



DELHI TECHNICAL CAMPUS

Greater Noida
Affiliated to GGSIP University, New Delhi (NAAC A++)



Introduction

Examinations represent solemn academic exercises conducted by the Examination Cell of the Institute. All examination officials are mandated to uphold integrity, impartiality, and adherence to the highest academic standards, thereby ensuring fair and equitable opportunities for all students.

These procedures aim to standardize and streamline examination-related operations in compliance with Guru Gobind Singh Indraprastha University (GGSIPU) regulations.

Objectives of the SOP

- i. To define a uniform and transparent code of conduct for all officials engaged in examination duties.
- ii. To ensure examinations are conducted efficiently and without malpractice.
- iii. To adhere strictly to the GGSIPU Academic Calendar and Examination Guidelines.

Category of Examinations

- i) Internal Examination (Theory & Practical)
- ii) End Term Examination (Practical)
- iii) Entrance Examination (CET, NLT etc.)

Mode of Examination

All examinations are organized and administered strictly as per the guidelines issued by GGSIPU.Examinations.

SOP FOR INTERNAL EXAMINATION

- 1) Notice regarding the commencement of Internal Examination is circulated to all HOD's/Faculty members. The same is displayed on notice boards and website of the Institute as per the GGSIPU notifications the commencement of the Examination.
- 2) Examination date sheet is prepared according to the Academic Calendar or as per the GGSIPU CoE notifications of the University/Institute.



- 3) Rooms are identified for the conduct of examination and the DTC Admin officer is informed for making all the necessary arrangements (any repair of chairs, table, fans, lights etc.)
- 4) Verification of list of the students from all departments (Batch wise) for the preparation of seating plan.
- 5) Seating plan and seating arrangement is prepared and the same is informed to HOD's/Admin officer so that no other activity be conducted in those rooms at the time of examination.
- 6) Seating arrangement is displayed on notice boards and website of the Institute.
- 7) Making necessary arrangements for answer sheets and other stationery by requesting to the Store in-charge.
- 8) Requesting System Administrator for the proper working of internet and backup facility for the smooth conduct of the examinations if required in case of online Examinations.
- 9) Requesting faculty members to send the question papers as per the format provided by the GGSIPU Examination coordination committee.
- 10) Request for invigilation duty to all faculty members by issuing Duty Roster.
- 11) Request to Admin Officer for deputing class IV staff (peon, Safai Karamchari, Electrician, guard etc.) for the conduct of Examinations.
- 12) Preparation of Details of Refreshment for Internal Invigilators
- 13) Preparation of question papers as per regulation, making the required number of copies in coordination with the respective departments and keeping them safely in a assigned room.
- 14) Preparation of necessary Examination formats such as Award List, Answer Sheets record, UFM (unfair means) form, Attendance/absentee form, grievance form, undertaking form etc.
- 15) Students who miss their exam due to some unavoidable circumstances, retest/Supplementary Examinations is conducted as per the GGSIPU order.



- 16) Circulating guidelines/ instructions for students and invigilators and displaying on notice boards.
- 17) Conducting meeting to resolve the grievances of students related to the examination.
- 18) Sending of invigilation duty chart to all invigilators, along with the guidelines for invigilators.
- 19) Ensuring the proper arrangement of water, electricity, stationery, tags, extra sheet etc.
- 20) After the completion of examination, collection of answer scripts from all invigilators and keeping them at the designated place.
- 21) Distribution of the answer scripts to the concerned after ensuring proper entry in the file.
- 22) Collection of answer scripts from the subject teacher and Award List
- 23) Preparing of list of students who were involved in UFM (unfair means) and requesting the UFM committee chairperson to handle the UFM cases and requesting to submit the report.

Flow chart for conduct of Internal Examination

Display of notice regarding the commencement of Internal Examination



Preparation and Display of date sheet



Preparation and packaging of question papers



Display of seating arrangement along with rules/ guidelines for students



Conduct of Internal Exam



Distribution of answer sheets to faculty members for Evaluation



Preparation/Distribution of Award List, UFM List, Absentee list etc.



Resolving student grievances related to examination



Collection of Evaluated Answer Sheets

Instructions/ Guidelines for Students for Internal Examination

- Internal Examination will be held in two shifts as per the datasheet. Timings are notified in the date sheet, displayed on Notice Boards and Website of the Institute.
- Students are required to report half an hour before the commencement of the exam. No Entry will be allowed after the time of commencement of examination.
- Students are instructed to keep bag, manuals, notebooks, textbooks, guides, cell phone, and programmable calculators outside the Examination Hall.
- Candidates must carry the Institute's Identity Card.
- Candidates are instructed to read the instructions printed on the Answer Sheet without fail.
- Candidates will be allowed to leave the Examination Hall only after one hour from the commencement of the examination for any purpose.

SOP FOR EXTERNAL EXAMINATION

- 1) Examination Notification from University.**
 - a) University notifies the final date sheet at least a month before the commencement of examination.
 - b) Display of Notice regarding final examination on Notice Boards and website of the Institute.
- 2) Consent of Faculty/ Administrative Staff Members for invigilation duty.**
 - a) Date wise consent form is prepared separately for faculty and staff members and circulated the same to all.
 - b) E-mail is also sent to all to cooperate for invigilation duty.
- 3) Receiving students' data from the University for Conduct of exam.**
 - a) University sends course wise students' attendance sheets on the basis of which seating plan is prepared.
 - b) If any data is missing then information is sent to the university for the availability of the same.
- 4) Identification of Rooms**

Rooms are identified for conduct of examination and information for the same is given to the Admin officer for necessary arrangements (any repair of chairs, table)

5) Preparation of Seating Plan

- a) Seating plan and seating arrangement is prepared as per guidelines of the University.
- b) Seating plan is circulated to AO so that no other activity can be conducted in those rooms at the time of examination.
- c) Seating arrangement is displayed on notice boards and website of the Institute.

6) Arrangement of stationery

Requisition is to be sent to store in-charge for arrangement of stationery such as ream, pens, pencils, file covers etc.

7) Arrangement of computers, printers and Internet facility

System Administrator is requested for proper working of internet and backup facility for smooth conduct of examination.

8) Arrangement of Refreshment/Lunch for Invigilators

9) Circulation of Invigilation Duty Chart

Invigilation duty chart is circulated to all faculty/ staff members who have consented for the duty.

10) Deputation of class IV staff

- a) Request to AO for deputing class IV staff (peon, S.K., Electrician, guard etc.) for the conduct of examination.
- b) Number of class IV staff allotted for examination work are as per the guidelines of the University.

11) Downloading and printing of Formats

Formats required for conduct of examination are downloaded from university website and kept ready for further use.

12) Guidelines for students & Invigilators

Circulating guideline/ instructions for students and invigilators and display on notice boards.

13) Grievance Committee

Convening Grievance Committee to solve any grievance related to examination.

14) Conduct of examination

- a) Checking of Admit Cards of students appearing for the exam.
- b) Arrangement of water, electricity, stationery, tags, extra sheet etc.

- c) Checking of rooms/ toilets / staircase to avoid any malpractice.
- d) Handling of grievance and malpractice cases.
- e) Coordinating with the university representative for any instruction or important information.

15) Collection of Answer Scripts (Practical)

After the completion of examination, collection of answer scripts from all invigilators and packing of sheets for sending them to University.

16) Formats and answer sheets are sent to the University

- a) OMR, University formats and Remuneration Bills are signed by invigilators and other officials.
- b) Necessary formats with proper signature of the COE/ CS are packed in an envelope for sending to the university along with sealed pack answer sheets.

Flow chart for conduct of External Examination

Display of notice regarding commencement of University External Examination



Display of date sheet notified by the University



Display of Duty Chart & Seating arrangement along with rules/ guidelines for students and invigilators



Conduct of External Examination



Submission of answer scripts to the university along with required necessary documents

Instructions/ Guidelines for Students for External Practical Examination

As per university guidelines, the students appearing in end term examination are directed to abide by the following directions strictly.

Students are required to report 45 minutes before the commencement of the exam. No entry will be allowed after the time of commencement of examination under any circumstances

- Students should be seated in the examination hall at least 15 minutes before the commencement of examination.
- Students are instructed to keep manuals, notebooks, textbooks, guides, Cell phone, Programmable calculators outside the Examination Hall.
- Candidates must carry the Admit Card & Institute's Identity Card
- Candidates are instructed to read the instructions printed on the Answer Sheet without fail.
- Candidates are not permitted to leave the Examination Hall during the examination time for any purpose.
- Candidates will be allowed to leave the Examination Hall only after submitting the sheets
- No extra sheets shall be given.

GUIDELINES FOR INVIGILATORS

Invigilators are requested to note that as per University guidelines, the students appearing in End Term Practical Examination are directed to abide by the following directions strictly.

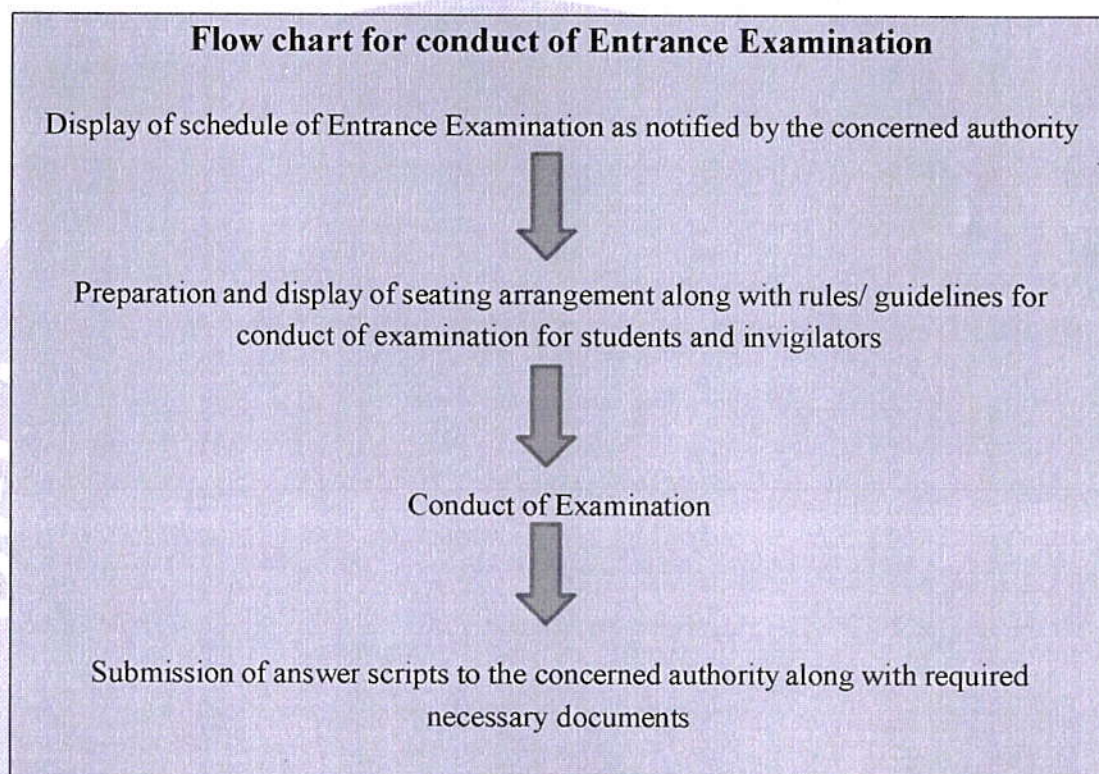
Students are required to report 15 minutes before the commencement of the exam. No entry will be allowed after the time of commencement of examination under any circumstances

Invigilators are advised to:

- 1) Kindly report 45 minutes before the commencement of examination.
- 2) Kindly ensure the decorum of examination hall regarding:
- 3) Adherence to entry timings of the students in the examination hall
- 4) Adherence to seating plan
- 5) Instructions to the students not to carry any unfair means including mobile phones, books, papers etc. in the examination hall. They all are required to keep their belongings outside the examination hall.
- 6) Instruct the students to read the guidelines on the answer sheet.
- 7) Instruct the students to completely fill all the details of Answer Sheets
- 8) Do not allow any student to go out of the examination hall after the answer sheets are distributed.
- 9) Start the examination exactly as per the scheduled time.
- 10) No candidate shall be allowed to leave the Examination Hall before the half an hour is over from the commencement of the exam.
- 11) No extra sheets will be given to the students.
- 12) Get the Attendance Sheet signed by the students
- 13) Arrange the Evaluated answer sheets in ascending order before submitting them to the Examination Department
- 14) Submission of OMR, Formats & Bills to Examination Cell.

SOP for Entrance Examination

For Entrance Examination, same procedure will be followed as described for by the governing/concerned authority.



CONTROLLER OF EXAMINATION/ CENTRE SUPERINTENDENT

- 1) Overall coordination of Internal/ External/ Entrance examination for smooth conduct of examination.
- 2) Liaison with the University with regard to availability of examination data on time.
- 3) Coordination with Faculty and staff members for their availability at the time of examination.
- 4) Liaison with University Representative and ensure his/ her availability.

- 5) To ascertain security steps including recording of proceedings in Examination Control Room is in place and functional.
- 6) To ensure the confidentiality of question papers
- 7) To provide support needed by the examination control room.
- 8) Communicating and Updating of all information related to examination to Senior officers/ Management.
- 9) Official notification of important information related to examination to faculties / students through Mail /Notice Boards/ Website.

EXAMINATION

- 1) To assist senior officers in all their work in regard of duty chart, seating plan, date sheet etc.
- 2) To assist COE in downloading of question papers during Internal Examination and packaging of question papers room wise.
- 3) Distribution of answer sheets to invigilators.
- 4) Receiving of answer sheets from invigilator and arrange them in proper serial order.
- 5) To ensure the availability of Refreshment for Faculty and Staff Members on duty.
- 6) Preparation of Award List, absentee statements etc.

Support Staff/ class IV staff

- 1) Support staff has to report the Examination Centre at least one hour before the commencement of Examination.
- 2) To carry out duties as assigned by Centre Superintendent.
- 3) To ensure the cleanliness of Examination Control Room, Class Rooms, Toilets etc, shifting and arranging of furniture, availability of water etc.
- 4) Promptness incase on urgent exam-based needs.

SOP for Redressal of Examination Related Grievances

Mechanism to deal with examination related grievances is transparent, time bound and efficient.

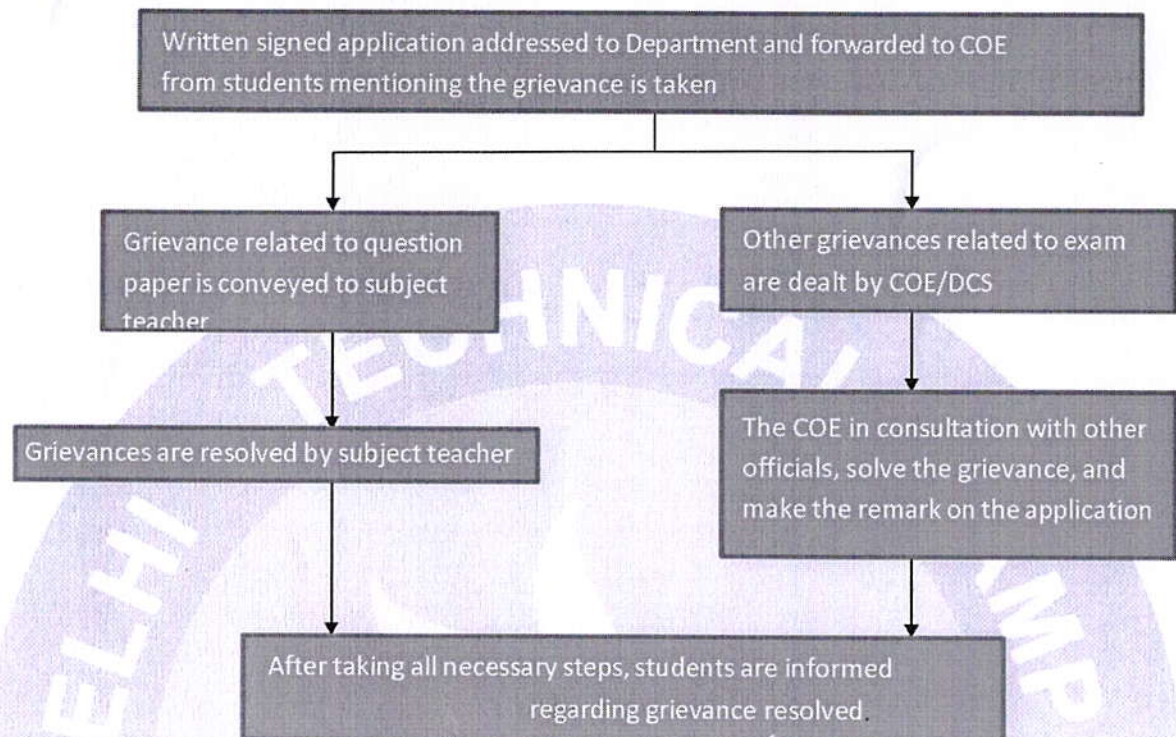
For any Internal Examination related grievances, following mechanism is followed: -

1. After evaluating, the answer script is shown to the students by the concerned subject teacher, if any grievances are there it can be resolved immediately
2. Any grievance related to the question paper like out-of-syllabus, repeated questions, improper split of marks, marks missed, wrong question number are addressed to the subject teacher/ HoD.
3. If student has any grievance related to the evaluation of the answer scripts, the same can be intimated to the subject handling faculty and HoD.

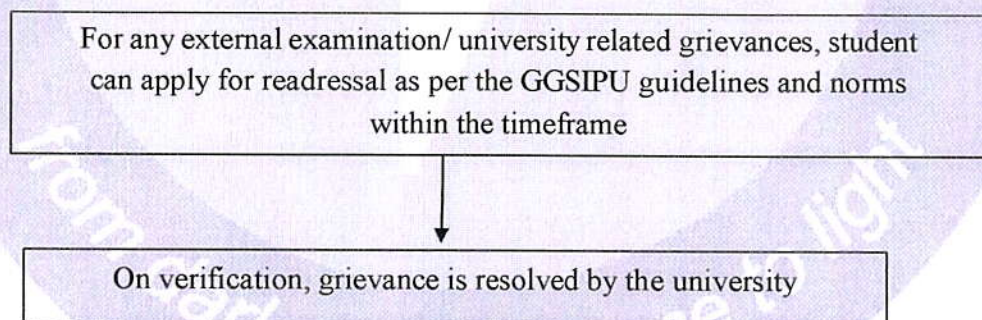
Internal Marks System

The system of internal marks is fully transparent. The Department displays the final marks on the notice board, enabling students to review their internal assessment scores. Students are also given the opportunity to raise grievances, if any, regarding their internal marks before the commencement of the End-term Examinations. In such cases, the Controller of Examinations (CoE) may intervene and seek an independent opinion.

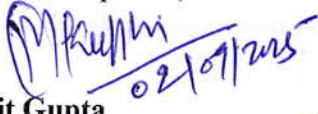
Grievances are resolved either by showing the evaluated answer sheet to the student or by having the concerned faculty reassess it in the student's presence. Any discrepancies in mark calculation or evaluation are promptly corrected by the respective faculty members.



For University related grievances, following mechanism is followed:



Thus, all grievances are resolved efficiently within the time frames specified by the university, ensuring that the mechanism for addressing examination related grievances remains transparent, time- bound and effective.


Mohit Gupta
Controller of Examinations

