



# **SES'S L. S. RAHEJA COLLEGE OF ARTS & COMMERCE EXAMINATION MANUAL**

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**Prepared and compiled by: Dr. Debajit N.Sarkar, Principal**

**SES'S L.S.RAHEJA COLLEGE OF ARTS AND COMMERCE**

**SANTACRUZ (WEST), MUMBAI 400054.**

**SES's L. S. Raheja COLLEGE OF Arts and COMMERCE****Santacruz (W), Mumbai 400 054****FUNCTIONS, DUTIES AND RESPONSIBILITIES OF EXAMINATION COMMITTEE TO CONDUCT EXAMINATIONS OF SEMESTER I TO VI.****IN EXAMINATION MATTERS COMPLETE SECRECY IS TO BE MAINTAINED BY THE MEMBERS OF THE EXAMINATION COMMITTEE, EXAMINERS AND THE UNDERSTUDY SUPERVISOR/S.****A. PRE-EXAMINATION**

- 1) At the beginning of the academic year the Committee must finalise the list of examinations that needs to be conducted at the college level in consultation with the Principal.
- 2) To finalize the Examination Schedule of the College for all the Examination to be conducted by the College after taking into account the academic plan of the College (to identify the last date to conduct lectures, curricular, co-curricular and extra-curricular activities etc.)
- 3) To decide the schedule for filling the examination forms for Regular / Additional / ATKT Examinations by the students after deciding the format of the examination form (if any). The Schedule must specify the norms for accepting forms without late fee, with late fee/s, documents required etc.
  - I. Arrange for verification of the forms accepted
  - II. Arrange the verified forms as per the category required.
  - III. Arrange and send the verified forms for processing like generation of seat numbers, etc.
- 4) Discuss, decide and finalise the time tables of the examinations to be conducted by the college taking into consideration the academic and examination schedule of the Junior College and the university Examination Schedule and the requirement of human resources for the same.
- 5) Ensure proper display of all such notices well in advance giving sufficient exposure to the notices displayed and time to the students to read and act on the instructions given in the notices with the assistance of the office staff. If possible assign notice boards for the exclusive use of the Examination Section on the ground floor near the college entrance for easy visibility of students.
- 6) Collection of the Admissions forms, if any and Examination Fees, if any from the students by the Office Staff as per the scheduled displayed and after verifying the forms as per instructions given by the Examination Committee.
- 7) All instruction to the Office Staff, Students and the teachers from the Examination Committee and/or Examination Committee Chairperson Examination In-charge (usually the Vice Principal) and/or Principal must be in writing.

- 8) The Office Staff to keep proper and systematic record of the examination forms received after due verification.
- 9) Arrange to send Examination forms ( Regular / Additional / A.T.K.T. or in combination as the case may be) for processing to the Examination Section
- 10) Once those forms are sent back after processing, verify whether the forms are processed as required with desired output like
  - i. Entry in each form with **Consolidated Computerized List of Examinees (CCLE)** in terms of subject/s to appear.
  - ii. Allocation of seat nos. in CCLE. In case of errors, rectify accordingly and send back the final copy of CCLE.
  - iii. Allocation of seat nos. to all the applicants etc.
- 11) Display the details of the Roll no., Seat No. and Name of the applicant and other relevant details on the notice board seeking corrections from the students in the data process in prescribed format.
- 12) Make corrections in the student's record based on the application received from the students.
- 13) Give sufficient notice to H.O.D's and faculty to draw question papers. However, the respective H.O.D's /Coordinators will be finally held responsible for any delay in submitting sets of question papers.
- 14) For every subject / course, **THREE sets of question papers are required for every examination i.e. Semester End Examinations (100/75 MARKS)** wherever applicable.
- 15) **For INTERNAL Examinations (25 MARKS)** wherever applicable, **TWO SETS** of question papers are to be drawn. Along with the question paper, the paper setter is required to give the model answer along with the marking scheme. Also not more than 30% of the questions can be repeated in the question paper set.
- 16) **The second set of question paper manuscripts should not be used in case of internal examinations (25 MARKS).**
- 17) In case if a particular subject/course has more than one teacher teaching the subject, the Head of the Department / Senior Most teacher is required to divide the duties amongst the teachers such that none of the teachers are overburdened with the task of paper setting. Also the group of teachers may set the 3 sets independently / collectively but the Head of the Department / Chairperson of the Paper Setter Committee will have to ensure that not more than 30% of the questions are repeated and that the question paper is based on the syllabus prescribed.
- 18) The Head of the Department / Senior most Teacher / Teacher (in case of one person department) must submit the sets of question papers along with model answers and marking scheme to the Chairperson / member nominated by the Chairperson and take due acknowledgement of the same. The Principal / Chairperson Examination Committee may also take an undertaking from the paper setter and/or Head of the Department / Senior most Teacher / Teacher (in case of one-person department) an undertaking that the question

- papers, model answers and marking scheme is as per the syllabus and paper pattern prescribed by the University.
- 19) All question papers are to be submitted in sealed packet superscribing the name of the paper and other details as per the instruction of the Examination Committee.
  - 20) Details of all question paper manuscripts in sealed packet must be entered in a register and obtain signature of the paper setter/s in the register along with **a declaration form signed by paper setter/s (form enclosed)**.
  - 21) The Principal / Chairperson Examination Committee / Vice Principal / Person authorised by the Principal, will select one of the question paper from the set of 3 question papers (or the number of question papers remaining with the college) to be used for the current Examination. If the question papers are printed outside, question papers of all the courses / subjects for all the examinations should be sent to the external agency along with the copy of the time table and no. of copies of question paper required at least 30 days prior to the conduct of the Examination. In case if the question papers are to be printed in-house, the question paper from amongst the set must be drawn two hours prior to the commencement of the examination and the question papers can be printed, pinned (if required) and packets must be sealed and handed over to the Chief Conductor.
  - 22) On the day of Examination 45 minutes before the commencement of the examination, the Examination Committee Chairperson / staff authorised by the Chairperson Examination Committee should hand over the block distribution sheet and the question paper bundle to the Chief Conductor. The Chief Conductor must verify that the question paper bundle is intact and is of the subject concerned and duly acknowledge the receipt of the question paper bundle and the block distribution sheet.
  - 23) The Examination Committee must prepare the seating arrangement based on the no. of benches available in the class room. Precaution must be taken that no two or more students of the same course / program of the same class are sitting on a bench.
  - 24) The Examination Committee, after calculating the total number of working blocks during the examination session, must prepare supervision duty chart based on the norms and parameters prescribed by the University. The supervision duties must be distributed equitably amongst the staff members. The Committee must ensure that the appointment of Chief Conductor, Senior Supervisor, Relieving Supervisors, Block / Junior Supervisors are made as per the norms prescribed by the University and after due consultation and approval of the Principal.
  - 25) In order to ensure smooth and effective conduct of the supervision, the Examination Committee may seek details from the teachers about their preferences, if any like going on leave or other academic engagement etc., before preparing the supervision chart with clear instructions to the teachers that attempts will be made to adjust their request but it is not a matter of right of the teachers.
  - 26) Seating Arrangement (for semester I to IV) must be displayed in the staff room well in advance (at least 3 days in advance) of the commencement of the Examination. Also the duty

allocation chart/sheet must be issued individually to the teachers / supervisors along with their duties, responsibilities and procedure to be adopted for during supervision of the examination as CC / SS / RS / JS.

- 27) It is necessary that the Seating arrangements should be displayed on the day of the examination. Advisable that we have a proper notice board with seating arrangement written in big and bold letters for easy reading of the students. Proper signage / seating arrangement should be displayed on the floor and/or in the class rooms where examinations are conducted.
- 28) The Examination Committee in consultation and approval of the Principal must appoint the understudy and other support staff as required and prescribed by the University. The Registrar / Office Superintendent / Head Clerk must ensure that the staff assigned examination duties are made available for the Examination Work. Ensuring that the Office and other support staff are on duty will be their responsibility.
- 29) Under normal circumstances, members on examination duties are not eligible to take leave and remain absent.
- 30) Ensure that photocopy of the content of the Maharashtra Act, XXXI i.e. Act Prohibiting Unfair Means in Examinations is displayed in all the blocks along with the seating arrangement of the block is displayed / written in every block.
- 31) Ensure that answer papers, supervisor's reports, masks, map, graph paper etc. are ready at least two days prior to the commencement of examinations.

#### **A (I). PRINTING OF QUESTION PAPERS**

- 32) **Utmost precaution must be maintained while printing question papers in the College.**
- 33) **The Chairperson of the Examination Committee EC) should allocate duties to members of the EC who are only authorised to carry out the printing of question papers.**
- 34) **The sealed question paper manuscript/s will be handed over to the authorised person in advance and an entry be made in a register by the Chairperson of EC.**
- 35) **The sealed packet must mention number of copies to be printed.**
- 36) **The sealed question paper manuscript/s should be open by the authorised person.**
- 37) **A log book must be maintained in which the authorised person should write the work done with date and time.**
- 38) **Ensure that the question paper manuscript/s is placed back inside the original envelope and sealed once again.**
- 39) **Ensure that the muster copy is sealed and be kept in the possession of the authorised person.**
- 40) **The photocopier/digital cyclostyling machine should be switched off in the presence of the authorised person.**

**C. ON THE DAY OF EXAMINATION**

- 41) The CC must report at least 1 hour before the commencement of the Examination assuming that the question paper is already printed and ready.
- 42) In case if the question paper is to be printed on the day of conduct of examination, it is necessary that the CC along with the staff involved with the printing of the question paper must be present at least 2 hours before the commencement of the examination or as per the instructions given by the University.
- 43) The SS / RS must report at least 45 minutes before the commencement of the examination.
- 44) Half an before the commencement of the Examinations, the Chief Conductor / member of the Examination Committee must hand over the question paper packet/s to the Senior Supervisor and/ or Relieving Supervisor.
- 45) The Junior Supervisor (JS) / Block Supervisor (BS) must report at least 30 minutes before the commencement of the examination.
- 46) The SS and/or RS should call at least 3 students who are appearing for the examination and must request them to sign and put their seat nos. on the bundle after verifying that the bundles are properly sealed and unopened.
- 47) The SS and RS must open the bundle and must distribute or prepare block wise sets of question papers ensuring that bundle for each block consists of all the question papers allotted to the block and are as per the number of students appearing for the examination in the block concerned.
- 48) SS / RS must be present in the Examination Hall along with the block-wise bundles of question papers and the attendance sheet and/or block allocation sheet of the JS / BS.
- 49) On the day of examination, the Chairman of the Examination Committee / his nominee / Chief Conductor along with the Senior Supervisor and reliever shall ensure that Junior Supervisor is allotted to every block.
- 50) The BS / JS must be allotted the blocks and bundles of question papers at least 10 minutes prior to the commencement of the examination. It is advisable that the question papers be handed over to the BS / JS by the SS / RS after the BS / JS is present in the block concerned.
- 51) The understudy must distribute the bundles of answer books to Jr. Supervisor block/room no. wise as per supervision chart.
- 52) The BS / JS must verify that all the answer books are in order before proceeding to the block concerned.
- 53) The Senior Supervisors shall ensure that the attendance of the block supervisors is taken and that the block supervisors leave for the blocks and are present in the blocks at least 15 minutes prior to the commencement of the Examination.
- 54) **The understudy shall ensure that all the non-teaching support staff is in place and the class rooms and washrooms are cleaned properly.**
- 55) **The understudy shall ensure that provisions are made for serving drinking water to students inside the class room and proper arrangement of jugs and clean glasses are available.**

- 56) **The understudy shall ensure that the support staff have ensure that the washroom are free of any material like text book, chits etc.**
- 57) **The understudy as per the instruction of the Examination Committee** will ensure that the bell rings on time and the schedule for ringing the bell is made available well in advance and staffs is assigned to perform the task effectively and efficiently.
- 58) The bells must ring 10 minutes prior to the commencement of the examination, at the time of commencement of the examination (could be longer than usual), 30 minutes after the commencement of the examination, after every hour, 10 minutes prior to the end of the examination and on completion of the required duration of the exam (could again be longer than the normal bell).
- 59) No student must be allowed alone to go to the washroom. The supporting staff must accompany the student to the washroom, wait outside and ensure that the student is escorted to the classroom. It is necessary that the supporting staff clears / cleans the washroom of all the papers / chits etc. before the commencement of the Examinations.
- 60) **In last ten minutes of the examinations no student be allowed to leave the block.**

### **B. DURING EXAMINATIONS**

- 1) The BS / JS must ensure that they are carrying sufficient number of answer books, graph papers etc. to the examination hall before they leave the staff room / examination enter for their respective blocks.
- 2) The BS / JS must ensure that the students are seated in the class room as per the seating arrangement without carrying any bags / envelopes etc.
- 3) The BS/JS must inform the students not to carry any mobile phone / any other electronic items not permitted by the authorities concerned and that possessing of such devices and/or hand written material etc. will be treated as use of Unfair Means and minimum punishment is nullification of the performance in the current examination in all the subjects.
- 4) The BS / JS must now distribute the main answer book to the student after signing the answer book on the spot and also write the date of the day. BS/JS must ensure that the answer books are not signed in advance and are fresh answer books.
- 5) The BS / JS must collect the question paper from the Senior Supervisor
- 6) At the time of commencement of the examination (indicated by the bell) the BS / JS must distribute the question papers to the students. Any spare question paper must be properly kept.
- 7) **No student must be allowed to leave the examination hall for any purpose within 30 minutes of commencement of the examination.**
- 8) No student must be permitted to enter the examination hall after 30 minutes of the commencement of the examination.
- 9) BS /JS must ensure that the attendance is recorded of all the students present in the examination hall, hall tickets / identity cards are verified and the main answer book is signed for all the students during the first 30 minutes.

- 10) BS / JS must ensure that the students are provided with additional answer books, graphs, log tables, drinking water etc. at their seat itself.
- 11) BS / JS must ensure that any document issued to the students is signed and acknowledged by them at the time of issue to the students.
- 12) BS/JS must ensure that proper decorum is maintained during examination and that the students are not talking amongst themselves in any form.
- 13) It is required that the BS / JS moves in the classroom regularly so that the BS/JS can prevent any attempt by the student to resort to unfair means.
- 14) It is also necessary that the CC / SS / RS take rounds in the examination hall to ensure smooth, effective, and efficient conduct of the examination and invigilation.
- 15) The understudy must ensure that the 2<sup>nd</sup> last bell is rung 10 minutes before the ending time of the examination.
- 16) The BS / JS must make an announcement informing the tie (in some cases stapling) the main answer book and the supplements taken by the student.
- 17) The BS/JS must ensure that entries are made on the main supplement about the number of supplements attached by the students to the main answer supplement and the total number of answer books used by the student after counting the same and sign in the column specified.
- 18) Keep relevant forms, a question paper and an ANSWER PAPER ready in case of alleged unfair means case is reported.
- 19) Circulate the content of the Maharashtra Act, XXXI in each block on the first day of the examination to ensure that it is read out by the BS/JS.
- 20) Take frequent rounds. Ensure the reliever checks the supervisor's report and sign therein in each block he /she goes to relieve.
- 21) Ensure that you attend immediately in case of any emergency arises.
- 22) Attend immediately in case of alleged unfair means case/s reported. Do not send the understudy supervisor in your place to attend the same.
- 23) Collect all answer books as per the supervisor reports. Get them masked and packed. Each bundle must contain a question paper. Keep those in your custody.
- 24) Ensure that all unused question papers are submitted to the library with details.
- 25) Ensure that the understudy supervisor enters daily records as per the Block supervisor's report in the register.
- 26) Prepare for the next day's examination.



27) Report to the Principal.

28) Handover all answers papers with a report to the Chairperson of CAP.

**C. IF ALLEGED UNFAIR MEANS CASE IS REPORTED BY THE BLOCK SUPERVISOR**

- 1) The Chairperson/Sr. Supervisor should attend the block concerned immediately with relevant forms, a question paper and answer book.
- 2) Then follow these steps:
  - i. Seize the COPY MATERIAL/S, ANSWER PAPER, HALL TICKET and QUESTION PAPER from the examinee.
  - ii. Obtain examinee's signature, date and time on each written page/s in the ANSWER PAPER and also on the question paper.
  - iii. Take the examinee's statement in the relevant forms.
  - iv. Write on top of the seized ANSWER PAPER '**THIS ANSWER PAPER IS CONFISCATED ON ACCOUNT OF ALLEGED UNFAIR MEANS**' and put your signature with date and time. Obtain student's signature date and time.
  - v. Put your initials on each written page of the answer book with date.
  - vi. Obtain signature of the student on the question paper seized.
  - vii. Issue the second answer paper and write on the top of the ANSWER PAPER '**THIS ANSWER PAPER HAS BEEN ISSUED AFTER CONFISCATING THE FIRST ANSWER PAPER ON ACCOUNT OF ALLEGED UNFAIR MEANS**' and put your signature with date.
  - viii. Issue a fresh question paper.
  - ix. Fill block supervisor's statement in the relevant forms.
  - x. **Block supervisor should collect the second ANSWER PAPER separately and submit finally both the first and the second answer papers separately at the end of the examinations to the Chairperson/Sr. Supervisor.**

- xi. Ensure that the block supervisor mark # against the seat no concerned and write on the supervisor's report and students' attendance record **'ALLEGED UNFAIR MEANS, ANSWER PAPER SUBMITTED SEPARATELY'**.

**D. IF ALLEGED UNFAIR MEANS CASE IS REPORTED TO THE CHAIRPERSON/SS**

Attend the block concern immediately with relevant forms, a question paper and answer book.

3) Then follow these steps:

- i. Seize the COPY MATERIAL/S, ANSWER PAPER, HALL TICKET and QUESTION PAPER from the examinee.
- ii. Obtain examinee's signature, date and time on each written page/s in the ANSWER PAPER, COPY MATERIAL/S and also on the QUESTION PAPER.
- iii. Take the examinee's statement in the relevant forms.
- iv. Write on top of the seized ANSWER PAPER 'THIS ANSWER PAPER IS CONFISCATED ON ACCOUNT OF ALLEGED UNFAIR MEANS' and obtain signature of the BS/JS with date and time. Obtain student's signature with date and time.
- v. BS/JS to put initial with date on each written page of the answer book and question paper seized.
- vi. Issue the second answer paper and write on the top of the ANSWER PAPER 'THIS ANSWER PAPER HAS BEEN ISSUED AFTER CONFISCATING THE FIRST ANSWER PAPER ON ACCOUNT OF ALLEGED UNFAIR MEANS' and put your signature with date.
- vii. Issue a fresh question paper and answer book.
- viii. Collect THE SECOND ANSWER PAPER separately from the block supervisor.
- ix. The first answer book along with statements of student and the BS/JS, copy materials and seized question paper to be kept in sealed packet and to be handed over to the Chairperson of Unfair means Inquiry Committee.

- x. After the end of the examination, the first answer books should be put in an envelope, seal it and write all details (seat no., date and name of the paper) on it and sign and to be handed over to the UFMIC along with reports etc.
- xi. The second answer book should be in the possession of the Examination Committee till further orders and should not be sent for assessment.
- xii. All cases of alleged unfair means shall be handed over to the Unfair Means Inquiry Committee (URIC) for further action within 3 working days from the last examination held with a list of such examinees.

#### **E. GENERAL**

- 1) Chairperson/Sr.Supervisor of the Examination Committee (EC) shall be directly responsible for the smooth conduct of examinations.
  - 2) Chairperson of the Examination Committee (EC) shall be directly responsible for the payment to be made to any outside supervisor/s if appointed.
  - 3) Chairperson of the Examination Committee (EC) should report to the Principal from time to time.
  - 4) Claim for examination remunerations should be verified by the Chairperson/Sr. Supervisor of the EC and no claim will be settled without Chairperson/Sr. supervisor of the EC's signature.
- 3) Ensure that the entire examination goes smoothly.
  - 4) All cases of alleged unfair means shall be handed over to the Unfair Means Inquiry Committee (UMIC).

#### **F. POST EXAMINATION**

- 1) Circulate a notice stating last day to submit statement of marks by the examiners concern.
- 2) All statement of marks should be submitted in sealed packet to the Chairperson or any person authorised by the Chairperson.
- 3) Ensure that results are declared within the stipulated time as specified in the Maharashtra Public Universities Act, 2016.
- 4) Get the statement of marks processed.

- 5) Once processed, verify meticulously each entry of marks from the examiner's mark lists and that with the computerised consolidated mark lists.
- 6) In case of errors, correct it with red pen and put your initial. Report to the Principal in case of any discrepancy found/detected during the entire examination process.  
i.e. right from the conduct of examinations to declaration of final results. **Concealing any information deliberately will amount to disciplinary action against the person/s concerned under relevant rules/ordinances/statutes of the University/Government from time to time.**
- 7) Put your initials on each page after verification.
- 8) Collect duly signed internal resolution of marks from each examiner.
- 9) Inform the Principal.
- 10) Send verified computerised consolidated mark list (first copy) and duly signed resolution of marks for preparation of final results.
- 11) After receiving the final results verify once again from the first copy that with the final copy.
- 12) Display the results only when you are confirmed and confident that result is flawless. Keep no room for doubt. Remember that once the result is displayed, you shall be held responsible for any errors if detected at a later stage.
- 13) Along with results, display notice as per the University circular no No. Exam. VCD / DBOEE /ICD /2017 -18/325 dated 24<sup>th</sup> July, 2017.
- 14) Sign on each page of the result, get stamped with date and obtain Principal's signature.
- 15) Submit original copy of the result to the office and other copies are to be kept with the EC for future reference.
- 16) Collect all answer papers of internal examinations from examiners concern. These are important documents as students can apply for revaluation and photocopy of those. Instruct understudy supervisor/s to enter in register as soon as answer papers both internal and external are received.

### **G. DUTIES of Chairperson, CAP**

- 1) He/She shall be responsible for the answer papers kept in the CAP room till the assessment and moderation of all answer papers are completed.
- 2) He/She shall inform in writing to the all the examiners concerned about
  - i) the venue of CAP,
  - ii) date of commencement of CAP and time,
  - iii) last date of CAP
  - iv) any other information deems fit.
- 3) Synoptic answer must be prepared by the examiner concerned. Assessment of answer papers should not be allowed without synoptic answer. After assessment and moderation of answer papers synoptic answer will be in the possession of the Examination Committee.
- 4) Ensure that all papers are assessed in the given time.
- 5) Submit in writing number of answer papers subject wise to be moderated, to the Office at least 10 days in advance for remunerations to be paid to the moderators. The office will prepare packets and handover the same to you along with vouchers.
- 6) Those packets are to be given to the examiners to pay to moderators (collect signed voucher).
- 7) On completion of assessment and moderation of all answer papers, statement of marks of all subjects in sealed packets should be submitted to the Chairperson of Examinations. He /She should also handover the charge of assessed answer papers to the Chairperson of Examinations.
- 8) All signed vouchers should be submitted to the office.
- 9) Collect examination remuneration bills from examiners as soon as moderation of answer papers are over.
- 10) Report to the Principal about CAP completion. **(COMPLETE SECRECY IS TO BE MAINTAINED THROUGHOUT)**

**MODERATION**

- 1) Moderators are to be appointed by the Principal. Teachers can suggest moderators' name.
- 2) Ensure appointment letters are sent to the moderators in time.
- 3) Invite them only after you finish assessment of answer papers and transfer marks to the statement of marks in blue/black ink only.
- 4) Arrange to supply answer papers to the moderator from the bundle along with the synoptic answer.
- 5) Ensure moderator sign on both sides of the statement of marks in green ink.
- 5) Fill the moderator's report and obtain the confidential report from the moderator.
- 7) All moderated answer papers should be kept back in the bundle.
- 8) Handover statement of marks in sealed packets to the Chairperson, CAP.

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**PRINCIPAL**

**EXAMINERS SHALL OBSERVE THE FOLLOWING INSTRUCTIONS WHILE ASSESSING AND ENTERING MARKS IN THE ANSWER-SCRIPTS AND IN THE MARK-LIST:**

1. Examiners shall enter marks legibly on their answer scripts in red ink.
2. Please do not write marks over the written answer. Since the candidate has the right of reevaluation.
3. As far as possible do not over write marks. If any such entry is revised, the revised figures shall be cancelled by a line being drawn through it so that the cancelled marks entry can be easily deciphered. Re write the revised marks. Each correction so made shall be initialled by the examiner concern.
4. Fractional marks should not be assigned to individual question.
5. If a question is divided into sub questions, marks should be assigned to each sub-question. Examiners should ensure that the total marks assigned to all sub-questions is correct and as indicated by a circle being drawn round the figure at the end of the answer.
6. If a candidate attempts questions more than he/she is required to answer, all the questions shall be assessed and marks of all the questions shall be entered first on the front page of the answer script. While totalling, however the only of the maximum number of the questions including compulsory question/s, if any, be taken into consideration. Marks not considered should be denoted by drawing a circle around the marks.
7. In case of any unfair means is detected or suspected while assessing answer scripts, the examiner must immediately report in writing to the CAP In-charge.
8. If any answer script found illegible by an examiner, the examiner shall forward the answer script concern to the CAP In-charge with a written report.
9. Complete assessment of all answer books with in the time limit given so as to declare results in time.
10. Examiners should verify and re-verify marks entered in answer scripts and in the mark lists before final submission.

## DUTIES OF BLOCK SUPERVISOR

1. Be present at the examination centre and report to the Senior Supervisor at least 30 minutes before the start of the examination. On first day of the examination.  
On subsequent days, be present at the centre at least 20 minutes before the paper is set to candidates.
2. Find out from the Senior Supervisor the block allotted to you for the session of examination. Reach the Block at least 15 minutes before the examination commences; carry with you blank answer-books, supervisor's report forms, students' attendance report and other material to be supplied to candidates.
3. Go round the block and make sure that the examination hall is ready in all respects. The black-board, if any, in the hall should be kept clean; books, stray papers etc., must be scrupulously removed from the hall.
4. After the warning bell is given, allow the candidates one by one to the hall. Make sure that no books, papers, etc. are carried to the hall. (All such materials shall be kept outside.)
5. Instruct the candidates to occupy their correct seat, as per the seat number pasted on the desk.
6. Give each candidate one main blank answer-book, for each section, after putting your full signature with date on the cover page. DO NOT give more blank supplementary answer-books than necessary.
7. When the commencement bell goes, start distributing the question-paper from the candidate with the last number in your block.  
**Where the question-paper is of more than one sheet, instruct the candidates to ensure that they have received all the pages of the full question-paper.**  
**Where the candidates with different options are seated in your blocks, it is your duty to make sure that every candidate gets the right question-paper.**
8. Ten minutes after the commencement of the paper, go round the block, check the examination fee receipt/hall ticket/I card and make sure that every candidate occupies the proper seat. Half an hour after, check the identity card and fee receipts, especially those with photos of every candidate, in every session. Get the daily attendance report signed by every student present in the block.
9. Keep a continuous and alert watch on the candidates writing the examination. Alertness will prevent use of malpractices by the examinees. Go round the block as often as possible.
10. Whenever a candidate asks for a supplement, make sure that he has completed the answer-book before giving a new supplement. Sign the supplement (with date) before handing it over to the candidate.



**DO NOT call the candidate to you; go to him/her and give him the answer-book.**

11. DO NOT encourage candidates to leave the Hall during the examination time.
12. DO NOT allow any candidate to come to the examination Hall late by more than 30 minutes. Report all such cases to the Senior Supervisor.
13. DO NOT allow any candidate to leave the Hall, within the first 30 minutes of setting of the question-paper.
14. If any candidate wants to leave the Hall before the closing time for the examination, collect all his answer-books, written or blank, before allowing him to leave the Hall. Make sure that the Sections are separately collected, and in each section, the main and supplementary answer-books are tied together, and the cover page details regarding Seat No. etc. are fully entered.
15. Ask candidate to cancel all unwritten or blank pages.
16. The warning bell be given 10 minutes prior to the closure of the examination, close the entrance doors, and do not allow any candidate to leave the Hall. When the final bell goes collect the answer books from the last candidate onwards to the first candidate in the block. Do not allow anyone to leave the hall till you have collected all the answer books.
17. Arrange the answer books serially from the first number to the last number. Separate answer books into sections if any, and prepare bundle accordingly and submit to the Sr. Supervisor for checking.
18. After answer books are verified by the Sr. Supervisor, all answer books are to be masked.
19. While the examination is on:
  - i) DO NOT TALK WITH CANDIDATE/S
  - ii) DO NOT READ ANSWER BOOKS
  - iii) DO NOT GIVE EXPLANATION TO CANDIDATE/S ON QUESTION PAPER
  - iv) DO NOT CARRY MESSAGE FROM ONE CANDIDATE TO THE OTHER.
  - v) DO NOT ENGAGE IN ANY OFFICE/PRIVATE WORK or READ NEWS-PAPER /JOURNAL / MAGAZINE etc.
  - vi) DO NOT PERMIT COPYING/TALKING and EXCHANGE OF PEN /PENCIL/ERASER etc.
  - vii) IF YOU suspect any malpractice/unfair means bring to the notice of the Chairperson/ Sr. Supervisor immediately (Please see instruction C for details).
  - viii) DO NOT USE MOBILE PHONE WHILE IN SUPERVISION.

PRINCIPAL

## **DUTIES OF UNDERSTUDY SUPERVISOR**

- 1) Supply information to the Chairperson/Sr. Supervisor about class wise bench position 10 /15 days prior to the commencement of examinations.
- 2) Type all notices given by the Chairperson/Sr. Supervisor and arrange to display those properly.
- 3) Pasting of seat/roll numbers of students as per the seating arrangements done.
- 4) Allocate duties to floor peon/s for bundling answer papers.
- 5) Prepare seating arrangements in consultation with the Examination Committee.
- 6) **The understudy shall ensure that all the non-teaching support staff is in place and the class rooms and washrooms are cleaned properly.**
- 7) **The understudy shall ensure that provisions are made for serving drinking water to students inside the class room and proper arrangement of Jugs and clean glasses are available.**
- 8) **The understudy shall ensure that the support staff have ensure that the washroom are free of any material like text book, chits etc.**
- 9) **The understudy as per the instruction of the Examination Committee** will ensure that the bell rings on time and the schedule for ringing the bell is made available well in advance and staff is assigned to perform the task effectively and efficiently.
- 10) The bell must ring 10 minutes prior to the commencement of the examination, at the time of commencement of the examination (could be longer than usual), 30 minutes after the commencement of the examination, after every hour, 10 minutes prior to the end of the examination and on completion of the required duration of the exam (could again be longer than the normal bell).

- 11) The understudy supervisor has to issue answer papers for assessment to examiners concerned in CAP as per the instruction of the Chairperson of CAP. He/She should maintain a register to record the number of answer papers given to the examiner/s every day. He/She should obtain signature of examiner/s on supplying answer papers and on receiving those answer papers from the examiner/s.
- 12) He/She should ensure that all assessed answer papers are packed, labelled for future reference and be kept in the cupboards.

**COMPLETE SECRECY IS TO BE MAINTAINED**

PRINCIPAL

sess/srcac

## DISTRIBUTION OF RESPONSIBILITIES

Sr. No.	NATURE OF WORK	RESPONSIBILITY
1	Time Table	Examination Committee
2	Dates of Examination form collection	Chairperson of the Examination Committee in consultation with office.
3	Supply information in writing of list of students with seat nos. of unfair means cases whose form/s is not to be accepted.	Chairperson of the Examination Committee
4	Examination form collection (only after compliance of (3)).	Office
5	Issuance of hall ticket to student	Office to distribute only after verification and signature of Chairperson/Member of the Examination Committee followed by signature (stamp) of Chief Conductor/Principal.
6	Preparation and circulation of Supervision Chart	Examination Committee
7	Seating Arrangements i. Bench position classroom wise ii. Preparation of room/block allocation chart with number of students in each class/block iii. Pasting of seat numbers. iv. Display of Seating arrangements v. Display of unfair means notice in each block. vi. To ensure fans and lights are working in block/s <b>Note: a) For (ii) to be approved by the Chairperson of the Examination Committee.</b> <b>b) Copy of Display of Seating arrangements to be signed by the Chairperson of the Examination Committee.</b>	i. Office/Under Study Supervisor ii. Under Study Supervisor iii. Peons (under the guidance of Under Study Supervisor)  iv. Under Study Supervisor v. Under Study Supervisor vi. Under Study Supervisor

7.	Maintaining of inventory or record of Answer books/supplements.	Under Study Supervisor
8	Printing of Answer Papers	Office will take stock of answer papers and decide about fresh requirement from time to time (if any) in consultation with Chairperson of Examination Committee. <b><i>(For procuring fresh answer books Office should follow regular procedure)</i></b>
9	Various reports and other stationery items required from the first day of examination till the end of assessment of answer papers.	Under Study Supervisor
10	Question paper printing	Examination Committee
11	Question paper packing	Peon/s in the presence of Examination Committee
12	To keep question paper packets in safe custody	Chairperson/Member of the Examination Committee
13	Circulation of notice of Unfair means rules	Chairperson of the Examination Committee
14	Unpacking of Question paper bundle	Chairperson/Member of the Examination Committee
15	Question paper counting before distribution to blocks	Chairperson/Member of the Examination Committee/ Sr. Supervisor/Reliever(s) (teaching staff)
16	Question paper distribution to block/classroom	Chairperson/Member of the Examination Committee/ Sr. Supervisor/Reliever(s)
17	Collection of answer papers block wise	Chairperson/Member of the Examination Committee/ Sr. Supervisor/Reliever(s)
18	To keep answer paper packets in safe custody	Chairperson/Member of the Examination Committee
19	Printing of Answer Papers	Office will take stock of answer papers and decide about fresh requirement from time to time (if any) in consultation with Chairperson of Examination Committee. <b><i>(For procuring fresh answer books Office should follow regular procedure)</i></b>
20	Various reports and other stationery items required from the first day of examination till the end of assessment of answer papers.	Under Study Supervisor

## INSTRUCTIONS TO STUDENTS

Students resorting to the use of unfair means during the examinations conducted by the College by themselves or on behalf of the University or by the University itself are requested to note that the minimum punishment recommended by the University (vide circular no. UG / 139 OF 2001 DATED 23RD APRIL 2001) is “Annulment of the performance of the Student at the University / College / Institution Examination in full.”

The above action is recommended in case the student is found in possession of the copying material. If it is established that he/she has actually copied from the material, the recommendation is “Exclusion of the student from the University or College or Institution Examination for one additional examination”.

The above referred circular is available with the Examination Committee for your reference.

The broad Categories of Unfair Resorted to by Students at the University/ College/ Institution Examinations and the Quantum of Punishment for each Category thereof as per **Ordinance 5050**.

Sr.No.	Quantum of Punishment
(1) Possession of copying material	Annulment of the performance of the student at the University/ College/ Institution examination in full. (Note: - This quantum of punishment shall apply also to the following categories of malpractices at Sr. No. (2) to Sr. No. (12) in addition to the punishment prescribed thereat.
(2) Actual copying from the copying material	Exclusion of the student from University or College or Institution examination for one additional examination.
(3) Possession of another student's answer book	Exclusion of the student from University or College or Institution examination for one additional examination. (BOTH THE STUDENTS)
(4) Possession of another student's answer book + Actual evidence of copying there from.	Exclusion of the student from University or College or Institution examination for two additional examinations. (BOTH THE STUDENTS)
(5) Mutual / Mass copying	Exclusion of the student from University or College or Institution examination for two additional examinations.

<p>(6)</p> <p>i. Smuggling-out or smuggling-in of answer book as copying material.</p> <p>ii. Smuggling-in of written answer-book based on the question paper set at the examination.</p> <p>iii. Smuggling-in of written answer book and forging signature of the Jr. Supervisor thereon.</p>	<p>i. Exclusion of the student from University or College or Institution examination for two additional examinations.</p> <p>ii. Exclusion of the student from University or College or Institution examination for two additional examinations.</p> <p>iii. Exclusion of the student from University or College or Institution examination for two additional examinations.</p>
<p>(7) Attempt to forge the signature of the Jr. Supervisor on the answer book or supplement.</p>	<p>Exclusion of the student from University or College or Institution examination for two additional examinations.</p>
<p>(8) Interfering with or counterfeiting of University / College / Institution seal, or answer books or office stationary used in the examinations.</p>	<p>Exclusion of the student from University or College or Institution examination for two additional examinations.</p>
<p>(9) Answer book, main or supplement written outside the examination hall or any other insertion in answer book.</p>	<p>Exclusion of the student from University or College or Institution examination for two additional examinations.</p>
<p>(10) Insertion of currency notes/to bribe or attempting to bribe any of the person/s connected with the conduct of examinations.</p>	<p>Exclusion of the student from University or College or Institution examination for two additional examinations.</p>

<p>(11) Using obscene language / violence threat at the examination center by a student at the University / College / Institution examination to Jr. /Sr. Supervisors / Chief Conductor or Examiners.</p>	<p>Exclusion of the student from University or College or Institution examination for two additional examinations.</p>
<p>(12) (a) Impersonation at the University/ College/ Institution examination. (b) Impersonation at the University/ College/ Institute student at S.S.C./H.S.C. any other examinations.</p>	<p>Exclusion of the student from University or College or Institution examination for two additional examinations. Exclusion of the impersonator from University or College or Institution examination for five additional examinations.</p>
<p>(13) Revealing Identity in any form in the answerbook by the student at the University or College or Institution examination.</p>	<p>Annulment of the performance of the Student at the University or College or Institution examination in full.</p>
<p>(14) Found having written on palms or on the body, or on the clothes while in the examination.</p>	<p>Annulment of the performance of the student at the University or College or Institution examination in full.</p>
<p>(15) All other malpractices not covered in the aforesaid categories.</p>	<p>Annulment of the performance of the student at the University or College or Institution examination in full, and severe punishment depending upon the gravity of the offence.</p>
<p>(16) If on previous occasion a disciplinary action was taken against a student for malpractice used at examination and he/she is caught again for malpractices used at the examinations, in this event he/she shall be dealt with severely. Enhanced punishment can be imposed on such students. This enhanced punishment may extend to double the punishment provided for the offence, when committed at the second or subsequent examination.</p>	



- (17) Practical /Dissertation/Project report Examination.  
Student involved in malpractices at Practical / Dissertation/ Project report examinations shall be dealt with as per the punishment provided for the theory examination.
- (18) The Competent Authority, in addition to the above mentioned punishments may impose a fine on the student declared guilty.
- (Note: The term “Annulment of Performance in full” includes performance of the student at the theory as well as Annual Practical examination, but does not include performance at term work, project work with its term work, oral or practical and dissertation examinations unless malpractice used threat).

Principal



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**SES's L. S. Raheja COLLEGE OF Arts and COMMERCE**  
Santacruz (W), Mumbai 400 054

**DECLARATION FORM BY THE PAPER SETTER/S OR EXAMINER/S**

I ..... teaching in .....  
(programme) has drawn in the following question paper/s

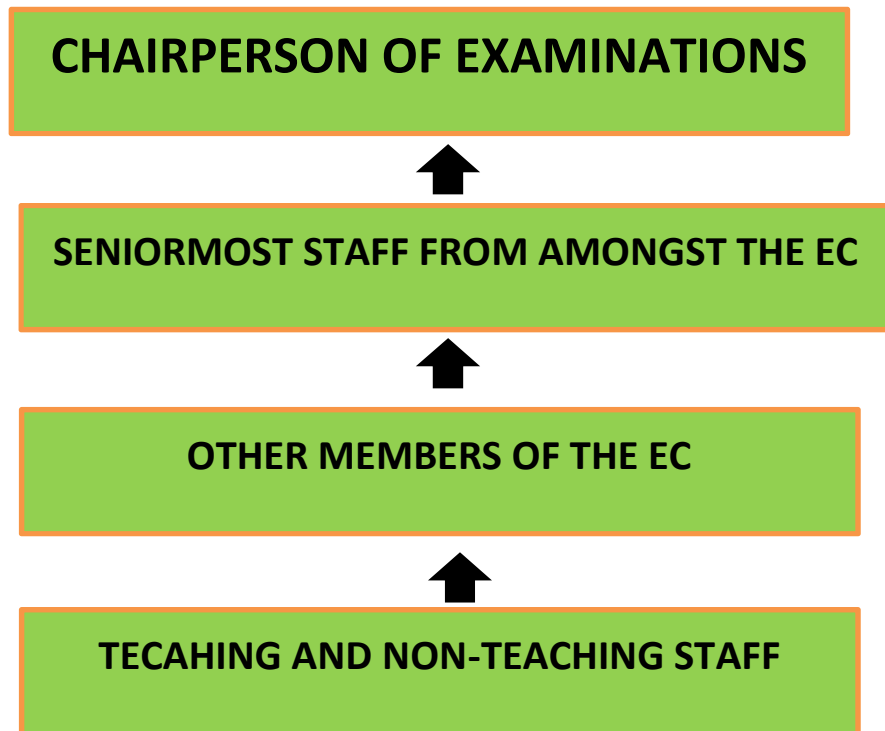
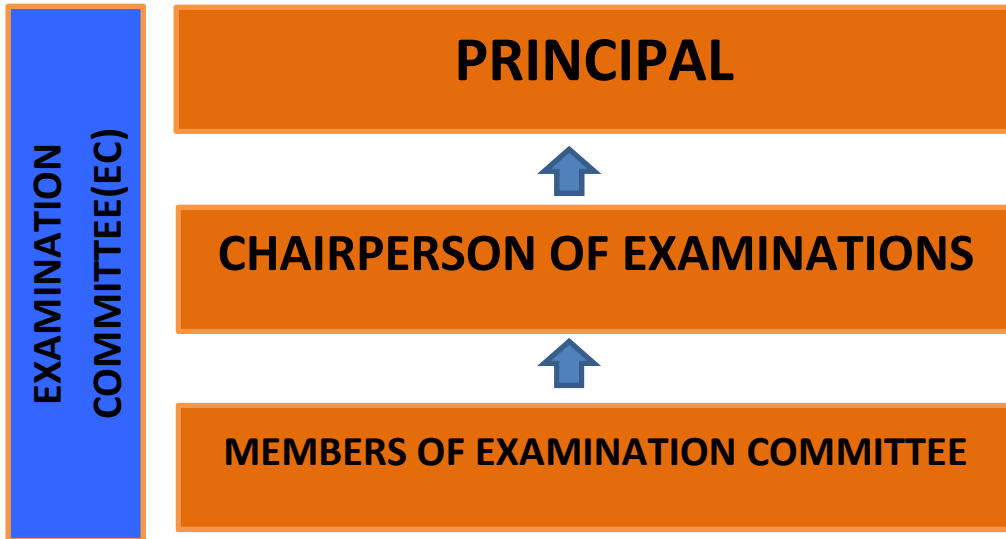
Course	Marks	Duration	Examination (semester, month and year)

I hereby declare that I do not have soft copy or soft copies of the above stated question paper manuscripts, in my laptop/desktop/USB and any other storage devices. I hereby assure that I have deleted soft copy or soft copies of the above stated question paper manuscripts from my laptop/desktop/USB and any other storage devices.

Date:

(name and signature)

# ORGANOGRAM – EXAMINATION



## SOP FOR EC FOR AIDED AND UNAIDED SECTIONS

### **DRAWING QUESTION PAPERS**

NOTIFICATION OF DATES FOR INTERNAL EXAMINATIONS OF 25/40/40/75 MARKS AT LEAST 25 DAYS BEFORE (NOTICE BOARDS AND WEBSITE)



THREE WEEKS PRIOR NOTICE TO TEACHING STAFF TO SUBMIT QUESTION OF 25/40/40/75 MARKS WITH A DEAD LINE. ALL QUESTION PAPERS TO BE SUBMITTED IN SEALED ENVELOPES TO THE PRINCIPAL OR CHAIRPERSON OF EC ONLY.



SELECTION OF QUESTION PAPERS BY THE PRINCIPAL



CHAIRPERSON TO ALLOT DUTIES TO TEACHING AND NON -TEACHING STAFF FOR PRINTING OF QUESTION PAPERS.



ALL PRINTED QUESTION PAPERS ARE TO BE BUNDLED IN A SEALED PACKET AND TO BE KEPT IN SAFE CUSTODY. ALL SEALED PACKETS ARE TO BE SUPERSCRIBED WITH PAPER CODE AND DATE OF EXAMINATION.

## SOP OF EC

### SOP FOR CONDUCT OF EXAMINATIONS

#### CHAIRPERSON OF EC

ALL PRINTED QUESTION PAPERS ARE TO BE BUNDLED IN A SEALED PACKET AND TO BE KEPT IN SAFE CUSTODY. ALL SEALED PACKETS ARE TO BE SUPERSCRIBED WITH PAPER CODE AND DATE OF EXAMINATION.



INFORM THE REGISTRAR TO TAKE STOCK OF STATIONARIES AND PREPARE SEATING ARRANGMENTS



APPOINTMENT OF SENIOR SUPERVISOR



PREPARE SUPERVISION DUTY CHARTS OF. DISPLAY OF NOTICE TO STAFF CONCERN



INFORM THE UNDERSTUDY SUPERVISOR /S TO KEEP READY DAY WISE.



DAY –TO-DAY REPORT IN THE REGISTER  
➤ DAY AND DATE  
➤ SUBJECT/COURSE  
➤ ABSENT NOS ROOM NO WISE



HANDOVER ANSWER PAPERS TO CAP COMMITTEE



DECLARATION OF RESULTS

#### REGISTRAR/ UNDERSTUDY SUPERVISOR

REGISTRAR WILL TAKE STOCK OF ANSWERBOOKS AND PLACE ORDER IF REQUIRED AND INFORM THE CHAIRPERSON OF EC



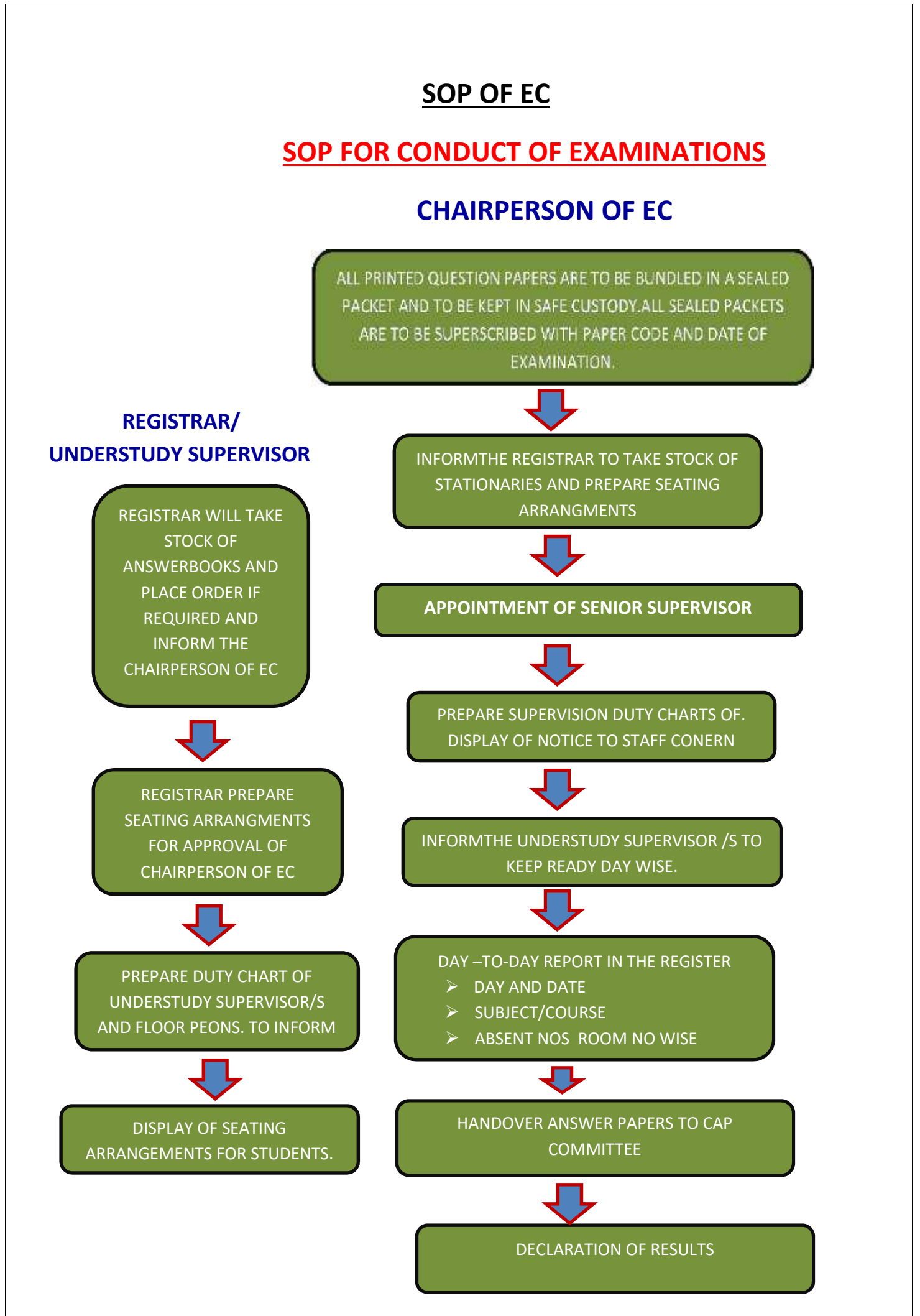
REGISTRAR PREPARE SEATING ARRANGMENTS FOR APPROVAL OF CHAIRPERSON OF EC



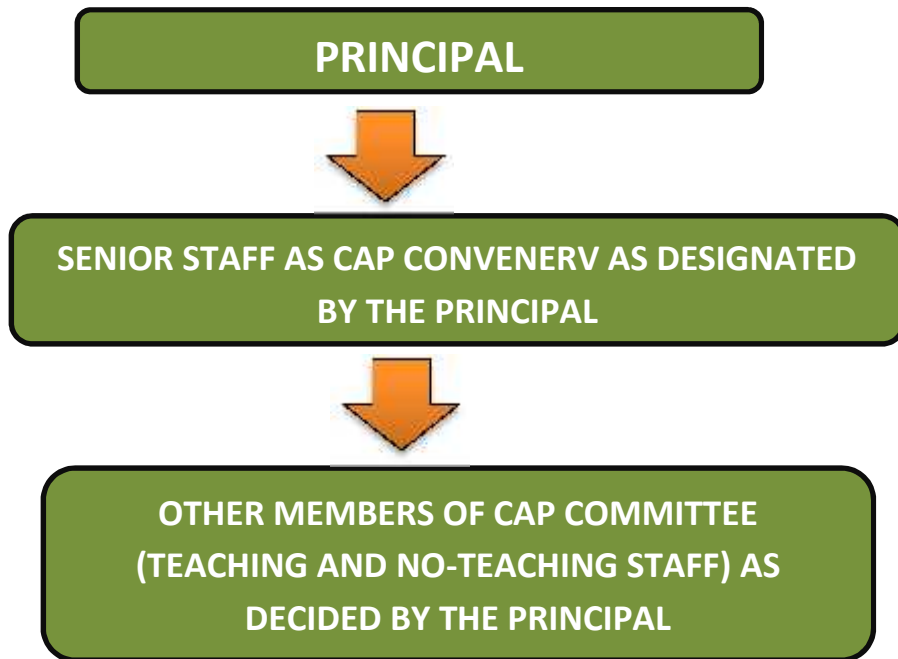
PREPARE DUTY CHART OF UNDERSTUDY SUPERVISOR/S AND FLOOR PEONS. TO INFORM



DISPLAY OF SEATING ARRANGEMENTS FOR STUDENTS.



## ORGANOGRAM OF CAP



# SOP OF CAP

## CONVENER CAP

UNDERSTUDY SUPERVISOR/S (US) UNDER THE INSTRUCTIONS OF CAP CONVENER FROM TIME TO TIME.

Understudy supervisor will maintain the CAP register.

Once the CAP is over, the US will bundle all answer papers, label them and keep those in safe custody for a period of 1 year.

PREPARE ATTENDANCE REGISTER TO RECORD STAFF ATTENDANCE WITH NUMBER OF ANSWER PAPERS ISSUED AND ASSESSED DAY WISE. ALL ANSWER PAPERS TO BE COUNTED WHILE RECEIVING BACK.

CIRCULATE NOTICE TO STAFF CONCERN OF TIME AND DATE OF STARTING AND ENDING OF CAP

CIRCULATE NOTICE TO HoDs TO SUGGEST 5 NAMES OF MODERATORS

PRINCIPAL TO APPROVE FINAL MODERATORS FOR DIFFERENT SUBJECTS

CONVENER TO INFORM HoDs THE APPROVED LIST OF MODERATORS.

CONVENER TO ASK OFFICE TO ARRANGE FOR CASH FOR PAYMENT TO MODERATORS

GET ALL PAPERS MODERATED IN THE PRESENCE OF EXAMINERS CONCERN.

HANDOVER ALL STATEMENT OF MARKS TO CHAIRPERSON, EC

- Moderation responsibility lies with the HoDs.
- Signatures of moderators on both side of the statement of marks.
- After moderation done, right and left side of the statement of marks are to be separated and to be sealed packet separately with details on the top of the packets.
- Handover both the packets to Convener, CAP