



Jijamata Education Society's

College of Pharmacy Nandurbar 425412

At post: Waghoda Shivar, Tal. & Dist: Nandurbar 425412

Standard Operating Procedure (SOP) for B. Pharm Internal & External Examination Section

DEPARTMENT	Examination (B. Pharm)	SOP No.	04
Effective Date	15.02.2022	Revision No.	06
		Revision Due	31.12.2023

INTERNAL EXAMINATION

- 1. Display of college examination schedule and university examination schedule**
- 2. Internal time table for theory exam**
 - A separate internal time table is prepared base on University exam schedule
 - Examination hall are identified and intimated the same to HOD's
 - Finally the exam schedule is displayed in all department notice board and examination sale notice boards
- 3. Department wise request for supervisors**
 - On the basis of time table and total number of staff allotment of supervision
 - For adjustment of supervision alternative adjustment must be done with proper communication
- 4. Rooms identification and intimation to all HOD's and In charges**
 - Identify the examination hall and intimate same to concern HOD's and supervisors
- 5. Question papers generation**
 - Preparation of question paper as per regulation (PCI and CGPA)
 - Send question paper with sealed envelope to exam department before commencement of exam and it's a strictly confidential
 - Subject In charge, HOD's and Exam in charge of examination will verify the question paper.
 - And keep in strong room.
- 6. Room wise sitting plan and arrangements**
 - Sitting plan
 - Answer sheets
- 7. Absentees statements of students and supervisor sign**
 - Supervisor must be ensure the number of absent students and fill the attendance sheet with sign date
- 8. Bell timings**
 - According schedule of examination
 - Initial warning bell 15 minute before start over of exam
 - Mid bell after half session of exam
 - Final warning bell end of examination
- 9. Distribution of answer sheets and display of marks**
 - After finishing of individual exam handover the answer sheets to the respective subject in charge for assessment
 - After assessment of answer sheet subject teacher must be show the answer sheets to the students and display mark list on notice board
- 10. Improvement examination and average**
 - Conduct improvement examination as per rules and regulations of affiliated university
- 11. Documentation**
 - Individual subject teacher has to submit documents toward college exam section

EXTERNAL EXAMINATION (UNIVERSITY)

1. Examination notification from University

- One month before University is releasing the notification
- Bring to the notice of the Principal and take the signature on it
- Circulate it to All the departments and notice board
- Base on the identification collect the exam fee from students
- Prepare students database contains all the appearing students.
- Submit all the reports along with necessary examination fee in KBCNMU as per given schedule

2. Time table from University

- KBC NMU send the examination time table 2 weeks before the external examination
- Bring to the notice of the Principal and take the signature on it.
- Circulate it to All the departments and notice boards
- Circulate the University time table to All the departments

3. Department wise request for supervisors

- Issue a appointment of supervision by notice
- Number of supervisors are equal distributed as per external examinations

4. Room vice seating plan and arrangements

- Identify the examination halls and intimate same to concern HOD.
- University answer sheet allotment per day according to strength

5. Request for security person

- Request for security person to control the flow and support the examination system

6. Xerox machine checkup with concern team of office

- One week before examination, Xerox machines should be examined by the technician
- Take all necessary steps to print the question paper.

7. Room while seating planet arrangements

- Exam hall wise seating plan has past beside the examination hall, examination notice boards and keep also keep same at near entry gate notice board.

8. Supervisor reporting

- Reporting before 30 minutes of examination
- Sign in register after issuing the answer sheets

9. Deputy senior supervisor from other colleges as per KBC NMU guidelines

- Before one or two days of examination KBC NMU University send the senior supervisor details for our college from other college
- Confirm the appointment by telephonically

10. Collecting answer sheets from KBC NMU or collection centre

- Before one/two days of examination KBC NMU sayings the information about answer sheets
- Depute one office staff members for collecting stationery
- Send one or two helpers to carry the stationery

11. Verification of hall tickets of registered students data

- Before eight to ten days of examination KBC NMU sends the student hall tickets
- Take printouts
- Verify hall tickets based on the student's registration data.
- If any hall ticket is not received intimate same to KBC NMU on the same day and take the necessary steps immediately without any delay.

12. Preparation of summary of students

- Prepare a subject wise summary of students

13. Malpractice cases handling and preparation of reports as per KBC NMU

- During the examination if any Malpractice cases are registered strictly follow the KBC NMU malpractice guidelines.
- Take the explanation letter from the student
- Collect letter from junior supervisor
- Prepare a report as per KBC NMU format and take the signature and send it by speed post after completion of all the examination.
- Before sending the malpractice report take complete xerox of that report and keep in secure place

14. Circulate the University notification to all the Departments

- Circulate it to All the Departments
- Circulate it to All the departments and notice boards
- Display it in the notice boards

15. Examination fee collection from students as per KBC NMU schedule

- Base on the notification students has to pay the examination fee in the respective department

16. Collecting the filled exam application from DEOs

- Everyday around 9:30 a.m. to 4:45 p.m. in the evening students has to submit examination application in the office to concerned
- Examination concern coordinator should verified application as per regulations
- Record the day wise information in the prescribe format

17. Student registration at KBCNMU e-Suvidha portal

- Office staff members should register to subject based on the regulation without any delay.
- Online inword of examination form through college login
- After every dead line take the final registration from KBC NMU portal and check with student registration form
- If there is any modification are required made immediately and keep the proof for further reference

18. Preparation of online transaction DD statements

- Submit the collected exam fees toward University finance section
- Collect the receipt
- Intimate to the finance section regarding amount to be paid toward examination fees to University account.

19. Arrangement of all applications and cross checking with appearing list

- Arrange all the examination applications year wise.
- Cross check with registrations.

20. Principal signature and stamping on each and every application

- Take the signature on every examination application
- Put college round seal and principal stamp on the required place
- In case of supplementary applications take one xerox copy for every applications for further reference

21. Handed over of examination applications as per schedule at KBCNMU

- As per KBCNMU guidelines handed over the examination applications report with examination fee receipts to university for verification purpose.

22. Examination guidelines announcement through notice and public audio system

- One of the examination staff members has to take responsibility of announcements.

23. Identify the year wise question paper requirement as per sets

- Everyday prepare the question paper printing report
- Base on that take the Xerox copies
- Prepared and Sign DEPDS Report for question paper download and Xerox entry.

24. Distribution of examination envelop to invigilators

- Starts distribution of examination answer sheet from 30 minutes before the examination

25. Fix the question paper from KBCNMU server as per KBCNMU guideline

- Every examination day before 30 minutes or guideline given by KBCNMU download the question paper from Software given by KBCNMU.
- Copy file at KBCNMU description folder
- Start the description process
- Enter the OTP given by particular paper on exam coordinator email by University.
- After decryption take the required number of copies.
- Take the observer signature on downloaded DEPDS report from University question paper software.

26. Arrangement of question paper room wise

27. Distribution of question paper to all examination halls

- Examination representative has to collect all the examination halls question paper and handed over to the respective exam hall supervisor.

28. Reports

- Supervisor must be appropriate fill junior supervisor report and verify from senior supervisor at the time of submission.

29. Sealing

- Verify all the reports from senior supervisor.
- Make bundle of papers pack in envelope and sealed.
- Do entry in the KBCNMU outward registered for hand over the same.

	Prepared by	Check and Verified by
Signature & Date		
Name	Dr. P. V. Gomase	Dr. R. R. Patil

EXTERNAL EXAMINATION (UNIVERSITY)

- Display of university schedule for online filling of forms and last day of acceptance of forms.
- After conduct of internal exam, showing of marks in Léger prior export of marks to university and confirmation by students signature prior to sending to University.
- Receiving quires, doubts and problems in the mark entry in the form of application within 2 days and rectification of the same from respective staff and remove recommunication to students.
- After receipt of University time table for theory and practical commencement and end dates.
- **For Practical Exam:** Display of Practical time table with detail of batches
- **For Theory Exam:** Display of time table, Hall arrangement and rules for conduct of exam.
- Distributions of hall tickets.
- Conduct of exam

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