

Standing Instructions for the UG Examination

of

VIDYASAGAR UNIVERSITY

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1 Standing Instructions to the Examination Centre

- i) The Principal/OIC/TIC of the Examination Centre will act as Centre-In-Charge of the respective Examination Centre. The Centre-In-Charge will be the custodian of sealed question paper packets and will be responsible for maintaining the confidentiality of the Question Papers as well as the sealed packets of Answer Papers, other reports, etc.
- ii) The Centre-In-Charge may constitute a committee, to be known as Centre Committee to conduct and monitor the whole examination process especially opening of sealed question papers and sealing of answer scripts as per the guidelines of Controller of Examinations.
- iii) The Centre-In Charge may allot the Invigilators from among the teachers of the respective college. The minimum number of Invigilators should be One per Thirty students/examinee.
- iv) No subject teacher should be permitted to invigilate, taking into account the conformity with the examination subjects being held in that particular room.
- v) Candidates are allowed to enter the examination centre 30 minutes prior to the start time of the concerned examination.
- vi) A specific distance must be kept between candidates sitting in the same row (side-by-side).
- vii) No candidate suffering from contagious diseases such as chicken pox, mumps etc., should be allowed to sit in the same room with other candidates. If such a case is reported, the seating arrangement in a separate room/hall is to be made.
- viii) Answer Booklets and question papers are to be distributed to the candidates 15 and 5 minutes, respectively before the commencement of the concerned examination.
- ix) It is strictly mandatory for the examination centre to take attendance of the examinees on the ACSR (Attendance-cum-signature report) downloaded from the UG examination portal. Any interference with the data downloaded in either excel/pdf format will be seriously viewed.
- x) Absent candidate should be marked "ABSENT" in red ink on the ACSR.

- xi) It will be the duty of the examination centre to allow candidates only with valid Admit card. Corrections on Admit card is strictly prohibited. Such incidents must be brought to the notice of the Office of the CoE by the concerned Center-In-Charge.
- xii) The Invigilator must check the candidates' roll numbers, registration numbers and other personal information before signing the Answer Booklet. This process should be done carefully and sincerely.
- xiii) No candidate should be allowed to leave his/her seat before the expiry of an hour of the commencement of the examination. Candidates shall seek permission of hall/room invigilators for use of washrooms.
- xiv) In exceptional cases, such as medical emergencies, the candidate may be permitted to leave the room but upon handing over the Question Paper, Answer Booklet, Admit Card, etc. to the Centre-In-Charge.
- xv) The candidates should be allowed to leave the examination hall only after the Invigilator has ensured that all the candidates have submitted their answer scripts.
- xvi) Examinees may be allowed to use simple scientific non-programmable calculator in the examination hall for all UG examinations of the University except in subject Statistics however, calculators with any of the general features like Data Bank/Dictionaries/Language Translators/Text retrieval/capacity is strictly prohibited in the examination hall.
- xvii) Examinees are not allowed to carry phone or any other communication Devices/Digital Devices inside the examination hall. A candidate found in possession of such devices in the examination hall shall be subjected to be "Reported Against" by the Centre-In-Charge of the examination centre concerned. The Centre-In-Charge in such a cases shall follow the usual procedure in this regard together with the answer script concerned and the seized devices in a separate cover.
- xviii) In case of an R.A. (Reported Against) candidate, committing breach of discipline, the nature of his/her offence shall have to be recorded on a plain paper and the seized incriminating document, if any shall have to be attached to it. The seized incriminating document should be duly signed by the concerned candidate as well as the invigilators and countersigned by the centre-in-charge. Such an answer script must be packed separately and

same must reach to the Secreary, Board of Discipline, Vidyasagar University along with the filled RA Form (Annexure-1).

- xix) Invigilator shall not strike off any answer/part of answer in any answer script or direct any candidate found indulged in malpractices.
- xx) A physically challenged candidate may be allowed an extra time/scribe as per the rules on production of certificate issued by the Office of the Controller of Examinations.
- xxi) The Centre-In-Charge of the examination centre will hand over the sealed packets of Answer Scripts (Theory) along with Top Sheets to their Nodal Centre after the examination of all theory papers for evaluation.
- xxii) The Centre-In-Charge of the Examination Centre and other colleges are to send their teachers to the Nodal Centre for evaluation of answer scripts as appointed by the Principal/OIC/TIC (Nodal Officer) of the Nodal Centre for smooth conduct of the Evaluation process.
- xxiii) All Centre-In-Charge of the examination centre are to provide the complete list of their faculty members (Fulltime SACT) mentioning their subject, mobile number & email ID.
- xxiv) The decision for spot evaluation will be taken solely by the Nodal Officer.
- xxv) The Examination centres are to seal the answer script packets after thorough check as per the "Top Sheet" generated by the University Examination Portal. In case of system generated Top Sheet, no manual addition/alteration is permitted.
- xxvi) It is mandatory for examination Centre to submit the sealed packets of answer scripts with top sheets mentioning the roll numbers of candidates appeared and absentee statement (subject wise and paper wise) to their Nodal Centre after the examination is over and to collect the sealed answer scripts packets for evaluation as distributed by the Nodal Centre.
- xxvii) The travelling expenses are to be borne by the University for the single date of submission of answer scripts to the Nodal Centre.
- xxviii) The examination centre fees may be submitted examination-wise to the Office of the CoE for further processing.

2 Standing Instructions to the Nodal Centre

- i) The Principal/OIC/TIC of the Nodal Centre will act as Nodal Officer of the respective Nodal Centre. The Nodal Centre will carry out the evaluation process and will be responsible for submitting the marks to the "University Examination Portal" after the evaluation within the time as notified by the university.
- ii) The Nodal Centre will tally the number of answer scripts and packets received from the examination centre with the Top Sheets and details available on the UG examination portal. Any inconsistency found may be brought to the notice of the Office of the CoE.
- iii) The examiners appointment will be done through the Examination Portal. The Nodal Centres are to ensure that the examiners are allotted to all answer script packets for evaluation purpose at the examination portal giving first preference to the examiners listed in the Nodal specific dropbox. If at all required, the answer script packets may be allocated for evaluation to the examiners enlisted in the General pool.
- iv) An intimation along with examiner password and login id will be sent to the examiners via email which will be treated as "Examiner Appointment Letter". In case of any difficulty regarding email, Nodal Officer may issue appointment letter to the examiners in Hard Copy under the signature of Nodal Officer in consultation with the Office of the CoE.
- v) The supporting staff engaged in transportation (Delivery & Receiving) of Answer Script to the examiners by the Nodal Centre will be paid minimum TA as per VU rules.
- vi) The "Head Examiners" appointment will be done by the University through the Examination Portal. Intimation along with Head examiner password and login id will be sent to the Head Examiners via email which will be treated as "Head Examiner Appointment Letter".
- vii) The Nodal Officer will brief the "Role & Responsibility of Head Examiners" to the appointed Head Examiners and monitor the whole evaluation process under their Nodal Jurisdiction for timely submission of marks to the University Examination Portal.
- viii) After evaluation of the answer scripts, the packets will be submitted to the Nodal Centre. Head Examiners shall perform their duty as per the requirements at the Nodal Centre.

- ix) The evaluated answer script packets will be under the custody of the Nodal Centre till further instructions/collection by the University.
- x) All remuneration bills of the Examiners/Head Examiners of an examination be collected by the respective Nodal Centres. The duly forwarded bills along with a consolidated statements be submitted to the Office of the CoE.
- xi) The Nodal centre fees may be submitted examination-wise to the Office of the CoE for further processing.

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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.

- 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.

- 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.