

O/Cir No. 14

JHARGRAM RAJ COLLEGE

02.02.2024

All concerned Heads of the Departments are kindly requested to follow the standing instructions for the ongoing UG 5th Semester Examination 2023 of the academic year 2023 - 2024 of Vidyasagar University.

Countersigned

Principal
Jhargram Raj College

Principal
Jhargram Raj College

Convener
UG Semester – I, III, V Examination Sub-Committee
Jhargram Raj College

- Enclosure:**
1. Standing Instructions to the Examiners
 2. Standing Instructions to the Head Examiners
 3. Standing Instructions for the Practical Examinations

3 Standing Instructions to the Examiners

- i) The role of an Examiner is to assure academic standards through evaluation and assessments. Therefore, it shall be the duty of all the faculties to participate in the evaluation and assessment process.
- ii) The appointment of examiners shall be made by the Nodal Officers in consultation with the Office of the CoE. An appointment letter either in Hard copy or soft copy shall be made available to the examiners by the Nodal Officers.
- iii) The Examiners shall maintain strict secrecy regarding their appointment and work in connection with the examinations. The examiners shall not reveal or give hint regarding the results of the concluded examinations. Any violation of this shall be viewed very seriously.
- iv) Examiners must have no conflicts of interest, whether personal, professional or commercial, that would undermine, or be seen to undermine, the independence of the proposed Examiner and the execution of their role.
- v) On receiving of the appointment letter, an examiner may consult with the respective Head Examiners for any guidance with respect to checking of the answer scripts.
- vi) It shall be the responsibility of the concerned examiner to contact the Nodal Officer/coordinator for receiving of the answer script packets allocated to him/her for evaluation and submission of evaluated answer script to their Nodal Centre. The TA will be provided to the examiners as per VU norms.
- vii) Any mismatch between the number of answer scripts and the data present on the topsheet should be immediately reported to the Nodal Officer.
- viii) The examiner shall report to the Controller of Examinations cases of any candidates or other persons on his behalf approaching him for any favour or writing letters etc., indicating the name of the person, registration and roll number of the candidate, subject/paper etc.
- ix) The total marks obtained by the candidates must not be calculated in a hurry. Due care must be taken to award marks without any discrepancy.
- x) Every examiner shall be provided with the Login credentials for UG Examination portal.

3 STANDING INSTRUCTIONS TO THE EXAMINERS

- xi) It shall be the duty of the examiners to complete the evaluation process and submit the marks in the UG Examination portal on or before the last date.
- xii) The evaluated answer scripts must be submitted to the corresponding Nodal Centre immediately after evaluation.
- xiii) Duly filled-in remuneration bill to be submitted to the Nodal Centre at the time of submission of the evaluated answer scripts.

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4 Standing Instructions to the Head Examiners

- i) The Head Examiners are responsible for timely submission of marks by their concerned examiners and are to set the standard of evaluation of answer scripts, preparation of Instruction sheet for examining the answer scripts after discussion with the co examiners.
- ii) The Head Examiners are to supervise the evaluation of answer papers and ensure uniformity of standards by re-examining 6% of the evaluated answer papers chosen at random and by revising the markings wherever necessary in consultation with the concerned examiners followed by reporting to the Controller of Examinations.
- iii) Conduct scrutiny of evaluated answer papers and detect the mistakes in marking by different examiners. A comprehensive report (Strictly Confidential) regarding the work done by the examiners should be submitted to the Controller of Examinations.
- iv) Maintain the strict deadline for marks submission.
- v) Report to the Controller of Examinations about the performance of examiners and other matters related to evaluations.
- vi) Head Examiners are to release the final marks in the "University Examination Portal" after satisfying all the above mentioned criteria.

5 Standing Instructions for the Practical Examinations

- i) The examinations for the practical papers and the project papers will be conducted by the colleges. No separate question paper will be set by the University for Practical Examinations and Project Paper.
- ii) The Practical examinations/Project examinations will be conducted by the colleges as HOME CENTRE. The Question papers for the practical examination/project examination will be set by the respective colleges only. It is advisable that all the topics for practical examinations need to be considered as options while framing these questions by the colleges.
- iii) Topic/Title of the project and the field of study/work shall be decided by the respective colleges.
- iv) The examination/assessment of the project paper of full marks 50 shall be conducted by the colleges as per the following marks distribution: Dissertation - 30 marks; Viva-voce - 10 marks; IA & CA - 10 marks.
- v) A practical/project examination must be conducted in the presence of an external examiner.
- vi) The list of pool of external examiners for practical examination will be provided by the university. The colleges are to fix the date of such examinations in consultation with the external examiners.
- vii) The external examiners are to submit marks/award list and evaluation related documents to the Principal/TIC/OIC of the concerned college after each day of the practical examinations. Under no circumstances, the external examiners can retain these marks/award slip/examination related documents in their personal capacity.
- viii) The internal examiners for practical/project examinations will be decided by the Principal/TIC/OIC of the colleges.
- ix) The Office of the Controller of Examinations will issue a time span for conducting these practical examinations to all the colleges.

5 STANDING INSTRUCTIONS FOR THE PRACTICAL EXAMINATIONS

- x) Selection of questions for practical examination shall solely made on lottery basis in the presence of external examiners.
- xi) On completion of the examination process, the Principal/TIC/OIC should issue a completion certificate to the external examiner.
- xii) External examiner shall submit the duly filled-in remuneration bill of the practical examinations to the Principal/TIC/OIC of the concerned college. The Principal/TIC/OIC shall collect all the bills of the external examiners and submit to the Office of the Controller of Examinations after the examination is over. All the submitted bills must be forwarded by the Principal/TIC/OIC of the college.
- xiii) It would be mandatory for the colleges to send a copy of the practical question paper after the end of the said practical examination in soft copy to the designated email of the Office of the CoE.
- xiv) The external examiner shall have the responsibility to check whether the questions of the practical examination cover the whole syllabus and at the same time the examination is being conducted as per the guidelines of the University or not. **If at the start of the practical examination, the external examiner is of the opinion that the set question paper does not cover the whole syllabus, then he/she shall add such questions on the spot that would make the question paper cover the whole syllabus.**
- xv) It shall be mandatory for the external examiner to send a confidential report to the Office of the Controller of Examinations about the conduct of the practical examination. The external examiner need to send a copy of the question paper covering all the options, completion certificate and the question number(s) attempted by a candidate as an attachment.