



## STANDARD OPERATING PROCEDURE for the all the Activities Related to Examination

### Question Paper Setting:

Question paper MUST be received about 15 days prior to examination so that printer gets enough time for the printing.

Question paper MUST be moderated before sending it for the printing. The correctness of the question paper will be the responsibility of the head examiner.

A proper record of total number of question papers printed course wise and used MUST be maintained.

A proper record of used and un-used question paper must be maintained and same may be submitted for submitting the bill for the payment.

### Conduct of examination and Evaluation:

The date sheet of examination may be displayed in the website and may be sent to all the Heads/Principals at least two weeks before the commencement of examination.


Timely delivery of question paper to examination centre MUST be ensured.

IA marks MUST be received by the examination branch before the start of the theory examination and practical awards MUST be submitted with 10 days of last examination. A dedicated staff must keep the record of this activity and Vice Chancellor MUST be informed about the progress on weekly basis.

All the evaluation centres should be provided the staff who can enter the awards online and progress of evaluation and award entry should be updated to the Vice Chancellor on weekly basis.

Timeline evaluation as communicated earlier by the Vice Chancellor MUST be followed, and any deviation should be brought to the notice of the Vice Chancellor.

Result should be declared within three weeks of completion of the examination and marksheet MUST be provided to all the students within a weeks' time of declaration of result.

  
Controller of Examination  
Kumaun University  
Nainital

**Issuance of Degree:**

Examination form should have the information: Name of the student, fathers and mother name (all in Hindi and English); Roll No, Enrolment No, Subjects Name in Hindi and English.

Admit card and marksheet to be issued based on the above-mentioned information and there should be a note that "this information will be used for the printing of degree" so it's the duty of the student to check for the correctness of the information provided.

Gazette notification of the result declared to be provided to the degree section and degree section must check for the correctness of the data given in the Gazette notification.

After ensuring the correctness of the data, the degree data to be given to the printer for printing of degree.

**Migration of Degree:**

Student MUST apply online for the migration and upload the required information in the portal.

The issuing branch should ensure that student have provided required information in the portal before issuing the migration certificate.

**Migration of Provisional Certificate:**

Student MUST apply online for the provisional certificate and upload the required information in the portal.

Provisional certificate to be issued online.

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## EXAMINATION REFORMS

**Scope of work :** Evolve credible, valid, effective and transparent evaluation system that responds confidently to the challenges and newer demands of a knowledge society.

### Strategies:-

- Devise and monitor strategies and implementation of ethical examination practices.
- Online mode of examination form filling to optimize time and eliminate errors.
- Developing question banks for various subjects and courses to facilitate random generation of question papers.
- Train teaching and non-teaching faculty members about the conduct and organization of examination and examination material.
- Strengthen Student Facilitation Centre for prompt response and delivery of student queries.
- Coordinate with all other higher and regulatory agencies to ensure credibility and stability to examination system.

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## Structure and Functions of the Examination Branch

The Examination Branch is mainly deal with the appointment of paper setters, Examiners, moderators, senior supervisors, preparation and publication of schedule of examinations, conduct of examinations, to get performance of the candidates at the examinations properly assessed and timely declaration of results and awarding degrees, diplomas and certificates. For the purpose of simplification, smooth and easier functioning, the work of Examination

Branch is divided into following three parts, on functional basis:

- Pre-Examination work.
- Actual conductance of Examinations and Preparation of Results.
- Post Examination work.

### Pre-Examination Work

It is basically related to preparation of schedule of Examinations, Appointment of Paper-setters, Examiners, Moderators, Senior Supervisors, to prepare the financial estimates for incorporation in the budget of the University and submit the same to the Finance Committee , to appoint Flying Squads, Preparation of Examinations Programmes of all the Examinations (Time-Table), fixing of venue of Central Evaluation, seating Arrangement of students; making arrangement for advances to the colleges and University Departments etc. Distribution of Examination Stationery to the concerned Centres. Distribution of Question papers to the examination centres.

### Actual Conductance of Examination and Preparation of Results

It is mainly related to make arrangement for Flying Squads to visit various examinations centres, to make arrangement to collect the answer-books from the various examination centres and to send it to the venue of the Central Evaluation, to receive the report of the Unfairmeans cases reported by the Flying Squads from the examination centres, to receive the practical examinations marks-lists from the concerned Examiners, Examination Centres, to carry out the work of assessment of answer-books, collecting marks-lists/ C.D. of marks-lists from the Central Evaluation and the Examiners, to process the result on computers/manually, to declare the results of various examinations, to send the result etc. to the colleges concerned.

### Post Examination work

To receive the scrutiny forms from the colleges/ students, to make the arrangement for scrutiny of answer books, to send the result of scrutiny to the colleges/students, to receive applications for degrees, diplomas and certificates, to make the arrangement for distribution of degrees, diplomas and certificate, to make arrangement of the answer books received from the examination centres/ CAP and preserve the record of examination, issue duplicate marks-lists, transcripts, Ranking Certificates, to deal with the cases of unfair means, lapses on the part of the students and teachers respectively, to issue revised mark-sheets on the basis of change in revaluation etc., to make available the statistical/other examination information to the Hon'ble Vice Chancellor's office /State Government from time to time.

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