

Vilasrao Deshmukh Law College, Pune

STANDARD OPERATING PROCEDURES FOR COLLEGE INTERNAL EXAMINATIONS

1. Academic calendar

With reference to academic calendar exams are planned.

2. Formation of Exam Committee

Members for exam committee are selected by the management.

3. Planning

The committee meets the Principal and plans for the forth coming exams.

4. Circular

- A Circular to all staff members is sent mentioning the dates and subjects with time and session.
- The circular requests for question paper and answer key.
- The same is followed by each department and they in turn frame and submit the individual timetable to the COE which is displayed on the notice boards.

5. Question Papers Setting:

- The respective subject teachers set their Question Papers and will submit the same to the CoE along with the answer key.
- Preparation of Question Paper is as per university regulations.

6. Requirements

- Arrangements are made demanding to the number of required copies of question paper.
- All the necessary steps are taken to print the question paper.
- Arrangements of answer scripts, accounts sheets, graph sheet, thread were made.

7. Class room boards cleaning

- The class room board cleaning duty is assigned to Non-Teaching staff.

8. Distribution of Question Papers to halls

- The invigilators on the day of Examination carry question papers along with them to the examination hall.

9. Attendance sheet

- Attendance sheet statements are arranged on the daily basis.
- It will be taken by the invigilators to the exam halls along with the question paper cover.

10. Evaluation and Submission

- Collection of the marks statements from the subject teachers.
- Absentees should be marked with separate ink.

11. Receiving queries, doubts and problems in the mark entry within 2 days and rectification of the same from respective staff and re-communicated to students.

12. A Retest will be conducted for the failures and absentees.

