

2. Roles and Responsibility

1. The Exam Cell shall distribute the Exam Forms of the University of Mumbai to regular students (the fees for the same are collected as part of the college fees) and collect them back after having them duly filled in. After verification, the Exam Cell shall forward the same to the University of Mumbai within the stipulated time period.
2. The Exam Cell shall put up notice inviting ATKT students to have the exam form collected and returned in due time.
3. The Examination Committee shall prepare relevant time tables for our College based on the Examination Time Table of the University of Mumbai.
4. The Examination Committee shall make the Block and Seating Arrangement and display them on the concerned Notice Board/Website and Blocks.
5. Though the teaching faculty is entitled to vacation if eligible, it is expected that they are available for examination duty at least for two weeks. Hence they shall give their vacation preference dates to the Exam Committee in the specified format.
6. The Exam Committee shall prepare and display an overall Supervision Duty List as well as Daily Supervision Duty List on the Staff Notice
7. The Exam Committee shall ensure that adequate stationery, like answer sheets, drawing sheets, charts, graph paper, drawing boards, trays, threads, water jugs etc. are made available.
8. The Exam Committee shall hold a pre-exam meeting to brief the members of faculty with regard to the examination procedures and the role and responsibilities of A report of same shall be submitted to the Principal.
9. Committee should collect examiners names for assessment and moderation of each subject from respective HODs.
10. The Exam cell in consultation with the EI shall contact members of the panel (provided by the HOD) and shall prepare the list of the Examiners depending upon their availability.

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11. The EI shall ensure that the evaluation and moderation process is completed on time and the same be sent to the University for Necessary Approval within 30 days from the date of the last examination date.
12. The EI along with Exam Cell shall be in touch with the University for obtaining necessary approvals on time.
13. All the results (First Year to Final Year) shall be displayed on the respective student Notice Boards/College Website after 4pm. A copy of the same shall be sent to the respective HODs.
14. Under the guidance of the EI, the Exam Cell shall analyze the exam results and the same shall be verified by the respective HODs. After due verification, copies of the result analysis shall be sent to HODs, the Principal and Director.
15. Preparation of smooth conduct of Examinations, preparation of time – table schedules, Invigilation duty chart, Seat allotment in the Examination halls etc.
16. To ensure that the entire exam related documents reach the university in time.
17. To conduct Internal Assessment examination as per academic calendar.
18. Distribution of marks lists to the students after the results of various examinations received from the University.
19. Any Circular, Guideline, Office Order, Notification received by the University are processed in the Examination Cell, reply thereof prepared and after Principal's signature dispatched or circulates to the concerned Departments / Students.

Procedure

. **1. Examination Notification from University.**
- One month before university is releasing the notification.
- Bring to the notice of the principal and take the signature on it.
- Circulate it to all the departments and notice boards.
- Based on the notification collect the exam fee from students.
- Prepare branch students data based on attendance eligibility.
- Student list contains all the appearing students. Attendance should be 75% and above.
- Submit all the reports along with necessary examination fee in Mumbai university as per the give schedule.

2. Dept.Wise Request for Invigilators
- Send duty chart for Invigilators.
- No of invigilators = total strength / 36per External Examinations

4. Rooms identification and intimation to All HODs & Incharges
- Identify the examination halls and intimate same to concern HoDs.
- Intimate same to Manager for necessary arrangements.

5. Request for Electrical Generator – Manager

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• During examinations one electrician should monitor the generator for continuous power supply.

6. Request for Security persons
• Request for security persons to control the flow and to support the examination system.

7. Xerox machines checkup from concerned team.
• One week before the examinations, Xerox machines should be examined by the technician.
• Take all necessary steps to print the question paper.

8. Room wise seating plan & arrangements
• Exam hall wise seating plan should be displayed beside the examination hall, examination
cell notice boards and also keep same at security office near entry gate.

9. Invigilators reporting form
• Preparation of Invigilators reporting form.
• Jumble the faculty member

11. Depute observers to other colleges as per COLLEGE SLRTCE guidelines
• Before one/two days of examinations COLLEGE SLRTCE University sends the observers
details of our college and other college.
• Based on that request depute on senior faculty in a round robin method.
• Intimate same to that faculty.
• Faculty has to submit work adjustment letter along with OD letter through their HoD with principal permission.
• Examination section should issue reliving letter.

12. Collecting OMR Books from JUNTK KKD or Collection center
• Before one / two days of examination JUNTU sends the information about OMR booklets.
• Send a request letter to Transport department for vehicle arrangements.
• Depute one staff member for collecting the stationery.
• Send one / two helpers to carry the stationery.

13. Verification of OMR Books as per branch wise registered students data
• Take branch wise printouts.
• Verify OMR Booklets based on the student registration data.

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• If any OMR Booklet is damaged or not received intimate same to COLLEGE SLRTCE in

the form of written document on the same day.

14. Verification of Hall tickets as per brach wise registered students data

• Before one/two days of examination COLLEGE SLRTCE sends the student Hall tickets.

• Take branch wise printouts.

• Verify Hall tickets based on the students registration data.

• If any Hall ticket is not received intimate same to CE COLLEGE SLRTCE on the same day.

And take the necessary steps immediately without any delay.

15. Handed over to all Regular and Supple Hall tickets to respective departments DEOs

• Handed over the branch wise hall tickets to concern department representative.
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16. Handed over of VIIT OMR Booklets to jumbling center as per COLLEGE SLRTCE guidelines

• After through verification, as per COLLEGE SLRTCE guidelines handed over the VIIT OMR

booklets to jumbling centers.

17. Preparation of examination pads as per room plan

• As per students registered data prepare the seating plan.

• Based on seating plan prepare the examination pads.

• Each examination pad should contain one seating plan, one signature statement, invigilators guidelines and OMR Booklets.

18. Identification of log books/tables/graphs as per requirement of the subject

• Prepare branch wise separate sheet of information about requirement of log books or any other stationary during examination.

19. Status of public audio system.

• Every day after short bell announce the examination guidelines.

20. SMS to all faculty - to attend online examination duties

• Class coordinators should monitor their student attendance during online examination.

21. Day wise consolidated absentees for all departments

• After every examination prepare branch wise consolidated absentee's statement.

• Take the signature from principal on this sheet and send it to all the faculty

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through email.

• Prepare an overall consolidate statement for absentees.

22. Collection of answer scripts from invigilators

• College wise, branch wise and set wise answer scripts collection from invigilators.

• Separate the answer scripts based on the regulation.

23. Malpractice cases handling and preparation of reports as per COLLEGE SLRTCE

• During the examination if any malpractice cases are registered, strictly follow the COLLEGE SLRTCE malpractice guidelines.

• Take the explanation letter from the student.

• Collect letter from the invigilator and subject teacher.

• Prepare a report as per COLLEGE SLRTCE format and take the signatures and send it by
speed post after completion of all the examinations.

• Before sending the malpractice report take complete Xerox of that report and keep in a secure place.

24. Notification for external examinations

• A notification is released before one month of commencement of external examination.

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• Bring to the notice of the principal and take the signature on it.

• Circulate it to all the departments and notice boards.

• Based on the notification collect the exam fee from students.

• Prepare branch students data based on attendance eligibility.

• One list it contains all the appearing students. Attendance should be 65% and above.

• Second list contains student attendance between 74 and 65 attendance percentage.

• Third list contains branch wise detained student data.

• Submit all the reports along with necessary examination fee in COLLEGE SLRTCE as per the
give schedule.

25. Circulate the university notification to all the departments.

• Circulate it to all the Departments.

• Circulate it to all the departments and notice boards.

• Display it in the examination cell notice boards.

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26. Examination fee collection from students as per COLLEGE SLRTCE schedule

• Based on the notification students has to pay the examination fee in the respective department.

• There are three categories:

o First one is without fine

o Second one is with late fee of Rs.100/-

o Third one is with late fee of Rs.1000/-

University is cancelled Rs.5000/- fine on 07.11.2016 onwards.

27. Collecting the filled exam applications from DEOs

• Every day around 1pm in the afternoon and 4:30 pm in the evening respective department DEOs have to submit received examination applications in the examination cell concerned coordinator.

• Examination cell coordinators should verify the applications as per the regulations.

• Record the day wise information in the prescribed format.

28. Student registration at COLLEGE SLRTCE portal

• Examination cell staff members should register subjects based on the regulation without any delay.

• After every dead line take the final registration from COLLEGE SLRTCE portal and check

with student registration form.

• If there is any modification are required made immediately and keep the proof for further reference.

29. Preparation of online transaction statements

• Last day of Notification University will be generated one consolidated statement.

• **It will contain all registration with respect to regulation.**

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• Intimate to the finance section regarding amount to be paid towards examination fee to university account.

• Mail all the proof to the finance section.

• After transaction collect the transaction receipts.

30. Arrangement of all applications and cross checking with appearing list

• Arrange all the examination application branch wise and regulation wise.

• Cross check it with registrations.

31. Principal signature & stamping on each and every application

• Take the signature on every examination application.

• Put college round sell and principal stamp on the required place.

• In case of supplementary applications take one Xerox copy for every application

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for future reference.

32. Handed over of examination applications as per schedule at COLLEGE SLRTCE

- As per COLLEGE SLRTCE guidelines handed over the examination applications with examination fee receipts to university for verification purpose.

33. Intimation to Manager and floor supervisor about cleanliness and water supply

- Send examination timetable to Manager to depute attainders.

34. Consolidated seating plan of all examination halls are display at various entry points.

- Prepare consolidated seating plan and display it in the various entry points.
- It should be A3 Size.

35. Appoint two members for examination pads distribution.

- Two examination cell staff members have to take the responsibility of distributing the examination pads on the day of examination.

36. Examination guidelines announcements through public audio system

- One of the examination cell staff members has to take the responsibility of announcements.

37. Verify all examination related A4 size question papers carrying folders with seating
plan.

- Every day verify all the A4 size paper covers with respect to seating plan.

38. Verify all 4 sets of seating plan is available or not

- Verify all the 4 sets of seating plans are available or not.
- University will announce starting question paper set no every day 10 minutes before the commencement of the examination starting time.

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39. Identify the branch wise question paper requirement as per sets

- Every day prepare the question paper printing report.
- Based on that take the Xerox copies.

40. Distribution of Examination Pads to Invigilators

- Start distribution of examination pads from 30 minutes before the examination.

41. Decrypt the question paper from COLLEGE SLRTCE server as per COLLEGE SLRTCE guidelines

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- Every examination day 30 minutes before download the question papers patch from COLLEGE SLRTCE.
- Copy patch at COLLEGE SLRTCE Decryption folder
- Start the decryption process
- Enter the college password and university passwords
- After decryption take the required number of copies.
- Take the observer's signature on password sheet.
- File one set of question papers along with day password.

42. Know the question paper set no.
- COLLEGE SLRTCE intimates the session question paper set number before 15 minutes of
commencement of examination.

43. Arrangement of question papers room wise as per set no.
- Based on starting question paper set number arrange the question papers.

44. Distribution of question paper to all examination halls
- Examination representative has to collect all the examination halls question papers and handed over to the respective exam hall invigilators.

45. Collect the absentees statement & Seating plan from examination halls.
- After one of examination starting examination cell staff members are collect the absentees statement and seating plan of that day examination.

46. Collect filled OMR slips from examination halls.
- Around 11 am for morning session and 3 pm in the afternoon session collect all the absentees' statements and Part 1 OMR slips.
- Collect student signature statement.
- Arrange college wise and branch wise OMR slips and check with absentees OMR Booklets.
- Number of absentees and OMR booklets are equal then start online entry of absentees.

47. D-Form preparation college wise and branch wise - Hard copy
- This is very important activity in the examination. If any single entry is wrong student will be in trouble, result will be kept in withheld. During that examination section has to submit all the necessary documents to the COLLEGE SLRTCE officials.
- Enter all absentees information in COLLEGE SLRTCE server
- Take the Printouts College wise and branch wise.
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- Verify with absentees OMR booklets.
- If any error in the D-Form rectify immediately and take the new printout and perform the reset of the operations.

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48. Brach wise and set wise verification of OMR Slips and preparation of bundle with
necessary documents

• Part I OMR slips should arrange in set wise.

• Check with online D-Form. If all entries are correct. Then take principal and observers signature on that form.

• Make 3 copies one copy keep along with OMR answer scripts another Part I OMR slips last one file copy.

• Keep original copy in OMR answer scripts. Rest of two locations keeps only Xerox copies.

49. Collection of OMR booklets from invigilators.

• College and branch wise collect the OMR booklets from invigilators.

• Arrange these books as per question paper set no.

50. Branch wise and set wise OMR booklets verification

• Verify the received answer booklets with D-Form.

• If both are equal then no error in that branch.

• Keep one original D-Form on it and sent it to packing.

51. Bundle Preparation

• Prepare the examination bundle as per regulation.

• Prepare bundles regulation and college wise.

52. Bundle ceiling

• On the top of every bundle write bundle no, date of examination, year and regulation, college code in a bigger font.

• Write to address and from address.

• And take the signature of the principal and observer on the specified location.

53. Exam bundles dispatch to collection center before 4 PM

• After completion of every examination packed bundles should sent to collection centre before 4 PM.

54. Day wise OMR slips speed post

• Send part1 OMR slips to COLLEGE SLRTCE through speed post.

• Keep that acknowledgement.

• Mention details of the examination on the top corner of the postal slip for further reference.

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55. Show cause notice for all invigilators those who are violated the rules

• Release show cause notice to all the invigilators those who are deviated the rules.

56. Remuneration Bills preparation for external observer COLLEGE SLRTCE nominated person

• Preparation of remuneration bill to the external examination as per COLLEGE SLRTCE
guidelines.
• Per every session Rs. 500/- and
o DA should be Rs.150/- for assistant professor
o Rs.200/- for Associate and above
o TA will be paid as per distance amount should slrtce rates.

57. Remuneration Bills for all Examinations only

• Preparation of remuneration bill as per COLLEGE SLRTCE guidelines.
• Include all the persons those who are involved in the examination works.

58. Filing all documents-day wise statements

• File all the documents as the file numbers.
• Verify all the documents after completion of every examination without any delay.
• At any time university may ask any document, all these documents should be traceable.

59. Malpractice cases handling and preparation of reports as per COLLEGE SLRTCE

• Take explanation from student and concerned invigilator.
• Take the subject expert report.
• Prepare the malpractice report as per COLLEGE SLRTCE format.
• Intimate same to the concern HOD.
• Take complete Xerox of entire documents including student OMR booklet.
• Keep one copy of Xerox in the malpractice file.

60. Bell Timings

a. Short Bell at 9:30AM / 1:30PM
b. Medium Bell at 9:45AM / 1:45PM
c. Long Bell at 10:00 AM / 2:00 PM
d. Warning Bell at 12:30 PM / 4:30 PM
e. Final Bell at 1:00 PM / 5:00 PM

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61. Class room boards cleaning

• Assign the class room boards cleaning duty to one examination cell representative.

EXTERNAL LABORATORY EXAMINATIONS

1. Time Table from University
• COLLEGE SLRTCE dispatch the internal examination time table 1 week before the internal
examinations.

2. Collecting department wise time tables
• Based on university time table prepare separate internal time table for labs.
• Collect the laboratory schedules from concern HoDs.
• Display it in all department notice boards and examination cell notice boards.

3. Prepare tentative remuneration bill
• Consolidated remuneration bill has to prepare for remuneration of external laboratory examiners.
• Take the approval from the DoA through principal
• Submit same at account office.

4. Collecting stationary from COLLEGE SLRTCE
• Laboratory stationary has to collect from COLLEGE SLRTCE as per schedule.
• Prepare laboratory wise stationary indent letter address it to CE.

5. Verification of OMR marks sheets
• Verify all received OMR marks sheets with reference to registered data.
• Arrange the stationary branch wise and laboratory wise.
• If any errors were identified, inform same to the university without any delay.

6. Signature statements
• Branch wise and laboratory wise preparation of student's signature statements.

7. Record - 50 Marks award statement
• Branch wise and laboratory wise preparation of absentees statement.

8. Absentees Statement
• Branch wise and laboratory wise preparation of absentee's statement.

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9. Laboratory wise stationary preparation
• After receiving the stationary from the university, arrange the stationary branch
wise and laboratory wise.
• Verify all the OMR sheets.
• If any errors were identified inform same to the university without any delay.

10. A3 size lab covers preparation

• Every lab answer scripts should keep in the A3 size cover.
• Attendance sheet and absentees statement should keep in this cover.

11. Envelops for keeping the left part of OMR sheets
• Cut left part of the OMR sheet
• Keep it inside the envelop along with attendance sheet.

12. Communicating to other colleges
• After receiving of all departments laboratory time tables.
• Send all these time tables to other colleges through mail.
• Communicate same through phone and get the conformation from them.

13. Deputing lab examiners to other colleges as per COLLEGE SLRTCE guidelines
• Take the approval from the principal.
• Depute the branch wise and laboratory wise examiners to other colleges.
• Issue on-duty certificate.

14. Collect department wise filled OMR sheets
• After completion of every laboratory external examination, collect the Original
OMR sheet from the internal examiner and verify all the entries in that form.
• Make sure that all the entries are filled correctly or not.

15. Preparation of consolidated report as per COLLEGE SLRTCE format
• After every regular and supple examination prepare a consolidated report.
• Take the signature on this sheet
• Total number of registrations must be equal. If any number is missing university
will not accept all the documents.

16. Lab Remuneration Bills preparation for external examiners
• Preparation of remuneration bill to the external examination as per COLLEGE
SLRTCE
guidelines.
• Per every student Rs.15/- per script
o DA should be Rs.150/- for assistant professor

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o Rs.200/- for Associate and above

o TA will be paid as per distance amount should APSRTC rates.

17. Final Remuneration bills preparation

• Preparation of remuneration bill as per COLLEGE SLRTCE guidelines.

• Include all the persons those who are involved in the examination works.

18. Filing all documents

• File all the documents as the file numbers.

• Verify all the documents after completion of every examination without any delay.

• At any time university may ask any document, all these documents should be traceable.

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19. Submission of Lab reports

• As per COLLEGE SLRTCE guidelines handed over the laboratory reports with proper documents to university.

20. Result analysis branch wise and college wise.

• After receiving the university end semester results prepare branch wise result analysis.

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3. Policies(if any)

NA

Prepared By: Mrs. Swapna Patil   **Verified By:**