



R. D. ENGINEERING COLLEGE

Approved by AICTE New Delhi & Affiliated to Dr. APJ Abdul Kalam Technical University, Lucknow
under the aegis of IQAC

R.D.Engineering College, Ghaziabad

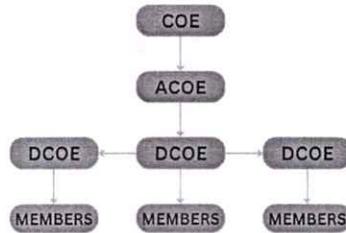
Standard Operating Procedure (SOP) to conduct Internal Assessment Examination

1. Purpose

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

2. Roles and Responsibility

1. The examination committee of the institute constitutes Controller of Examination (COE), Assistant COE, Deputy COEs and committee members.



2. The Examination Committee shall prepare relevant Examination Schedule for our College based on the Examination schedule of the Dr APJ Abdul Kalam Technical University, Uttar Pradesh, Lucknow
3. The Examination Committee prepares seating plans and segregate question papers room wise for distribution effectively.
4. The Exam Committee shall prepare and display an overall Supervision Duty List on the Staff Notice
5. The committee also forms a flying squad (team of Heads of department) for strict supervision during internal examinations.
6. The committee also appoint floor in charge for each floor (team of Professors) for strict supervision during internal examinations.
7. To conduct Internal Assessment examination as per academic calendar.
8. Any Circular, Guideline, Office Order, Notification received by the University are processed in the Examination Cell, reply there of prepared and after COE's signature circulates to the concerned Departments / Students.


Director
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Duhai, Ghaziabad





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Procedure

Sessional exam is conducted at the mid of the semester. The strategy adopted is to conduct the examinations as per university pattern i.e with mixed seating and questions papers set according to the university pattern with duration of 2 hours. The Sessional exam is conducted with exams in the morning session as well as the afternoon session. Care is taken that theory subjects are given more time for studying. Afternoon sessions have exams for electives etc.

Pre University exam is conducted at the end of the semester. The strategy adopted is to conduct the examinations as per university pattern i.e with mixed seating and questions papers set according to the university pattern with duration of 3 hours. The Pre University exam is conducted in the morning session only.

1. Students should be given a fair chance.
2. Grievances correction should be done.
3. Sessional will be conducted in the same pattern as university exam.
4. Question papers for sessional / Pre University Examination are prepared by concern subject teacher as per the guideline of University and submit it for moderation committee to check the quality and standard of question paper. After moderation the question paper are submitted to examination cell on or before the deadline given by examination cell.

Policy for regular students

The schedule of sessional / Pre University Test is displayed to the students at least 1 weeks prior to the scheduled date of Sessional / Pre University Test examination.

The students are advised to report the examination hall at least 30 min before commencement of Examination.

Policy for Sessional Marks

The weightage for the subjects is according to university rules. The papers are set out of 60 marks for sessional examinations and 100 marks for Pre University examinations, which are then converted according to the University marks scheme. The marks are displayed for the students for any rectification of marks and then final marks are entered.

Set of instructions given to the invigilators

As the invigilation timetable is floated a week before the exam, the teachers are expected to do their duty.

Teachers having medical reason can exchange the invigilation on the same day.

Non- teaching staff is not allowed to do the invigilation in the absence of the teacher.

Important dates

Sessional Exam & Pre University Date Sheet announcement

Schedule for Sessional and Pre University Test is displayed 1 week prior to the date of examination


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Display of marks for Sessional & Pre University Test

Marks of Sessional Exam & Pre University Exam should be displayed within one week of commencement of exam by the invigilators to the students.

Corrections in the marks according to student's grievances.

Student can apply for the corrections in the marks within 2 days after seeing the evaluated answer booklet

Make-up test for Theory subjects (students failing in Sessional exam)

Make up test are conducted for the students failing in sessional exams after one week of display of marks

An 2nd sessional is conducted for all Semesters for construction students (those who are failing internally). The test is held at the end of the semester.

Filling up of Marks

After all the corrections and make up test faculty have to fill the marks in the prescribed format and submit one copy of the same to the Examination Control room and their respective Head of Department

Final display of Sessional marks. (Marks include sheets, assignments, attendance and sessional marks)

Final marks are displayed to the students after the end of semester by the respective department

Mechanism of internal assessment

1. The institute has a dedicated Examination Cell headed by the Controller of Examination for overseeing the smooth conduct of the internal and external examinations for effective implementation of evaluation reform of the University.
2. The conduct of Sessional and PUT (Pre-University Test) adheres to the schedule mentioned in the academic calendar, issued before commencement of every semester by the office of Dean (Academics).
3. The percentage of attendance is taken as eligibility criteria to appear in these internal assessment exams and students are informed about the same at the beginning of every semester.
4. Question papers for each subject, as per the format issued from the Examination Cell, are prepared, and handed over to the HoD. The question paper is reviewed, and the final question paper of all subjects of the department in the required number of copies is submitted to the Examination cell at least 2 days before the Exam.
5. The answer sheets are evaluated and shown to students within five days from the date of examination by the subject teacher.
6. Student can apply for the corrections in the marks within 2 days after seeing the evaluated answer booklet.
7. Marks obtained by students are displayed on departmental notice board.
8. The results are reviewed by the HoD to plan and execute corrective actions.
9. Viva Voice and lab work considered for awarding internal marks in practical every semester.

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SCHEME OF EVALUATION

S.No	Program	Date	Marks Awarded				Total (30M)
			Record (5M)	Observation (10M)	VivaVoce (10M)	Attendance (5M)	
1	Practical 1						
2	Practical 2						
3	Practical 3						
4	Practical 4						
5	Practical 5						

10. The internal assessment includes marks scored in Internal Examinations and teacher assessment.

SCHEME OF EVALUATION

S.No	Name of Student	Roll No.	Marks Awarded				Total (50M)
			Sessional (15M)	PUT (15M)	Teacher Assessment (10M)	Attendance (10M)	
1	Student 1						
2	Student 2						
3	Student 3						
4	Student 4						
5	Student 5						

11. Based on performance of students in assignments and overall percentage of attendance, the teacher assessment marks are awarded.
12. The audit by the IQAC team of the institute is done twice in every semester to verify academic-related documents and adherence to norms of the institute with respect to theory subjects, continuous assessment in practical, and projects.
13. During the COVID-19, for the smooth conduct of academic activities, Assessment, evaluation of internal examinations has been done online using Google classroom.

Mechanism to deal with internal/external examination related grievances

1. The examination and evaluation systems are transparent. Students are made aware of internal assessment as per criterion given in the teaching scheme by the university.
2. The answer sheets are evaluated and shown to students within five days from the date of examination by the subject teacher.
3. For any grievance, students may approach concerned faculty or HoD within 2 days of the evaluated answer sheets shown to students
4. During Internal Examinations, UFM (unfair means) cases are handled as per UFM policy, Internal Examinations. The decision of evaluating the answer sheet or deduction of marks is taken at the department level. The UFM cases are forwarded to each department to comply according to the action defined


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Form for reporting cases regarding Unfair-means or Dishonest Act and Disorderly conduct at or in connection with an Examination

(A) To be filled in by the Room Invigilators

1. Name of Examination:
2. Name of Candidate:
3. Father's Name:
4. Roll No.

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
5. Subject/Paper in which the candidate is suspected or reported to have used or attempted to use Unfair-means or shown disorderly conduct
6. Day & Date of Examination: Day: Date:

(B) Supervisory Staff Report (Room Invigilators/Internal FlyingSquad/COE):

1. The material was recovered from the candidate (please tick):

(i) While copying	<input type="checkbox"/>	(ii) From pocket/Purse	<input type="checkbox"/>
(iii) From around the table	<input type="checkbox"/>	(iv) From the Answer book	<input type="checkbox"/>
(v) While transmitting to other candidate			
(vi) Other _____			
2. Unfair-means cases related to recovery of Mobile communication devices:
 - (i) The candidate was in possession of a mobile communication device.
 - (ii) Any other _____
3. Conduct of student after being caught cooperative/aggressive/undisciplined/abusinghighly undisciplined.

☐ Miss conduct	<input type="checkbox"/>
☐ Chatting with other students	<input type="checkbox"/>
☐ Misbehaving with officials	<input type="checkbox"/>
☐ Any other _____	

Date _____

Signature and Full name of Invigilator
(in Block Letters)

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(C) Candidate's Statement

I have read the report of the Room Invigilator/Supervisory staff made against me as given in column No. (B) and submit the following statement:

Undertake that this statement has been given by me under no pressure or fear.

1. Do you agree with the report of the Rom Superintendent/Supervisory staff made against you?

Yes	<input type="checkbox"/>
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No	<input type="checkbox"/>
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2. If you agree with the report, then:

(a) Why did you bring the material referred to in the above report?

(b) Did you make any use of it _____

(c) What explanation have you to offer for your misconduct/disorderly conduct as mentioned in the report? _____

Signature of Candidate

(D) Remarks of the Controller of Examination

Note:

- The Controller of Examination should personally make any an enquiry into the above matter and give his statement/observations in details.
- In case the Unfair-means/misconduct of the candidate is such that documentary proof is not possible, please mention the details (after recording the statements of witness, if deemed necessary).

Date _____
Place _____

Signature of the COE.

- For External Examinations, the re-evaluation process is taken care of by the registrar office. The students are informed well in advance regarding circulars issued by the University for Re-evaluation by the registrar office in coordination with the respective departments.


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Instructions for Invigilators

1. All the Invigilators should report at 30 minutes before the commencement of Examination
2. Mobile Phones carried by the students are strictly prohibited in the Examination Hall.
3. Invigilator must count the number of question papers and the answer booklets as the allotted candidates in the examination hall.
4. Invigilators must fill all the entries mentioned in the Invigilators diary correctly and clearly, this is very important.
5. Students should take the signature of invigilator for change in ink or pen.
6. All the invigilators are to take rounds in the exam hall continuously and they should not leave exam hall.
7. In case of UFM bring it to the knowledge of Exam Controller.
8. After collecting all the answer sheets from the students, invigilator should count all the answer sheets and submit it to the office.
9. Invigilators should not take any reading materials such as news paper, magazine, Laptops etc with him/ her in the examination hall.
10. Invigilators should not correct portfolios / check papers in the examination hall.
11. Invigilators should not talk on their mobile phones in the examination hall.

Instructions for Students

1. Students should bring the Identity Card during the examinations without fail. Students are not allowed to write examination if they do not bring ID card.
2. Students should be present in the Examination Hall 15 minutes before the commencement of the examination.
3. Once students are seated in the Examination hall for examination they are not expected to have any sort of communication among themselves. These cases shall be considered as malpractice.
4. Students should verify whether the answer booklet they received does not have any damage before writing anything on it. If any damage is observed report to the invigilator immediately before writing anything in it.
5. Students are not allowed to scribble on the Question Papers. Scribbling on the Question Paper is considered as an act of malpractice. Students are supposed to write only their Roll No. on top of their question paper.
6. Students are not supposed to carry mobile phones and smart watches to the examination hall.
7. Borrowing of writing materials, calculators, scales etc. is not allowed.
8. Students are not allowed to keep their personal Tables (Steam Table, Refrigeration Table, Steel Code, pi-chart etc.) during examinations. The same will be provided by the Invigilator on request.
9. Students are expected to come in college Uniform during the examinations.
10. Students are not supposed to tear any page from the answer booklet. They may use the last page in the answer booklet bundle for rough work and strike the contents in the rough work page afterwards.


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