

Examination Cell rules and regulations

Conducts of examination and appointment of examiners:

- (1) All examinations shall be conducted at such places, at such times and on such dates as the director may decide from time to time.
- (2) The mid examinations shall ordinarily be held twice in the semester unless otherwise decided by the Academic Council from time to time.

Notification of date:

The Controller of Examinations shall notify the last date of receipt of applications for examination together with the prescribed fees, the last date of receipt Certificates, and the dates of conduct of examinations.

Method of examination:

- (1) Unless provided for, examinations shall be conducted by one or more of the following methods. (a) Written (b) Online

Standard of question papers:

The papers set in any subject shall be such as a candidate of decided ability, well prepared in the subject can reasonably be expected to answer within the time allotted.

Supervisor:

It shall be competent to the Controller of Examinations to appoint other staff as are required for the conduct of the examinations, at each centre of examination subject to guidelines.

Hall ticket:

Every candidate who has been registered for an examination shall be given a Hall Ticket issued by the Controller of Examinations in the prescribed form. The Hall tickets shall be issued to each candidate. The hall ticket of a candidate issued by the institute shall not be cancelled or withheld except as provided for in the regulations.

Provisional admission:

No candidate shall be admitted to an examination hall without his Hall Ticket, provided, however, that the Centre In-charge in due concern with Controller of Examinations shall have

power provisionally to admit a candidate who has lost his Hall Ticket or a candidate whose Hall Ticket has not been found among those issued by the institute due to some mistake in transmission or in the registration of the candidate.

Exclusion of candidates for misbehaviours:

Candidates taking an examination shall be under the disciplinary of the Centre In-Charge, and shall obey his instructions. In the event of a candidate disobeying the instructions of the Centre In-Charge supporting examination staff or behaving insolently towards the Centre In-Charge or supporting examination staff, the candidate may be excluded from the day's examination and if he persists in misbehaviour, he may be excluded from the rest of the examinations by the Centre In-Charge. In all such cases, a full report of each case shall be sent to the Controller of Examinations, may, according to the gravity of the offence ratify the action taken, by the Centre In-Charge or further punish a candidate by cancelling the examination taken by him/her either in whole or in part, or debarring him/her from appearing for any University examination for a specified period or permanently

Publication of results:

For all examinations conducted by the institute, the registered numbers of all successful candidates shall be classified and published in the order in which they were registered for the examination.

Change of results for malpractice:

In any case where it is found that the result of an examination has been ascertained and published, and it is found that such result has been affected by any malpractice, fraud, or any other improper conduct whereby an examiner has benefited, and that such examinee has in the opinion of the C.O.E, been party or privy to, or connived at, such malpractice, fraud, or improper conduct, recommended to the director and the director shall have power at any time

Appointment of examiners/paper setters:

1. No person can claim appointment as paper-setter/examiner/moderator or any other examination work as a matter of right.
2. The college principals shall ensure that the teachers are available as paper setter and examiner.
3. The paper setters/examiners/moderators shall follow all the directions given by the institute from time to time in respect of pattern of question papers, setting of question papers, model answers, scheme of marking, etc.

4. The paper setter shall submit the copy of paper set by him / her in ready to print format with soft copy as desired as per instruction of CoE.

Instructions to the paper setters:

Examination of students, after a stipulated portion of the syllabus is taught, is one of the important parts of the teaching-learning process. Hence, it should be executed with due seriousness, confidentiality, and sanctity. An examination is conducted to evaluate the students with respect to the portion of syllabus taught and various components of the curriculum. Setting of question papers with confusing language, vague questions, factual errors, repetition of questions in successive examination led to lowering of the morale of students and undermines the prestige and integrity of the examination system.

The following rules are set on this background.

1. Paper setters at various semester examinations in all the subjects shall be bound by these instructions and treat them as well as any other instructions issued to them from time to time in this respect as confidential.
2. While framing a question paper, the following points should be considered:
 - (a) The questions set should be from the prescribed syllabus only.
 - (b) The paper should cover the whole of the prescribed syllabus.
 - (c) The question should be worded with no ambiguity.
 - (d) There should be a reasonably wide choice of questions to be answered.
 - (e) The question paper should be such that a well-prepared student should be in a position to answer all the questions.
 - (f) Main questions and sub-questions will be marked separately.
 - (g) Only integral marks shall be assigned to each question and sub-question.
3. The paper setters should avoid repetition of questions, as far as possible. Repetition of entire question paper or a Section of a question paper or a set of questions shall be viewed seriously and suitable disciplinary action shall be taken.
4. The Instructions to the candidates should be given at the beginning of the question paper. These instructions should include instructions regarding the number of questions to be attempted for full credit in the paper.

5. When a paper is composed of more than one section, specific instructions should be given to that effect. Section number should be written above the question with which the respective section begins.
6. The question numbers and sub-question numbers should be suitably written on the left hand side, while the marks assigned to them should be written on the right hand side in round brackets.
7. If there is an alternate question to an original question, the alternate question should be given the same question number and written below the original question and word "OR" should be written between them.
8. Sudden change of a drastic nature in the pattern of a question paper as well as in the nature of the questions set shall be avoided.
9. The numerical data required to solve problems should be given in the paper itself. Physical quantities shall be given in Standard-units only and only the standard abbreviations shall be used.
10. Sketches, figures, tables, and other details which form part of the question paper should be submitted appropriately. The sketches and figures should be drawn neatly in black/blue ink only and should be easy for reproduction. Rough pencil sketches shall not be accepted.
11. The paper setter should inform to the CoE, in writing, the specific requirements such as graph papers, drawing papers, data tables, etc.
12. The numerical questions should be set by considering the fact that the students are allowed to use non-programmable scientific calculators.
13. Each question paper shall be submitted to the CoE in a soft copy by mail / separate sealed envelope, specially provided for the same as per the instructions specified in appointment order. A receipt of the question paper shall be issued immediately on receiving the same, if submitted personally.
14. The paper setters must destroy the rough notes, manuscripts, if any, of the question paper set as soon as the final draft is submitted to the office.
15. If the question paper is submitted online or uploaded on the portal, the original copy of the file must be permanently deleted from his/her computer and no copy in whatsoever form can be maintained by him/her.
16. The paper setter shall also submit - solution for the question paper prepared by him/her.

17. The paper setter(s) have great responsibility of maintaining integrity of the examination system. Failure to do so, in particular with known intention, may attract heavy penalty

Assessments of answer books:

1. Examiners shall treat the entire work related to the examination as confidential and shall not enter into communication with students or any persons representing them on any matter connected with the examination.
2. If case of physical copies of answer books, the examiners shall inspect the parcels of answer books as soon as they receive them and verify whether they are properly sealed. They should report any anomaly to the CoE. Any unsealed or open parcel should be returned to the CoE immediately, within one day from its receipt.
3. The Examiners should open the sealed parcels of answer books as soon as they receive them, even if they are unsealed or have their seals broken, and check the contents and verify whether they are according to the answer books count allocated to the examiner. They should report to the CoE, whether the contents of the parcels are in accordance with the report of the Hall Supervisor tied to the bundles of the answer books.
4. In case of electronic receipt of the scanned answer books by the examiner, he should confirm electronically that he has received correct copies of the answer books.
5. For online correction of answer books, the examiner shall not make any copies of the answer books.
6. The process of online correction of the answer books, the examiners shall follow the instructions for online marking and submit the marks online.
7. To expedite the work of assessment, if an examiner receives any answer books not intended for him, or answer books in which answers to questions belonging to wrong section are attempted, he should send such answer books to the CoE. If this is not possible, he should submit the same to the CoE immediately and take the receipt. Any wrong answer books or sections received should be returned to the CoE at once.
8. Examiners shall observe the instructions given to them, while assessing the answer books:
9. The mark-list along with the assessed answer books shall be submitted to the CoE on or before the last date stipulated and a receipt shall be obtained to that effect. No remuneration bill will be processed as per the regulations led down in this regard time to time. -.
10. Any problem encountered in the assessment work should be brought to the notice of the CoE.

Verification of marks and re-evaluation:

1. After the declaration of the results of an examination, the candidates shall be permitted to make applications for the Verification of Marks as per the guidelines laid down by institute in this regard.
2. The candidates must apply for Verification of Marks within stipulated time period decided by the institute. No such application shall be entertained after the due date.

Role of block supervisor:

- Report to control room 45 minutes before the start time of exam.
- Collect exam related material from the control room.
- Instruct all the student not to indulge in unfair means.
- Instruct student that any type of printed material / hand written material, mobile phone, pager, or programmable calculator are not to keep during exam time.
- Distribute answer book to students 15 minutes before the exam time.
- Distribute Question Paper as per time given in time table.
- Check hall tickets of the students, and sign hall ticket with respect to date and subject of exam. Verify the detail entered by the students in answer book and then sign in marked place.
- On demand give supplementary to students.
- If any UFM case is register then call Sr. Supervisor and handover the answer book /all proof and submit your statement.
- Count answer book and verify that it is equal to the number of students present in the classroom.
- Submit the answer book in control room to concern sr. supervisor.
- Always take care that students do not leave exam hall without submitting answer book. If it happens then it will be the sole responsibility of the supervisor and the UFM case is to be registered as well as FIR is to be file against the student.
- It is the responsibility of the block supervisor to submit all answer books of presenters along with absentees to control room immediately after completion of the subject exam.

Role of senior supervisor:

- Issue the exam duty orders for supervisors/ relievers / Peons/under guidance of centre in charge.
- Furniture & other requirements of all the blocks & numbering on benches.
- Assure proper working of Computer /Printers/Copier machines /UPS/ at control room.

- Assure the availability of copier papers/Cartridges for copiers.
- During Examination: Report to center in charge 1 hour before the start of Examination.
- Get the printout and verify that all Question paper are available for your exam center.
- Prepare required number of copies of each Question Papers and distribute to each block supervisors at least 5 minutes before start time.
- Visit frequently the block assigned to you and provide necessary guidance to block supervisor for smooth conduction of examination.
- If any UFM case is registered Collect all relevant proof, Statement of Supervisor and students and fill up the information accurately in UFM Case format. Hand over the case to centre in charge for verification.
- On Completion of exam, collect & count the number of answer book from supervisor and verify the supervisor reports.
- Maintain the answer book / Supplementary usage register and counter sign the total usage of answer book during session.
- Distribute the required numbers of question papers and numbers of answer books as per block arrangement to each block supervisor.

Examination committee

Principal	- Sal Institute of Technology & Engineering Research
Principal	- Sal College of Engineering
Principal	- Sal Engineering Technical Institute
GTU Coordinator	- Sal Institute of Technology & Engineering Research
GTU Coordinator	- Sal College of Engineering
GTU Coordinator	- Sal Engineering & technical Institute

[Handwritten signature]

*N. S. Shah
(GENERAL MANAGER)*

