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GUIDELINE ON EXAMINATION WORK

ACADEMIC YEAR 2011-2012

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“Absolute liberty is absence of restraint; responsibility is restraint, therefore, the ideally free individual is responsible to himself”.

Henry B Adams

1. GENERAL GUIDELINES ON SECURITY MEASURES.

- 1.1. Exam section of this institute had been declared as the confidential area within the premises of institute; movements in the exam cell without sufficient reason are strictly prohibited by teaching & non teaching staff members. Violating the rule will be treated as act of misconduct.
- 1.2. All the security measures pertaining to exam section shall be regularly monitored by the Incharges. Any of the noticed discrepancy shall be immediately brought to the notice of head of the institute.
- 1.3.
 - 1.3.1 Keys: - 02 Sets of keys shall be kept in use and key sets shall only be with incharges on regular basis. However on the situational need the key can be shared with clerical staff only.
 - 1.3.2 The additional set of key shall be in stores. Such a set of key shall be legibly packed in a container & firmly sealed by the signatures of the exam cell incharges.
 - 1.3.3 Under no situation the seal of this key set shall be broken by any body except incharges or head of the institute.
 - 1.3.4 Set of keys & lock shall be changed annually.
- 1.4. Exam Section shall maintain a duly updated file containing the revised ordinances on exam procedures provided by University of Mumbai.
- 1.5. The records of exam section are highly confidential and are to be stored with highest security. No sharing of data is allowed with others without written permission from head of the institute. However the data to be made available in public domain can be shared.

2. GUIDELINES TO BE FOLLOWED DURING CONDUCTION OF THEORY EXAM

- 2.1. It shall be obligatory on the part of entire conduction team and the examination cell to render necessary assistance and service in respect of examination of university.

- 2.2. The chief conductor of conduction team is authorized to take decisions at prevailing situations and can always feel free to consult head of the institute for advice at any ambiguous situation.
- 2.3. Apparently it is the responsibility of entire conduction team and the Examination section incharge to monitor all the activities of examination for its successful completion.

3. ISSUE OF HALL TICKETS

- 3.1. Hall tickets shall be issued to the students having the receipt of fees paid to the institute. Enter the fee receipt number and take student signatures while issuing hall ticket. Get the details of students who have not paid the fee from accounts department.
- 3.2. Hall tickets issued shall have properly pasted photograph of the candidate.
- 3.3. Hall tickets are not to be issued to the candidates those who are detained from the current semester examination.

4. OBTAINING THE ANSWERSHEETS.

- 4.1. Conduction team shall collect answersheets of college exam from stores and University exam from exam cell respectively. Requirement of the answersheets shall precisely be communicated to the stores through an indent form. The conduction team shall maintain an accurate record of issued, used, cancelled, unused and returned answersheets. This record shall be duly signed by the stationary clerk, understudy, senior supervisor and chief conductor.

5. INVIGILATION PROGRAM.

- 5.1. Maintain a uniform invigilation program and carry a legible allotment of duties as advised by the head of the institute.
- 5.2. Invigilators having evening duties can avail office timing as 10.00 am. To 6.00 pm.

6. ACCURATE RECORDS OF DAILY SUPERVISORS REPORT

- 6.1. Accurate records of daily supervisors report are to be maintained. These records are to be carefully entered, checked and verified. Full signatures of understudy, senior supervisor and chief conductor are to be done without fail.

At the time of assigning duties please follow University guidelines. If possible have invigilators from other department for particular department examination.

7. NEGLIGENCE IN DUTIES

- 7.1. Examination work is the part of duty and is mandatory as per the ordinances of university. Negligence in exam duties by the staff at any level is not tolerable under any conditions. Names of the staff showing negligence or not reporting for the assigned duties shall be communicated on the same day or at the most next day to head of the institute.

8. QUERIES IN THE QUESTION PAPER

- 8.1. The queries in the question paper raised by students shall be attended by invigilators.
- 8.2. If an ambiguity persists in the query then it shall be communicated to conduction room.
- 8.3. The queries in the question paper raised by students which needs investigation from university shall be communicated to university by Exam conduction team.

9. DUTIES OF INVIGILATORS/JUNIOR SUPERVISOR

- 9.1. Invigilators shall report the Exam Control Room before 30 minutes before commencement of examination.
- 9.2. Invigilators shall be present on the respective classroom before 15 minutes and ask all students to sit according to seating arrangement and inform students regarding any paper / cellphone.
- 9.3. Invigilators shall verify the details entered by the student and do full signatures with date on the answersheets without fail.
- 9.4. Invigilators shall sign the hall ticket in the column provided for invigilators signature.
- 9.5. Invigilator shall legibly fill the supervisor report and shall enter the residential address in the specified part.
- 9.6. Invigilator shall be present at the candidate while he enters his attendance in the attendance sheet. Invigilator shall not circulate the attendance sheet amongst the student and roam around. It will be treated as an act of negligence.

- 9.7. Invigilator shall have strict vigilance on students.
- 9.8. Invigilator can once (for the paper on 03 hrs) call the reliever for a break of maximum 10 minutes. However for a paper of 04 hrs reliever can be called one more time for 10 minutes.
- 9.9. Students are allowed to go to washroom on the account of nature call. Undue delay in return shall be informed to conduction team.
- 9.10. Invigilators shall carry black pen which is proved by the Exam Cell.
- 9.11. Give the instruction to all students to strike off the blank portion of every page and all blank pages of the answer book as well as supplement.
- 9.12. The Invigilators shall ensure that every candidate has done so before accepting the answer book from the candidate.
- 9.13. Invigilators are advised to follow the instructions received from University and standard code of conduct for invigilation.

10. UNDERSTUDY SHALL ENSURE THE FOLLOWING TASK.

- 10.1. Shall collect all the documents and inventory concerning to the exam from exam section.
- 10.2. He shall make the seating arrangements for the day.
- 10.3. He shall assist CC/SS in opening the paper bundles and distributing the papers in rooms.
- 10.4. He shall collect supervisor report after half an hour of commencement of exam.
- 10.5. Check the supervisor reports and attendance report and further give it to the SS for verification.
- 10.6. Assist CC/SS in answersheets collection and rest of the work.

11. SENIOR SUPERVISOR SHALL ENSURE THE FOLLOWING TASK.

- 11.1. Senior supervisor shall properly verify records checked by understudy.
- 11.2. Maintain a file of use of unfair means.
- 11.3. Senior supervisor shall have at least 2 rounds in the rooms.
- 11.4. SS shall verify seating arrangements made by understudy.
- 11.5. Senior supervisor shall ensure the display of seating arrangements at adequate place well before the examination.
- 11.6. Senior supervisor shall do the duty allotment to the staff.

12. CHIEF CONDUCTOR SHALL ENSURE THE FOLLOWING TASK.

- 12.1. Paper bundles shall be opened only after obtaining 02 signatures of students appearing examination during that session (ask the student for checking the seals of the bundle).
- 12.2. Signatures of senior supervisor along with Chief conductor are shall before opening the bundle.
- 12.3. Opening of the question paper bundle shall before 10 minutes of commencement of examination.
- 12.4. 02 to 03 visits in the rooms.
- 12.5. Announce the general instructions for first few days.
- 12.6. Check the class room boards for anything undesired written on them.
- 12.7. Carefully monitor the work of entire team.
- 12.8. Strictly check the reports for being signed by concerned members.
- 12.9. Communicate head of the institute about negligence or misconduct in duties by any staff if at all.

13. FLYING SQUAD SHALL ENSURE.

- 13.1. Flying Squad (also the invigilator and exam supervisory staff) staff will be the competent authority to take search of any candidate to find out whether the candidate possesses any objectionable material.
- 13.2. A candidate possessing objectionable material or resisting search shall be punishable as per rules concerning unfair means.
- 13.3. Flying squad shall have at least 02 visits in examination rooms..

14. SUPPORTING STAFF SHALL ENSURE.

Examination work is of top priority and an urgent attention is needed as and when the services by the supporting staff are needed

- 14.1. Timely reporting to the conduction room.
- 14.2. Shall keep them on alert for invigilators call.
- 14.3. Shall control trespassing by students in corridors during examination in progress.
- 14.4. Report conduction room immediately on closing bell of exam.
- 14.5. Shall not leave the premises unless permitted by chief conductor.

15. USE OF UNFAIR MEANS AND CLASS ROOM DISCIPLINE

- 15.1. No Candidate shall be allowed to carry any text material written or printed, Dictionaries, bits of paper or any other material except the Admit Card inside the Hall. Possession of such material shall be considered as use of unfair means.
- 15.2. Programmable Calculators, Mobile phone, Listening devices, Paging devices, shall not be permitted in the Examination Hall/Room. Possession of such material shall be considered as use of unfair means.
- 15.3. The Candidates shall maintain silence and attend to their paper only. Any disturbance by the candidate during the examination will be deemed misbehavior and the Candidate involved in such activity shall forfeit his/her right to continue in the examination. The decision of the Chief Conductor shall be final and conclusive in the matter.
- 15.4. No Candidate shall be allowed to go outside the Examination Hall till the completion of the examination. He / She shall not leave the examination hall finally until he/she has handed over his/her answer sheet. However for nature call they can be asked to have strictly 05 minutes and shall use lavatory blocks of same floor.
- 15.5. Writing anything on the Question Paper (except seat number) or Admit Card will be treated as unfair means.
- 15.6. Any student found using unfair means a following way procedural way shall be adopted
 - 15.6.1. Collect the Unfair means, question paper, Answer paper and Hall ticket.
 - 15.6.2. Call a member of conduction team or exam cell Incharge.
 - 15.6.3. Student shall be taken to conduction room.
 - 15.6.4. Student shall be asked to give an undertaking in the format provided by the university.
 - 15.6.5. The unfair means used by him/her shall be taken in charge and filed along with the undertaking, question paper and hall ticket.
 - 15.6.6. Make the ammulent of his/her performance in that paper.
 - 15.6.7. The student shall not be allowed to appear for rest of the exam.
 - 15.6.8. Report the case to head of the institute for further disciplinary actions.

16. PROCEDURE OF ACCEPTING THE BUNDLES AND SEALING THEM.

- 16.1. CC /SS shall collect answersheets from invigilators verify the seat numbers with the actually present seat numbers on junior supervisor report.
- 16.2. CC /SS shall verify full signature with date on each answersheets by invigilators.
- 16.3. CC /SS shall verify countersignature besides any overwriting done on the front page of the answer sheet. Any discrepancy found on above points shall be corrected immediately by the invigilator.
- 16.4. It is the matters of careful attention hence do not unnecessarily hurry the work.
- 16.5. CC/SS after their complete satisfaction accept the bundle and shuffle the papers.
- 16.6. Shuffled bundle shall be masked by supporting staff.
- 16.7. The masked bundle shall now be given to invigilator for coding.
- 16.8. The coded bundle shall be verified for the number of papers by CC/SS.
- 16.9. Number of papers shall be equal to the codes allotted to that block.
- 16.10. Bundles of the coded answer books with coding sheet and question paper can be made now under the observation of CC/SS.
- 16.11. The attendance record shall not be put into bundles.
- 16.12. The bundle shall be sealed (embossing seal if needed in case of university exam) and tagged properly.
- 16.13. Entire conduction team and exam cell shall carefully coordinate this task under their close monitoring.
- 16.14. Sealed bundles and the attendance record shall be submitted independently to the exam cell on the same date.
- 16.15. Written acknowledgement for the submission shall be obtained from exam cell.
- 16.16. The Teams can close for the day and proceed for sealing of the rooms.
- 16.17. Teams can disperse after sealing procedure of rooms are done.
- 16.18. The conduction room and the exam cell shall be sealed properly every day and verified on the next day.
- 16.19. The seals are to be signed by CC.
- 16.20. The intact seal shall be observed next day while opening the room.
- 16.21. If the seal found tampered, it shall be immediately informed to the Head of the institute/CC/SS/Exam Cell.
- 16.22. Balance inventory shall be returned to Exam section immediately on the completion of examination

17. CAS PROGRAM OF INSTITUTE

- 17.1. Assessment of the answersheets shall be started from next day of scheduled examination of that subject.
- 17.2. Staff in charge for the concerned subject shall be informed for reporting to the CAS program of institute.
- 17.3. A question paper of the concerned subject shall be provided to the faculty for drawing the solution. Question papers for this reason shall be kept in an independent file. The paper bundle shall not be opened for this reason.
- 17.4. Sealed bundle shall be given to the examiner, He shall verify whether the seal is intact or not.
- 17.5. He shall now on his satisfaction ask to open the seal and start the assessment work. If in case he raises an objection on the seal the assessment procedure shall be stopped for that bundle. Assessment work for that particular bundle shall be started only after due verification.
- 17.6. Moderators shall be provided with the exact question papers which are entitled for moderation as per the guidelines of university.
- 17.7. Moderators shall be kept on changing every semester.
- 17.8. Chit-chatting, jokes and playing music on cell phones in exam section are strictly prohibited. Anyone involved in such activity shall be reported in writing to Head of the institute.
- 17.9. Bill submission shall be done immediately after the results are declared.

18. PREPRATION OF RESULTS

- 1) Exam cell shall provide the relevant marksheets (Teamwork/oral/practical) to the department (not individual) before the commencement of Teamwork/oral/practical exam.
- 2) Receipt of filled marksheets shall be through department.
- 3) Entry of marks (Theory/Teamwork/oral/practical) in the secured computer of Exam section shall be done by exam cell staff.
- 4) Security of this computer shall be ensured by exam cell incharge.
- 5) This data shall not be carried outside in any of the memory devices.
- 6) Entry of marks shall be done by the exam cell staff and be cross-checked by another staff of exam cell.
- 7) The verification of entered data shall be done by one of the exam cell incharge.
- 8) Hard copies of such data shall be taken to university for seeking approvals only after the authorization from Head of the institute. Such data shall carry a covering letter.

- 9) The print out of the Gazette shall have underline signatures of staff being notified there as entered by, Checked by, Verified by, Exam cell incharge and Principal.
- 10) While displaying the Xerox copies of the gazette, it shall contain all underlying signatures.
- 11) Same procedure shall be followed for entering the marks on the marksheets of students.
- 12) Exam cell staff are advised to refer University of Mumbai, ordinances related to Examinations conducted on the behalf of University. This is very very important. Any deviations in processing of results from University of Mumbai ordinances shall not be considered on any ground.

The guidelines mentioned above are intended for smooth and error free work. Improvising on working policies is an inbound nature of Quality improvement program. Amendment on these policies will be a regular activity. Any suggestions on the improvement of the same are welcomed by the administration. Such suggestion can be communicated to the Head of the institute orally, in writing or through email.