



**ZEAL EDUCATION SOCIETY'S**  
**ZEAL INSTITUTE OF MANAGEMENT AND COMPUTER APPLICATION,**  
**PUNE-41**  
**Internal Quality Assurance Cell**

<b>Document Type</b>	Standard Operating Process (SOP)
<b>Name</b>	Examination Internal & External
<b>Date</b>	04/01/2019
<b>Developed by</b>	Prof. Prashant Kumbhar
<b>Position</b>	CEO and Asst. Professor
<b>Copy Controlled By</b>	College Examination Officer, ZIMCA, Pune
<b>Document no.</b>	ZIMCA-5-S-00-1

**STANDARD OPERATING PROCEDURES**  
**UNIVERSITY & INTERNAL EXAMINATIONS**

---

**Internal Examination:**

Internal exam is nothing but exams conducted in college/Institute and the papers are evaluated by the teachers of that college/Institute. Internal examination is the part of concurrent evaluation as per rules laid down by Savitribai Phule Pune University, Pune.

**Purpose:**

The Purpose of this SOP is to assist in the coordinated and consistent examination practices for all units in the end of the term as well as in the midterm. It helps to evaluate the progress of the students time to time before appearing to university examination.

**Scope:**

This SOP applies to all the regular students admitted in the current academic year.

**Procedure for Internal Examination:**

In the semester internal examination is conducted two times by the institute known as

- 1) Midterm examination or well known as INSEM
- 2) End term examination

While preparing the Academic calendar for the current academic year the date of the



Internal examinations is set with the collective discussion of coordinators.

The students and subject teacher were informed by the examination department of the institute prior to 15 days.

### 1. **Time Table**

Once examination schedule is finalized, the time table of the internal examination is prepared by the examination personnel under the guidance and instructions of Academic head and Director.

The timetable of the examination is circulated to students and displayed on the notice board 15 days before of the commencement of the examination.

### 2. **A) Communication to paper setters :**

The subject teacher known as internal examination paper setter are informed by email and notice 15 days before to prepare question papers as per completion of syllabus ( expected least 2 unit should be covered) and submit it to head of the examination as a confidential document.

#### **B) Instructions for paper setters**

- Confidentiality must be strictly maintained.
- Examination papers must be typed under secure conditions with disks, pen drive and master copies kept locked away after use.
- Papers should be typed/printed in the format as:

Paper size: **A4**; Font style: **Times New Roman**; Font size: **12**; Line spacing: **1.5**

Header portion should be in font size 14 with bold and capital letters.

- The print should be sufficiently dark and clear to produce good quality photocopies.
- Each page must be numbered clearly. (e.g.) Page 1 of 2, at the middle bottom of the page.
- Use only one side of the paper when printing the examination paper.
- 'Instructions to the examinee' should be correctly specified on first page of the question paper.
- The question paper should be fairly distributed over the whole syllabus prescribed for the course during the academic semester. No question or part thereof should be out of the prescribed syllabus. Repetition of question must be avoided.
- A question/sub question should not be split across two pages, it should appear on the same page.
- Serial number of question should be given on the left hand margin and marks allotted to each question should be mentioned on right hand side of the paper.



- Where a question is divided into parts, the marks assigned to each part should also be indicated on the right side of the paper.
- Graphs, diagrams, maps, tables etc. must be originals and suitable for photocopying. They must either be incorporated in the typescript OR if they are to appear as separate sheets, they must be in A4 format and bear the paper number and must identify clearly the question to which it refers.
- The name of examination, subject and subject code as given in the heading should be carefully checked from the syllabus, available on university web site.
- Abbreviation of all kinds should be avoided, except those in special subjects.
- Ensure that the question paper does not contain any objectionable/unlawful contents/questions of politically or religiously sensitive issues.
- Submit question paper through email or hard copy to examination department

**c) Collection of answer sheets for assessment:**

All the subject teacher are requested to collect answer sheets from examination department immediate after conduction of examination and the return assessed papers to Examination department along with mark sheet/s within 72 Hrs. from collected answer sheets.

**3. Preparation of Invigilators schedule :**

The department of examination prepare invigilators schedule of the examination and timetable and communicate to the invigilators through email and notice.

**4. Examination rooms :**

The class rooms are used for examination and the place of the same communicated to the students and all invigilators examination personnel by department of the examination.

**5. Room wise seating plan :**

Examination pad is prepared by department of examination

The pad contains following material

- Question papers
- Seating arrangement
- Answer sheets
- Supplements
- Attendance sheet
- Thread



## **6. Bell Timing :**

The generally bell time is set as per midterm or end term examination

### **Midterm examination – 1: 00 HRs**

- First Bell : 15 min. Prior to exam start
- Second Bell : Examination start
- Third bell : Warning bell – 10 min. prior to end of examination
- Fourth Bell : End of the examination

### **End term examination - 2:15 Hrs**

- First Bell : 15 min. Prior to exam start
- Second Bell : Examination start
- Third Bell : After 1 Hrs
- Fourth Bell: After 2 Hrs.
- Fifth bell : Warning bell – 10 min. prior to end of examination
- Sixth Bell : End of the examination

### **7. Class room board cleaning :**

Assign the class room boards cleaning duty to the menial staff

### **8. Collection of the answer sheets :**

Class wise answer sheets are collected from invigilators with marked absentees. Last date of the submission are specifies while circulating those answer sheets to the subject teacher.

### **Collection of the corrected answer sheets from subject teacher :**

Answer sheets are collected from subject teacher with the verification of entered marks by subject teacher.

### **9. Result display/ Result communication to students :**

The result of the internal examination is communicated to the students by displayed on the notice board.

### **10. Discussion with students regarding examination result :**

All faculty members discuss the result with the students personally in classroom during one of the class session about the improvement of the result.

### **11. Preservation of Internal Examination Result:**

The standard period to maintain the students' internal examination result is 5 years as university syllabus is changed after every 3 years.

## **External / University Examination**

### **1. Exam Form filling :**

University release the notification for online form filling procedure two months before the examination.



Institute inform and appeal to students to fill online exam form and submit it with fees duly signed by candidate within restricted time.

**2. Examination Notification from University.**

One month before university release the notification and time table for the examination. The time table is duly signed by the director and circulates and communicates to the students by displaying on the notice board as well as through digital communication.

**3. Inward examination form on university portal :**

Once received all the exam form from the students admin office of the institute inward the all exam form details on the University portal in within time specified by university.

**4. Online Examination :**

Online examination notification released by University one month before the examination. Students were informed by the examination department of the institute immediate after receiving the notification from the university through displaying on notice board and by digital communication.

**5. Preparation of Online Examination :**

- a) Prepare Computer Labs
- b) Arrangement of electric power generator
- c) Prepare schedule of invigilators
- d) Inform to Invigilators
- e) Prepare Batches
- f) Inform to the students
- g) On the day of examination –
  - 1) Download the Username and password from the university portal
  - 2) Distribute to the students
  - 3) Invigilate examination
  - 4) Prepare results accordingly and displayed on notice board
  - 5) Result inform to the Director

**6. Theory Examination :**

- a) The detailed timetable of the examination informed to the students through display notice on notice board a month before of the examination
- b) Place the order of required stationary from the university a couple of month before examination
- c) Collect stationary from university



- d) Nominate & deputation of Internal supervisor
- e) Communication with University appointed External Sr. Supervisor
- f) Identify invigilators
- g) Prepared invigilation schedule and inform to all the invigilators
- h) Prepare required documents for the examination
  - 1) Invigilators register
  - 2) Students attendance register
  - 3) Supplement register
  - 4) Squad register
  - 5) Seating arrangement documents
  - 6) Communication letter to CAP
  - 7) Letter to Police department asking for protection
  - 8) Dos and don'ts rules for students
- i) Identify blocks / rooms for examination
- j) Identify Peon for the support of the examination
- k) Place requisition for the internal security
- l) Prepare seating arrangement as per examination summary
- m) Prepare bell timing as per time table
- n) Arrange all necessary requirements for examination
  - 1) Thread
  - 2) Stapler
  - 3) Water bottles
  - 4) Medical kit
- h) Prepare Exam Pad
  - 1) Answer sheets
  - 2) Jr. Supervisor report
  - 3) Thread
  - 4) Supplements
  - 5) Mask
  - 6) Barcode stickers (Seat Nos.)
- i) Question papers :  
Download the question paper from university portal under the electronic surveillance.
- j) Maintain the attendance of the students
- k) Dispatch of the Answer sheets :



Answer sheets dispatched to the allocated CAP centre within time (daily) for assessment with required documents (CAP letter).

- l) Collection of result from university
- m) Distribute the result to the Students

**12. Result display/ Result communication to students :**

The declaration of result of the External examination is communicated to the students by message through digital media like, mail, text and/or WhatsApp.

**13. Preservation of External Examination Result:**

The standard period to maintain the students' external examination result is 5 years as university syllabus is changed after every 3 years.

**14. Notify students for revaluation or rechecking of the result:**

Students are informed regarding revaluation or rechecking of the result process application process immediate after received University circular.

**15. Update result analysis after revaluation process result:**

The result analysis process update once again receiving after revaluation or rechecking result of the student/s

\*\*\*\*\*



ZIMCA PDEE

