

North East Institute of Social Sciences and Research

(Affiliated to Nagaland University, Managed by Diocese of Kohima)

EXAMINATION MANUAL



North East Institute of Social Sciences and Research
Bishop's House, Post Box No.3, Circular Road, Dimapur, Nagaland-797112

Dear Colleagues,

Examination aims at testing student's knowledge and proficiency in a subject or skill. It is also the scrutiny, analysis, appraisal and evaluation of the progress of an individual. An examination in an academic situation has different connotations and therefore, utmost objectivity and prudence has to be applied in its process.

Legitimacy and transparency are the key factors of any appraisal. Maintaining an unbiased and influence free mindset without prejudice foster an efficient environment for its management.

Therefore, we at NEISSR after a lot of intellectual deliberation, reflections, and considering various factors related to the examination work have come out with this manual which would serve as a ready reckoner for the conduct of examination and post examination related works.

It is my earnest desire that all concerned will make a sincere effort to study, understand and internalize, and strictly follow the rules and procedures for the conduct of examinations pertaining Internal Assessment and University Examinations and hereby facilitate a fair and authentic evaluation of our students in the days to come for 'Excelling in Knowledge and Service'.

April 16, 2022



Dr. Fr. C.P.

AntoPrincipal, NEISSR

Sl. No	CONTENT	Page No.
1	Internal Assessment Test (IAT)	4
	Legend	
2	Bifurcation of Internal assessment marks	5
	Patterns of Internal Assessment Test	
	Question Paper Pattern for Internal Assessment	
3	Instruction on setting Internal Assessment Question Paper	6
4	Duties of Invigilator for Internal Assessment Test	7
5	Evaluation of Internal Assessment Answer Scripts, Scrutiny and Recording	8
6	Legend for Internal Assessment Criteria for Concurrent Fieldwork (All Four Semesters)	9
	Guidelines for Practical Examinations and Viva Voce	
7	Legend For Granting Marks for SWR 409 : Research Project (Semester IV)	11
8	Master of Social Work (MSW) Grading Range	12
9	Role and Responsibilities of Examination Coordinator	13
10	Detail Activities	14
	Checklist for Internal Examination	
11	Checklist for External Examination	15
12	University Examinations	18
13	Guidelines for Conduct of Practical Examinations and Viva Voce	21
14	Guidelines for Valuation of Theory Scripts	22
15	Duties & Responsibilities of Chief Superintendent of Examinations	23
16	Entry/Exit Restriction	24
	Duties and Responsibilities of Invigilators	
17	Duties and Responsibilities of Custodian (Valuation Center)	26
	Duties and Responsibilities of Examiners During Practical and Viva Examination	
18	Instructions to Examiners Appointed for Valuation	27
19	Conclusion	28

Definitions:

1. **‘Institute’** means North East Institute of Social Sciences and Research (NEISSR).
2. **‘Educational Institutions’** means any University; any college affiliated to or maintained by the University, any Junior College, any School or Institution imparting Primary, Secondary or Technical Education and includes the Nagaland State Secondary Education Examination Board.
3. **‘University’** means Nagaland Central University.
4. **‘Principal’** means the head of the institution appointed by the Governing Body or any other person authorized by the Governing Body.
5. **‘Vice Principal’** means the second head of the institution appointed by the Governing Body or any other person authorized by the Governing Body to act on behalf of such appointed Principal.
6. **‘Faculty’** means teaching staff appointed by the Management in consultation with Nagaland University.
7. **‘Non-teaching Staff’** means supportive personnel of the institute including the Librarian.
8. **‘Examination’** means an examination for the time being specified in the Schedule II and such other examinations as may be notified by the State Government in the Official Gazette and includes evaluation, tabulation, publication of results and all other matters connected therewith.
9. **‘Refusal to work’** in relation to any person to whom any work in connection with any examination has been assigned means, his/her failure to attend at, or absence from, the place of work on a working day and during working hours, without obtaining permission of the authority competent to grant such permission or his/her refusal "to do the work", or any other conduct on his/her part which results in or is likely to result in cessation or substantial retardation of the work, and the words "to refuse to do the work" with all their grammatical variations and cognate expressions shall be construed accordingly.
10. **‘Malpractice’** in relation to any examination means taking or giving or attempting to take or give any help from or to any person or from any material, written, recorded typed or printed or from any person, in any form whatsoever.
11. The interpretation of the term **‘He’** is also inclusive of the term **‘She’**.
12. **‘Record of Marks’**: Every Faculty/teacher will keep a separate record of internal assessment marks irrespective of their submission to the office for a cross verification

any time and for better record maintenance. The same should be produced on demand to the authority concerned or any other officer/head of examinations.

Internal Assessment Test (IAT):

The total assigned mark for IAT as per the university regulation is 40. The institution will conduct three internal assessment tests and the average of three internals will be considered for the final consideration of marks along with the marks obtained from the assignment and attendance. A Marks allotment legend is given below for the reference.

Legend:

I Internal Assessment Test (A)	II Internal Assessment Test (B)	III Internal Assessment Test (C)	Average Marks of (A+B+C)	Assignments Marks	Attendance Marks	Total Marks
25	25	25	Average of $A+B+C \div 3$	10	5	40

Bifurcation of Internal Assessment Marks

Sl. No	Examination	Total	Minimum mark
1.	Average of three written exam (Internal)	25	11.25
2.	Internal Examination	40	18
3.	External Examination	60	27

Pattern of Internal Assessment Test:

- **I & II Internal Test:** written tests will be conducted as specified in the academic calendar out of 25 marks per paper/subject.
- **III Internal Test:** Written peer evaluation will be conducted out of 15 marks per paper/subject. Assessment of class participation will be conducted by the faculty for 10 marks.
- **Assignment:** The assignment is generally out of 10 marks then and the concerned teacher is empowered to give as many assignments he/she deems fit without altering the marks assigned to the field. The assignment can also be in the form of role play, reviews, special field assignments, seminars, teaching as decided appropriate by the concerned subject teacher, but however the marks remain unaltered unless otherwise notified.

- **Attendance:** Another essential component of the internal assignment marks allotted for attendance and should be as per the following legend:

Attendance percentage and Mark allotment (05)			
95% - 100%	85% - 94%	75% - 84%	Less than – 75%
5	04	03	00

Question Paper Pattern for Internal Assessment (Sample):

SW205-A

North East Institute of Social Sciences and Research, Dimapur
SOCIAL WORK
 (Semester-II)
First Internal Assessment
 Course No: SW-205
(Title of the Paper: Research Methodology in Social Work)

Full Marks: 25 marks

Time: 1½ hours

The figures in the margin indicate full marks for the questions

Answer any ONE of the following

1. Define research. Discuss any ten ethical principles in research. (5+10=15)
2. What is inductive and deductive research? Explain the differences between qualitative and quantitative research. (5+10=15)
3. **Write short notes on any TWO of the following:** (5x2=10)
 - a) Significance of research design
 - b) Variables
 - c) Exploratory research design

Instruction on setting Internal Assessment Question Paper:

1. Each faculty will prepare two sets of question paper (Set A &B) for the Internal Assessment Test preceding 10 working days from the scheduled examination date and submit the same to the examination coordinator for scrutiny, and after the approval from Principal and Vice Principal, the coordinator will print, pack, and store the same in the examination safe.
2. The pattern of the question paper, allotment of marks and style of question paper should not be altered.
3. Questions may be formed in such a way that students will be able to relate current issues to social work specialization.
4. The question paper setter must keep in mind the capacity of the students to write the answer in the manner expected.
5. Avoid breaking a single question into different parts and allot marks. It is suggested that a question remains integrated and expected answer should be a wholesome answer instead of broken into separate segments.
6. Reducing the total marks (25) is not encouraged unless permitted by Principal/Examination head.
7. The examiner head will hand over the question papers packet before 20 minutes from the time scheduled for the concerned invigilator.
8. Proper safety, storing, documentation and management of question papers should be done with the sense of ownership, confidentiality and utmost respect for examination, profession of teaching, and examination discipline as a whole.
9. All concerned teachers are expected to follow instructions strictly and without any compromise. No Faculty/Staff should refuse to attend on any examination/examinations related work at any circumstances which would attract disciplinary action both from the institute and university.

Duties of Invigilator for Internal Assessment Test

1. The invigilator will present himself at least before 15 minutes to the examination coordinator/vice principal/principal and take charge of the answer scripts and question papers after counting according to the attendance list provided by the office assistant and any other particulars in an exhaustive manner.

2. The invigilator will take charge of the room allotted to him/her before 10 minutes of the commencement of the examination.
3. The invigilator is expected to be vigilant when students enter the class and ensure discipline in the examination hall.
4. The invigilator will carry the question papers only in a closed cover. Carrying question papers openly and in a manner un-cared for is not recommended (Avoid taking in pant pockets, etc.).
5. At no point of time the question papers should be left unattended in the class room before they are dispersed to students.
6. The invigilator will be vigilant throughout the duration of the examination with utmost care and in a highly prudent way.
7. No student shall be permitted to leave the examination hall during the first 30 minutes after commencement of the examination. Candidates shall not be permitted to go to the toilet, without the permission of Chief Superintendent.
8. In case of emergency, permission shall be made only after taking back the question paper by the invigilator.
9. They shall ensure that the candidates are not in possession of mobiles, electronic equipment of any kind, books, paper chits, Xerox copies or any other material that could be used for copying/malpractice.
10. They shall submit the absentee statement and unused answer books, extra question papers to the Chief Superintendent 30 minutes after the commencement of the exam.
11. They shall not entertain any unnecessary questions by the candidates and shall refrain from prompting answer to the candidates, as the same equivalent to malpractice.
12. The invigilators are expected to follow the method of 'completing the task at once'. Any lapse/discrepancy/shortcoming/of the drawback has to be notified immediately to the concerned.
13. The concerned teachers are also advised to have sufficient copies of question papers printed for the use of students/evaluators and for record maintenance.

Evaluation of Internal Assessment Answer Scripts, Scrutiny and Recording:

1. It is ideal that every teacher evaluates the Internal Assessment answers script objectively within the first 20 working days and make the answers scripts available for scrutiny and see through for students.
2. The evaluator may consider the following points during evaluation of answer script:
 - Organization of the answers (introduction, body, conclusion)
 - Relevance, authenticity and lessons/syllabus taught.
 - General knowledge, current issues and adaptation of recent Socio- Economic, Political, Professional and Cultural details and examples.
 - Class participation- questioning ability and attentiveness.
 - Any other factors treated as relevant by the subject teacher based on the class room teaching.
 - Teachers can maintain their individual discretion in grading/granting marks.
3. After scrutiny/see through the teacher concerned will record/enter the marks in the format provided and hand over the same to the examination head/principal/vice principal.
4. The concerned teacher will make entries in the internal assessment marks registers legibly and without any mistake. Use of correction fluid/ink is strictly prohibited.
5. Any absence of students in whatsoever exam will be inscribed as 'AB' and by using RED ink only (Attendance sheets of the exams, marks registers etc).
6. The teachers are strictly instructed to use blue ink only for the examination related entries. Use of felt pen/gel pen/ink pen has been prohibited.

Legend for Internal Assessment Criteria for Concurrent Field Work (All four semesters)

Internal (40 marks)			External (60 marks)
Recording	Practicing Methods of Social Work	Ability to relate to organization /agency	Viva Voce
<ul style="list-style-type: none"> • Report writing • Organizing and maintaining records • Ability to record • Maintaining field diary • Timely submission 	<ul style="list-style-type: none"> • Case work • Group work • Community organization • Social work Research • Administration • Specialized areas 	<ul style="list-style-type: none"> • Profile • Organizational chart. • Conduct Programmes • Projects • Targeted groups • Any other. 	<ul style="list-style-type: none"> • Current issues knowledge of research and research methods • Eminent social workers, reformers • Naga political, social, economic and regional concerns. • Major social welfare programmes of central/state government • Other related issues.
Mark- 15	Mark- 15	Mark- 10	Mark- 60

Guidelines for Practical Examinations and Viva Voce

1. **Notification of Centre:** The Institution shall notify the examination centre for conduct of Practical examinations and viva voce examinations at least forty five days prior to the Practical examinations.
2. **Appointment of Chief Superintendent:** The Principal of the college shall be appointed as the Chief Superintendent for conduct of Practical examinations and Viva Voce.
3. **Appointment of Examiners:** The Institution shall appoint Internal and External examiners for Practical and Viva Voce examinations for different Centers from the panel of examiners submitted by the respective Boards of studies. The authority to change the examiners for any reason whatsoever shall rest solely with the Institution. The HOD of the concerned department / the senior most of the internal examiners shall be appointed as the coordinator/chairman for UG/PG examination.
4. **Appointment of Support Staff:** The Chief Superintendent shall appoint the following support staff as applicable for conduct of practical examinations and Viva Voce examination:
 - a) Expert Assistant for Medical Faculty, per subject, per day - two & as required.
 - b) Clerk / Typist - one per subject, per day
 - c) Storekeeper - one per subject, per day
 - d) Attender - one per subject, per day

- e) Helper / Security - one per day
 - f) Peon for (Chief Superintendent only) - one per day
5. **Time table:** The Institution shall notify the dates of practical/viva examinations. Detailed time table of the Practical examinations, shall be announced by the College/ Chairman of the examiners. A maximum of 25 candidates (PG) may be examined on each day of the practical examination or as specified in the regulations as decided fit by the chief superintendent.
 6. **Timings:** The timings of the Practical examinations and Viva Voce examination and the schedule of the bells shall be prominently displayed on the notice board and brought to the notice of the candidates by all available means, prior to the dates of the examination. Candidates and appointed examiners and staff shall strictly abide by the timings announced.
 7. **Demand of Stationery:** The required number of answer booklets and other material shall be demanded and obtained from the Institution by the Chief Superintendent well on time.
 8. **Dispatch of Practical Answer Booklets:** Practical answer booklets of each day shall be packed in separate covers and all such covers shall be enclosed in cloth bag(s) subject wise/department wise/ branch wise, super scribed appropriately and sent to the Institution after completion of the Practical examinations, through the college.
 9. **Dispatch of Marks Sheets:** Marks allotted by the examiners for the practical/ Viva Voce examination shall be entered in words and figures on prescribed format, in original and duplicate and enclosed separately in inner covers prescribed for the same. These in turn shall be enclosed in the outer cover for the marks sheets. The covers shall be scribed with the details printed on each and dispatched to the Institution on daily basis.
 10. **Admission Cards:** Candidates shall be in possession of Admission cards on all the days of Practical/ Viva Voce examinations. In the event of non-possession or loss of Admission card the Chief Superintendent is empowered to permit the Candidate to appear in the examination or issue a duplicate admission card, in exceptional circumstances and after verifying the identity of the candidate.
 11. **Malpractice:** Candidates shall not bring into the examination hall any book, portion of book, manuscript, or paper of any description. They shall not copy or communicate with anyone inside or outside the hall or exchange answer books. Candidates shall not be in possession of cell phones, programmable calculators, pen scanners, blue tooth equipment laptop or any other equipment which may be used for any kind of malpractice. Candidates violating these instructions shall be subjected to physical check and verification by authorized persons. If found to be indulging in malpractice the candidate shall be booked for malpractice and sent out of the examination hall immediately. The answer book shall be seized, marked as “malpractice case” and signed by the Chief Superintendent and packed and sent separately to the Institution.

12. **Remuneration:** Remuneration for the Internal and external examiners shall be paid, after completion of the assigned duties and after necessary documentation, at the Institution, along with TA/DA, remuneration for valuation if any, as applicable.

Legend for granting Marks for SWR 409: Research project (Semester IV)

Internal	External
Presentation Pertaining to: <ul style="list-style-type: none"> • Problem formulation • Research Design • Methodology • Data collection • Analysis and Interpretation 	Research finding presentation and External Evaluation
Marks allotted 40	30+30= 60

**Master of Social Work (MSW)
Grading Range**

Mark Range/ Percentage	90-100	80-89.99	65-79.99	55-64.99	50-54.99	45-49.99	40-44.99	Below 40	Incomplete Examination
Numerical Grade	10	9	8	7	6	5	4	0	0
Alphabetical Grade	0	A+	A	B+	B	C	D	F	I
Definition	Outstanding	Excellent	Very Good	Good	Above Average	Average	Simple Pass	Fail	In the event of Student failing to appear in any paper, letter Grade 'I', shall be indicated against that paper

Role and Responsibilities of Examination Coordinator

The Examination Coordinator reports to	The principal
Overview of Department	The Examination Department of the college manages the process and execution.

1. Examination coordinator is responsible for the conduct of Entrance Test, Two Internal tests and Term-End Semester examinations.
2. Examination coordinator is responsible to coordinate examination work with:
 - a. Teaching staff- subject faculty
 - b. Nagaland University
 - c. Research coordinator at the Institute level
 - d. Field work supervisor at the Institute level
 - e. Office- for attendance
3. Examination coordinator is responsible to arrange external examiners for viva/ written examination.
4. Examination coordinator is responsible to prepare and announce in advance the calendar of examinations.
5. Examination coordinator is responsible to arrange for printing of question papers.
6. Examination coordinator is responsible to arrange to get performance of the candidates at the examinations properly assessed, and process the results.
7. Examination coordinator is responsible to arrange for the timely publication of results of examinations and other tests.
8. Examination coordinator is responsible to postpone or cancel examinations, in part or in whole, in the event of malpractices or if the circumstances so warrant, and take disciplinary action or initiate any civil or criminal proceedings against any person or a group of persons or a college or an institution alleged to have committed malpractices.
9. Examination coordinator is responsible to take disciplinary action where necessary against the candidates, papersetters, examiners, moderators, or any other persons connected with examinations and found guilty of malpractices in relation to the examinations.
10. Examination coordinator is responsible to review from time to time, the results of Institute and University examinations and forward reports thereon to the principal.
11. The Examination coordinator shall exercise such other powers and performs such other duties as may be prescribed or assigned to her/him, from time to time, by the Institute.

Detail Activities**Checklist for Internal Examination**

Week before the Exam	
SL.NO	Tasks
1.	Submit question paper to the examination department
2.	Prepare and circulate the examination routine one week ahead
3.	Check the stationery (one week ahead): paper, thread, stapler, etc
4.	Prepare faculty examination register for invigilation
5.	Prepare question paper audit report for each subject
6.	Prepare register for answer script correction sheet
7.	Prepare work allotment for faculty (one week ahead) <ol style="list-style-type: none"> a. Arranging of answer scripts/ date stamp b. Attendance sheet c. Invigilation d. Seat arrangement (if required)
On the eve of exam	
SL.NO	Tasks
8.	Seat arrangement (if required)
9.	Arrange answer scripts for each subject
10.	Print/Arrange question papers
11.	Stationery
12.	Check the clock, tables, chairs etc.
On the day of exam	
SL.NO	Tasks
12.	Students must take their seat 10 mins prior to examination time
13.	Students must keep their bags, books, mobile outside the class room
14.	Faculty invigilator (Subject teacher) should be inside the class 10 mins before
15.	Answer scripts to be distributed 5 mins before
16.	Question paper to be distributed.
17.	After 10 mins, the invigilator will sign on answer scripts. Simultaneously attendance register of the students will be signed and verified by the invigilator
18.	Collect the answer scripts and submit to the examination department within 10 mins
19.	Submit the attendance register to the examination department
20.	Count and verify the answer scripts by examination department

After the Exam	
SL.NO	Tasks
21.	Faculty will sign in and sign out for taking the answer scripts.
22.	Answer scripts will be issued for correction after the coding process (it should be evaluated within the institution premises).
23.	Evaluation of answer scripts and submission of marks to the examination department and mark tabulation on the same day.
24.	Decoding process will begin as soon as answer scripts

Check list for External Examination

Tasks to accomplish before the Exam	
SL.NO	Tasks
1.	Applications forms for examination will be filled by the students as per the direction of the university and submit to the university.
2.	Two sets of model questions to be prepared one month prior to Exam. Triple banking system will be followed: <ol style="list-style-type: none"> a. First level- Each course teacher will prepare two sets of question paper. b. Second Level- Question to be submitted to examination department. The examination department will review and do the necessary correction. c. Third Level- the examination department will submit to the principal and management and duly submit to the university (both hard and soft copies). <p>*Question papers will be deleted from the pen drive/ laptop, computer etc., at each level.</p>
3.	Tentative time table will be prepared as per the direction of the university. This will be duly signed by the principal and submit to the university (both hard and soft copies).
4.	Collection of stationeries regarding examination from the university <ul style="list-style-type: none"> • Request letter to be drafted
Task to accomplish one week prior to Exam	
SL.NO	Tasks
5.	After the university notification, preparation for the semester examination:

	<ul style="list-style-type: none"> • Admit card will be issued to the students • Delegation of Examination duty to teaching and non teaching staff. <ul style="list-style-type: none"> - Arranging of answer scripts/ date stamp - Attendance sheet - Invigilation - Seat arrangement
6.	Identifying/ invitation to external faculty for viva voce if needed etc.
	Preparation for viva voce- <ul style="list-style-type: none"> • Panel members for viva voce • Prepare the list of students for each panels • Prepare attendance sheet and evaluation sheets, file necessary documents
7.	Check the stationeries- stapler/ thread/ punching machine/envelop/ files etc.
8.	Prepare certificate for opening question paper
9.	Prepare Faculty duty and attendance register
10.	Prepare register for issuing/ returning answer scripts
11.	Prepare question audit report sheet for each subject
Task to accomplish on the eve of Exam	
SL.NO	Tasks
12.	Arrangement of seat
13.	Arrangement of examination hall- table/ chairs/ bell/ clock/ water
14.	Verify answer scripts and question papers
On the day of exam	
SL.NO	Tasks
15.	Students must take their seat 15minsbefore examination starts
16.	Students must keep their bags, books, mobile, and any such objectionable articles outside the class room / hall.
17.	Faculty invigilator should be inside the examination hall 10 mins prior to examination time
18.	Opening of the question paper before starting at the examination hall and certificate of

	the same has to be retained
19.	Answer scripts to be distributed 10 mins prior to examination time.
20.	Question paper to be distributed on time (Exam bell).
21.	After 30 mins invigilator signs on answer scripts. Simultaneously attendance register of the students will be signed and verified by the invigilator.
22.	Collect the answer scripts and submit to the examination department within 10 mins.
23.	Submit the attendance register to the examination department
24.	Count and verify the answer scripts by examination department
25.	Coding process will begin once verification is done by the examination department
After the Exam	
SL.NO	Tasks
26.	Examiners to sign in the register before and after evaluating the paper
26.	Answer script will be issued to the faculty for evaluation after coding
27.	Papers will be evaluated within the institution premises. Top most confidentiality will be maintained.
28.	Answer scripts, marks sheet/ mark tabulation has to be submitted to the examination department on the same day of evaluation.
29.	Scrutinizing the marks – <ul style="list-style-type: none"> • Method of selecting the numbers (at least 3 samples) <ul style="list-style-type: none"> - Purposive sampling method: highest, lowest, average marks obtained. - Simple random sampling: Select three numbers from the list randomly • Double blinding process will be followed. <ul style="list-style-type: none"> - First stage- the examination department will scrutinize - Second Stage- the principal and the management.
30.	Decoding process by examination department
31.	Mark entry- excel sheet
31.	Submission result to the university (both hard and soft copies)
32.	Submission of faculties' Remuneration form to the university.
33.	Steps to follow After Receiving Marks Card from the university <ul style="list-style-type: none"> • Within seven days- Marks card to be Xeroxed, evaluated and entry need to be made in Marks register. • Within seven days- Students' evaluation has to be done by the faculty and

	<p>submit to the principal.</p> <ul style="list-style-type: none"> • Eighth day- Marks cards are to be issued by the Principal. <p>Marks card corrections if any at the university</p>
--	--

University Examinations

1. **Examination Centers:** The Institution shall notify the examination centre for conduct of theory examinations at least forty five days prior to the theory examinations. The Principal of the college shall be appointed as the Chief Superintendent for conduct of theory examinations. He shall be responsible for the smooth conduct of the examination. Duties and responsibilities of the Chief Superintendent and other appointed staff shall be separately issued by the Institution. He shall ensure that all the appointed staffs are aware of their duties and responsibilities. He shall formulate instructions to candidates based on relevant portions of these guidelines and display the same prominently at the examination hall.
2. **Fee Structure and Schedule:** The notification shall include the Fee structure. Dates for payment of examination fees without fine and with fine shall also be specified in the notification. No candidate is exempted from payment of exam fees. Fees collected from the candidates will be paid to Institution by Challan as specified by the Institution, along with statement showing the details of the candidates such as name, register number, subjects and fee paid, in triplicate.
3. **Internal Assessment Marks & Attendance Statement:** Dates for submission of attendance and internal assessment marks shall also be notified. There shall be no provision for condoning shortage of attendance or internal assessment marks. Students with shortage of attendance and/or Internal assessment marks are not eligible for appearing in the Institution examinations and fee shall not be collected from such students.
4. **Issue of Application Forms:** The Institution shall call for an application to the constituent colleges. Examination forms duly filled, verified and affixed with latest stamp sized attested photographs of the candidate will be arranged batch/subject wise, course wise and submitted to the Institution by due date. Statement of non appearing students should also be submitted separately.
5. **Admission Cards:** Candidates shall be in possession of Admission cards on all the days of theory examinations. In the event of non-possession or loss of Admission card the Chief Superintendent is empowered to permit the Candidate to appear in the examination or issue a duplicate admission card, in exceptional circumstances and after verifying the identity of the candidate.

6. **Time Table:** College will notify the tentative dates of theory examinations, which shall be followed by issue of notification of detailed time table for theory and practical examinations. All the above mentioned Notifications shall be prominently displayed for information of the students. If a holiday is declared after the announcement of the time table, the examination date shall not be postponed or cancelled.

7. **Appointment of Support Staff:** The Institution shall appoint a Squad chief and member(s) as well as Observer, who shall act as the empowered officers of the Institution and who shall assist the Chief Superintendent in conduct of the examinations as per Institution guidelines. The Chief Superintendent shall appoint a Deputy Chief Superintendent of exams and intimate contact details to the Institution. The other support staff is as under:
 - b) Invigilators - one per forty candidates
 - c) Room Superintendent - one for every three invigilators
 - d) Clerk - one per session
 - e) Typist/ computer operator - one per session
 - f) Peon for Chief Superintendent – one per day
 - g) Attenders - one per session
 - h) Helper - one per session

8. **Remuneration:** Remuneration for all other appointed staff shall be consolidated and claimed by the college/ from the Institution center on completion of the examination as per approved rates in vogue which may be obtained from the Institution.
9. **Demand and Collection of Stationary:** The required number of answer booklets and other material will be demanded and obtained from the Institution by the Chief Superintendent well on time.
10. **Seating Arrangement:** The examination hall shall accommodate at least 40 candidates. Candidates with admit cards and appointed staff only shall be permitted to enter the hall. The examination hall shall be suitably guarded by security staff. Strict silence shall be maintained by all during the examination. Each candidate shall be provided a separate chair and table and the Register number prominently written on the desk. A large clock showing the correct time shall be placed in the examination hall so as to be clearly visible to all the candidates. Arrangement shall be made for providing safe drinking water to the candidates in the hall. Candidates shall not be permitted to use clipboards calculation and mobiles.
11. **Toilet:** Candidates shall not ordinarily be permitted to go to the toilet during the examination. In exceptional cases they may be permitted by the Chief / Deputy Chief Superintendent to go to the toilet under escort after physical check for material that may be used for copying, both on the person of the candidate and in the toilet. Such candidates shall not be permitted to communicate with anyone during the period that they are outside the examination hall.

12. **Timings:** The timings of the examination and the schedule of the bells shall be prominently displayed on the notice board and brought to the notice of the candidates by all available means, prior to the dates of the examination. Candidates should strictly follow the time schedules announced by the Chief Superintendent. Activities to be carried out by the appointed staff with reference to the timings and bells shall be strictly followed. Every candidate shall be seated on the seat specified five minutes prior to the specified time of the beginning of the exam scheduled. Every candidate shall be checked inside the hall only after thorough unification to prevent malpractice.
13. **Answer Booklets:** Answer books shall be issued only to the candidates who are present in the hall as per the answer book allocation chart approved by the Chief Superintendent. Each answer book shall be of 52 pages. No additional sheets/booklets shall be provided. Unused Answer booklets shall be returned to the Institution. No part of the answer booklet is to be detached by persons of any order.
14. **Filling up of the Answer Booklets:** Register number, Name of the candidate, Question paper code, Examination, Degree/diploma, and Subject /paper details should be clearly written in the space provided on the cover page of the answer book, by the candidates. The invigilators shall read out the pertinent instructions for the benefit of the candidates and also render any other assistance thereof. The invigilators shall sign in the appointed place only after verify and confirming all the entries made by the candidate.
15. **Opening of Question Paper Packets:** The Chief Superintendent shall personally check the covers containing the question papers for the intactness of the seal, correctness of the question paper code, and open the covers in the presence of two witnesses (faculties). A certificate shall be rendered by the Chief Superintendent and the witnesses for the correctness of the question paper covers as per Institution format. Discrepancies if any shall be immediately brought to the notice of the Registrar Evaluation.
16. **Issue of Question Papers:** Invigilators shall issue question papers to the candidates at the appointed time and shall ensure that question papers with codes corresponding to the codes mentioned in the admit cards are correctly issued. Unused question papers shall be returned to the Institution.
17. **Collection of Answer Books:** The invigilators shall collect the answer booklets from all the candidates at the end of the examination and arrange them in a specific order and hand them over to the Room Superintendent, Chief Superintendent in person only along with invigilation diary and absentees statement. The room superintendent/chief superintendent shall receive the answer scripts personally and then shall the invigilator leave. Similar action shall be taken regarding Diary, absentee statement etc.
18. **Packing & Dispatch:** The answer books are then packed in paper covers subject/paper wise, separately for each question paper code (not more than twenty in each cover) and in turn packed in cloth bags, both of which shall be sealed and with details of the centre, course, year, subject, question paper codes, date of exam, and

dispatched to the Registrar Evaluation on the same day along with Check list/ daily summary and receipt obtained.

19. **Malpractice:** Candidates are prohibited from writing their names and register number, in any place other than indicated. Invocation to Gods or any other marks of religious identification shall not be written anywhere in the answer book. Candidates shall not bring into the examination hall any book, portion of book, manuscript or paper of any description. They shall not copy or communicate with anyone inside or outside the hall or exchange answer books. Candidates shall not be in possession of cell phones, programmable calculators, pen scanners, blue tooth equipment laptop or any other equipment which may be used for any kind of malpractice. Candidates violating these instructions shall be subjected to physical check and verification by authorized persons. If found to be indulging in malpractice the candidate shall be booked for malpractice and sent out of the examination hall immediately. The answer book shall be seized, marked as “malpractice case” and signed by the Chief Superintendent and packed and sent separately to the Institution.

Guidelines for Conduct of Practical Examinations and Viva Voce

1. **Notification of Center:** The Institution shall notify the examination centre for conduct of Practical examinations and viva voce examinations at least forty five days prior to the Practical examinations.
2. **Appointment of Chief Superintendent:** The Principal of the college shall be appointed as the Chief Superintendent for conduct of Practical examinations and Viva Voce.
3. **Appointment of Examiners:** The Institution shall appoint Internal and External examiners for Practical and Viva Voce examinations for different Centers from the panel of examiners submitted by the respective Boards of studies. The authority to change the examiners for any reason whatsoever shall rest solely with the Institution. The HOD of the concerned department / the senior most of the internal examiners shall be appointed as the coordinator/chairman for UG/PG examination.
4. **Appointment of Support Staff:** The Chief Superintendent shall appoint the following support staff as applicable for conduct of practical examinations and Viva Voce examination:
 - a) Expert Assistant for Medical Faculty, per subject, per day - two & as required.
 - b) Clerk / Typist - one per subject, per day
 - c) Storekeeper - one per subject, per day
 - d) Attender - one per subject, per day
 - e) Helper / Security - one per day
 - f) Peon for (Chief Superintendent only) - one per day
5. **Time table:** The Institution shall notify the dates of practical/viva examinations. Detailed time table of the Practical examinations, shall be announced by the College/ Chairman of the examiners. A maximum of 25 candidates (PG) may be examined on each day of the practical examination or as specified in the regulations as decided fit by the chief superintendent.

6. **Timings:** The timings of the Practical examinations and Viva Voce examination and the schedule of the bells shall be prominently displayed on the notice board and brought to the notice of the candidates by all available means, prior to the dates of the examination. Candidates and appointed examiners and staff shall strictly abide by the timings announced.
7. **Demand of Stationery:** The required number of answer booklets and other material shall be demanded and obtained from the Institution by the Chief Superintendent well on time.
8. **Dispatch of Practical Answer Booklets:** Practical answer booklets of each day shall be packed in separate covers and all such covers shall be enclosed in cloth bag(s) subject wise/department wise/ branch wise, super scribed appropriately and sent to the Institution after completion of the Practical examinations, through the college.
9. **Dispatch of Marks Sheets:** Marks allotted by the examiners for the practical/ Viva Voce examination shall be entered in words and figures on prescribed format, in original and duplicate and enclosed separately in inner covers prescribed for the same. These in turn shall be enclosed in the outer cover for the marks sheets. The covers shall be scribed with the details printed on each and dispatched to the Institution on daily basis.
10. **Admission Cards:** Candidates shall be in possession of Admission cards on all the days of Practical/ Viva Voce examinations. In the event of non-possession or loss of Admission card the Chief Superintendent is empowered to permit the Candidate to appear in the examination or issue a duplicate admission card, in exceptional circumstances and after verifying the identity of the candidate.
11. **Malpractice:** Candidates shall not bring into the examination hall any book, portion of book, manuscript, or paper of any description. They shall not copy or communicate with anyone inside or outside the hall or exchange answer books. Candidates shall not be in possession of cell phones, programmable calculators, pen scanners, blue tooth equipment laptop or any other equipment which may be used for any kind of malpractice. Candidates violating these instructions shall be subjected to physical check and verification by authorized persons. If found to be indulging in malpractice the candidate shall be booked for malpractice and sent out of the examination hall immediately. The answer book shall be seized, marked as “malpractice case” and signed by the Chief Superintendent and packed and sent separately to the Institution.
12. **Remuneration:** Remuneration for the Internal and external examiners shall be paid, after completion of the assigned duties and after necessary documentation, at the Institution, along with TA/DA, remuneration for valuation if any, as applicable.

Guidelines for Valuation of Theory Scripts

1. **Notification:** The Institution shall notify the venue for central valuation and the dates for valuation.
2. **Appointment of Support Staff:**

- a. The Institution shall appoint a suitable person as Custodian, in overall charge of the Valuation, for the entire duration of the valuation.
 - b. The Institution shall also appoint the following support staff:
 - i. Coordinators
 - ii. Clerks one each per session or as required.
 - iii. Attenders
- 3. Timings:** The Valuation centre shall be functional from 8 am to 5 pm on the appointed days. Separate staff may be appointed for morning and afternoon session.
- 4. Appointment of examiners for Valuation:** The Institution shall appoint Internal and External Examiners for valuation of theory scripts. Valuation is compulsory for Internal as well as External examiners. This will be done in consultation with the Institution.
- 5. Valuation System:**
- a. UG Courses: Each answer booklet shall be subject to two valuations, once each by an external and an internal examiner.
 - b. PG Degrees and PG Diplomas: There shall be two valuations of each answer booklet. The difference of the marks between the first and second evaluation will attract a third evaluation by a subject expert as divided by the Chief Superintendent.
- 6. Coded Answer Booklets:** Subject/ paper-wise, Coded answer booklets shall be sent to the Custodian at the valuation centre by the Institution, in labeled covers, each cover containing maximum 20 answer scripts. These shall be checked by the custodian and certificate rendered for correctness. The code slips shall not be removed by any person. No marks of any kind shall be made on any of the answer booklets.
- 7. Valuation Slips:** Coded valuation sheets shall be sent along with the corresponding covers for first and second valuation by the examiners. The marks awarded shall be entered in the corresponding portions of the valuation sheet. Detailed instructions to the examiners regarding valuation shall be separately issued along with the valuation sheets, for strict compliance. The valuation sheets of first and second valuation shall be separately enclosed in the covers provided for the same and the covers appropriately super scribed. They shall be in turn enclosed in the outer cover provided for the same, sealed and sent to the custodian at the end of the day.
- 8. Return of Answer booklets:** On completion of the valuation, the answer booklets shall be enclosed in the covers in which they had been received and sent to the Institution and receipt obtained.
- 9. Daily Progress report:** Report on the number of answer booklets valued once/twice and balance thereof, subject / paper-wise, shall be sent by the Custodian to the Registrar Evaluation, every day.

10. Remuneration: Remuneration for the examiners doing the valuation shall be paid at the Institution on completion of the assignment and on completion of documentary formalities, which shall be completed at the Valuation Centre. Remuneration for other staff appointed for valuation duties shall be paid from the Institution after completion of valuation, at approved rates.

Duties and Responsibilities of Chief Superintendent of Examinations

1. The Institution shall notify the examination centre for conduct of examinations. The Principal of the institution shall generally be appointed as Chief Superintendent of examinations.
2. He shall be present at the examination centre for the entire duration of the examination and shall be overall responsible for the smooth conduct of the examinations.
3. He shall appoint Deputy Chief Superintendent, Room Superintendents, Invigilators, Custodian, Coordinators and other staff, under intimation to the Institution, as per Institution guidelines.
4. He shall ensure that the staff members so appointed are made aware of their duties and responsibilities and he shall closely monitor and supervise their activities.
5. He shall inform the Institution about the number of candidates appearing for the examinations, date wise, subject wise, etc.
6. He shall be responsible for organizing seating arrangement as per Institution guidelines.
7. He shall arrange for collection of required number of answer booklets, additional sheets and other material from the Institution.
8. He shall display the timetable, bell timings, seating arrangement and general instructions to the candidates, at the centre and ensure strict compliance thereof.
9. He shall ensure that only those candidates who are in possession of admit cards are permitted to enter the examination hall. He shall also ensure that only staffs posted for duty are permitted to enter the hall.
10. In the event of non-possession or loss of Admission card the Chief Superintendent is empowered to permit the Candidate to appear in the examination or issue a duplicate admission card, in exceptional circumstances and after verifying the identity of the candidate.
11. He shall ensure that candidates are not in possession of cell phones, electronic equipment, books, paper chits or any other material which may be used for copying. He shall seize hall ticket and answer book of any candidate indulging in any kind of malpractice. Such booklets shall be packed, marked and sent separately to the Institution. The candidate shall be booked for malpractice and not permitted any further participation in the examination.
12. On completion of the examination, he shall ensure that the answer scripts, diary, absentee statement, etc are received from each invigilator and tallied and verified by the Room Superintendent and that the answer scripts are packed in covers and they in turn are packed in cloth bags, as per Institution guidelines.

13. He shall ensure that the cloth bags are sealed and super scribed with details of the centre, course, year or phase, subject and paper code, date and time of examination and signature of the Chief Superintendent and other relevant staff as per Institution guidelines.
14. He shall arrange for the answer booklets and other relevant materials to be sent to the Institution on the same day and receipt obtained.
15. He shall send date wise details of the examination to the Institution.
16. The Deputy Chief Superintendent shall assist the Chief Superintendent in all the above mentioned activities and shall carry out any other activity as may be assigned by the Chief Superintendent.
17. Schedule of bell timings shall be strictly followed.
 - a) Invigilators, Room Superintendent shall be present to check admit cards.
 - b) Candidates in possession of admit cards shall be allowed into the hall and permitted to be seated in their places.
 - c) Verification of identity card and admission cards by invigilators.
 - d) Distribution of answer scripts to candidates present only by invigilators.
 - e) Filling up of front page of answer scripts by candidates.
 - f) Verification of the above and affixing of signatures on the answer scripts by invigilators.
 - g) Filling up of students' attendance sheets, invigilators' diary.
 - h) Attendance sheet, unused answer scripts and question papers shall be returned by the invigilators to the Chief Superintendent, through the Room Superintendent
 - i) Consolidated absentee list/ attendance list subject wise submitted

Entry/Exit Restriction:

Candidates are not permitted to leave the hall, within first 30 minutes from the commencement of the examination and a late coming candidate shall not be allowed to enter the hall after the 30 minutes of the commencement but shall not be permitted to take away the question papers.

DUTIES AND RESPONSIBILITIES OF INVIGILATORS

1. Invigilators shall be assigned for each day of examination as per Institution guidelines, by the Chief Superintendent.
2. They shall report to the Chief Superintendent at the exam hall, before fifteen minutes and ascertain their assigned room / candidates. They shall remain in the exam hall for the entire duration of the exam.
3. They shall check the desks for any chits or writing material.
4. They shall physically check and initial the admit card of each candidate, on entry into the examination hall. They shall also verify the identity card of the candidate. Students shall not be allowed to wear aprons or jackets and shall not be permitted to use writing pads/clip boards.

5. They shall distribute the answer books to the candidates who are present and shall ensure that the candidates write their, Register number, course, subject, paper, date of exam etc in relevant areas of the answer book and sign in the place provided. After verification of the entry, they shall affix their signature on the answer books.
6. They shall distribute the question papers according to the question paper code printed on the admit card of the candidate, at the scheduled time (second bell).
7. They shall ensure that no candidate leaves the hall, till initial 30 minutes after commencement of the examination. Candidates shall not be permitted to go to the toilet, without the permission of Chief Superintendent and an escort at every case.
8. They shall ensure that any candidate, who leaves the hall before the initial 30 minutes, does not carry the question paper with him / her.
9. They shall ensure that the candidates are not in possession of mobiles, electronic equipment of any kind, books, paper chits, Xerox copies or any other material that could be used for copying/malpractice.
10. They shall submit the absentee statement and unused answer books, extra question papers to the Chief Superintendent 30 minutes after the commencement of the exam.
11. They shall not entertain any unnecessary questions by the candidates and shall refrain from prompting answer to the candidates, as the same equivalent to malpractice.
12. They shall take rounds to monitor the assigned candidates and not involve in any conversation or read magazine/ news papers/use mobile/play games/converse of otherwise.
13. They shall report to the Chief Superintendent, use of unfair means being adopted by any candidate.
14. After the examination, they shall collect the answer scripts and arrange them roll number wise, along with other reports and documents, invigilator's diary etc and hand them over to the Chief Superintendent, through the Room Superintendent.
15. Separate diary shall be maintained for each faculty / subject / scheme/ QP Code.
16. They shall be held personally responsible for any acts of omission or commission, other than those specified in the guidelines.
17. They shall leave the examination hall only after performance of all their duties and after proper handing over of the answer scripts and on obtaining permission of the Chief Superintendent.
18. Each Room Superintendent shall supervise the work of three invigilators. They shall ensure that all the duties entrusted to the invigilators have been properly carried out. On completion of their duty they shall obtain the permission of the Chief Superintendent before leaving the centre.
19. No portion or part of the answer books shall be detached at the examination hall by the invigilators / room superintendent.

DUTIES AND RESPONSIBILITIES OF CUSTODIAN (VALUATION CENTER)

1. The Institution shall notify the venue for central valuation and the dates of the valuation. The Custodian shall be appointed by the Institution. The Custodian shall be

overall in charge of the valuation centre and shall be responsible for carrying out the valuation as per Institution guidelines.

2. The Institution shall also appoint support staff as per Institution guidelines.
3. The Custodian shall ensure that the valuation centre is kept open as per timings specified in the Institution guidelines.
4. He shall ensure that only authorized personnel are permitted into the valuation hall.
5. He shall ensure that silence is maintained in and around the valuation hall.
6. He shall instruct all concerned to keep their mobiles switched off or kept in silent mode.
7. He shall ensure that the instructions are displayed prominently at the entrance to the centre/ hall.
8. The custodian shall receive the coded answer scripts in cloth bundles and packets from the Institution. He shall verify the number of bags and packets and the number of scripts in each packet against the statement sent by the Institution. He shall also verify that the bags, packets and the scripts have serial numbers.
9. Each packet shall have a maximum of 20 answer scripts, packed question paper code wise. Each packet shall also have corresponding Question paper, and valuation slips for valuation.
10. He shall ensure that the code slips/ stickers on the answer booklets are not removed or tampered with by anyone.
11. The internal and external examiners shall be appointed by the Institution for Valuation and the Custodian shall verify the same from the appointment letter at the start of the valuation.
12. He shall ensure that each script is valued as per the University guidelines by the required examinations.
13. He shall ensure that the examiners evaluate the answer scripts as per instructions issued separately by the Institution and that they correctly fill up the valuation slips. He shall ensure that all the questions have been evaluated properly. He shall also check the totaling.
14. He shall ensure that the valuation slips and the scripts are packed and dispatched to the Institution as per guidelines.
15. He shall maintain a progressive chart of the valuation, send daily progress report and ensure that valuation is completed within the stipulated number of days.
16. He shall ensure that documentation regarding remunerations for the valuation work is completed as per guidelines, before directing the examiners to the Institution for payment.

DUTIES AND RESPONSIBILITIES OF EXAMINERS DURING PRACTICAL AND VIVA EXAMINATION

1. The Institution shall appoint External and Internal examiners as per Institution and apex body norms.
2. They shall report to the Chief Superintendent of the nominated examination centers on the dates before the examination. They shall be present at the examination center

throughout the duration of the examination, as specified in their appointment order. Non availability of any examiner shall be reported to the Institution by the Chief Superintendent.

3. They shall ensure that the assignments of Practical and Viva examination are carried out properly as per Institution norms and guidelines, in coordination with the Chairman.
4. They shall ensure that marks are awarded as per Institution norms and that the marks are entered in words and figures in original and duplicate marks lists.
5. They shall ensure that the marks lists are packed and sealed in prescribed covers and dispatched to the Institution on the same day.
6. They shall carry out the valuation of theory papers on the allotted days. Valuation of theory papers by internal and external examiners is compulsory.

INSTRUCTIONS TO EXAMINERS APPOINTED FOR VALUATION

1. The examiners appointed for valuation of theory answer booklets shall produce the appointment letter to the custodian at the start of the valuation work.
2. They shall maintain strict confidentiality regarding their appointment. In case any candidate, parent, guardian, teacher or any other person approaches them for favours, the matter shall be intimated to the custodian immediately.
3. If the examiner suspects malpractice of any kind, he shall immediately bring it to the notice of the custodian.
4. Valuation shall be done carefully, sincerely and objectively and verified to ensure correctness of assessment.
5. Discrepancy if any in the number of answer booklets or their description as compared to the legend on the cover, in which they are presented, shall immediately be brought to the notice of the custodian.
6. The valuation shall be done only in the notified Central valuation hall as per the timings announced and the answer booklets shall not be carried to any other location by the examiners for any reason whatsoever. The custodian shall remain vigilant in this regard.
7. The coded Register number, Question paper code number, packet number and serial number of the answer booklets are already entered on the answer booklets and on the valuation sheets. In case of any discrepancies or omissions, the custodian shall be immediately informed.
8. Valuation shall be done only on the valuation sheets in blue ink only and no marks of any kind shall be made on the answer booklets.
9. The examiners shall enter the marks pertaining to an answer booklet bearing a code number, carefully and correctly in the corresponding portion of the valuation sheet.
10. Each pre coded valuation sheet shall be used for entering allotted marks of twenty candidates. The marks awarded to each question shall be entered in the corresponding block of the valuation sheet, in figures. If an answer is awarded 5

- marks it shall be entered as “05”. The total of a digit ending with zero should be subscribed as only (e.g. of the total in ‘50’ in words write as fifty only)
11. The total marks awarded shall be entered in figures in the space provided. Fractions if any shall be rounded off to the next higher integer. The total marks shall be checked for correctness.
 12. If an answer is not awarded any marks the word “Zero” shall be entered in the corresponding box and not a mere digit ‘0’.
 13. If a question has not been attempted or answered “NA” (Not Answered) shall be entered in the corresponding box.
 14. The examiner shall carefully check whether all questions have been answered and whether all answers have been valued.
 15. The examiner shall affix his signature and write his name in capitals and date on each valuation sheet.
 16. After valuation all the answer booklets and valuation sheets shall be handed over to the custodian, before leaving the hall.

Conclusion:

As examination attempts to polish and reframe the minds and knowledge of pupils every effort and legibility of the same should be ensured and NEISSR exhorts every teacher to maintain the sanctity of the conduct of examination.