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Kachchh University

Examination Department
Exam Manual

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Regarding the performance of the officers/employees engaged in conducting the examination (Centre Coordinator)

Examination Manual: Instructions to the Centre Coordinator

Responsibilities of the Centre Coordinator

1. Receiving and Verifying Question Papers:

- ✓ Ensure the sealed packets of question papers received from the University are as per the examination schedule.
- ✓ Verify that the number of question papers are sufficient for the number of students. Report any deficiencies immediately to the Controller of Examination.

2. Storing Question Papers:

- ✓ Store sealed question paper packets in two keyed steel lockers in the examination center's storage room.
- ✓ Ensure necessary security arrangements to maintain the confidentiality and safety of the storage room.

3. Preparing Examination Block and Seating Arrangements:

- ✓ Arrange the examination block and seating arrangements as per university rules at least three days before the examination.

4. Posting Examination Information:

- ✓ Post necessary information regarding the examination on the notice board in a timely manner for the examinees.

5. Preventing Malpractice:

- ✓ Coordinate with the Principal to ensure that there is no malpractice and that the examination is conducted according to the rules.

6. Allotting Block Supervisors:

- ✓ Allot block supervisors by draw method only and ensure no exchange takes place in this allotment.
- ✓ Decide the relieving supervisor for each session of examination by draw method.

7. Distributing Question Papers:

- ✓ Distribute the question paper packets to the block supervisors according to the examination schedule.
- ✓ Ensure that only the correct question paper packets for that subject are given to the block supervisors.
- ✓ Make arrangements so that the sealed question paper packets are opened on time in the examination hall.

8. Monitoring Examination Process:

- ✓ Personally visit examination halls together information about the presence, absence, and number of expelled students.
- ✓ Keep track of used and unused question papers during the examination.
- ✓ Collect extra question papers and blank covers 30 minutes after the commencement of the examination and ensure proper signing and filling of details on blank covers by the block supervisor.



9. Handling Answer Books:

- ✓ After the completion of the examination session, verify the number of students present, absent, and expelled.
- ✓ Accept the answer books from the block supervisors and prepare parcels of the answer books as per the subject code.
- ✓ Seal the parcels and store them safely in a steel locker without leaving the examination center.

Note: It is mandatory to prepare the parcels of answer books on the same day after the completion of the examination.

10. Handing Over Answer Books:

- ✓ Hand over the sealed parcels of written answer books to the authorized officer from the University after duly filling in the necessary forms.

11. Operations Distribution and Form Submission

- ✓ Distribute necessary operations and responsibilities for examination management among all center coordinators of the examination center.
- ✓ Ensure that all information is accurately filled in the forms provided by the university after complete verification.
- ✓ Submit the forms to the university with the required signatures.

12. Instructions and Guidance to Block Supervisors

- ✓ Convey instructions and necessary guidance from the University to Block Supervisors.
- ✓ Ensure block supervision is conducted according to the rules.
- ✓ Provide necessary instructions to employees involved in the examination, considering the examination center's situation, and ensure strict adherence.

13. Daily Register Maintenance

- ✓ Maintain a daily register detailing the personnel responsible for conducting the examination. The register should include:

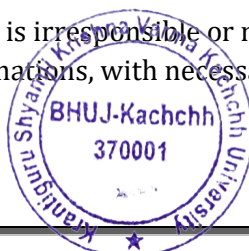
Name	Appointment	Time of arrival at the center	Performance details	Signature

14. Cooperation with University Staff

Provide adequate cooperation to observers, scrutineers, center Coordinators, externals, and other examination-related staff sent by the University.

15. Reporting Negligent Employee

- ✓ Report any employee who is irresponsible or negligent in their examination duties to the Controller of Examinations, with necessary details.



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16. Approval for Writers on Medical Grounds

- ✓ Approve a Writer for an examinee on medical grounds if the Center Coordinator finds the application satisfactory.
- ✓ Ensure the Writer's educational qualification is less than that of the examinee.
- ✓ Collect and verify the Writer's resume and application.
- ✓ Ensure the Writer does not assist in answering questions.
- ✓ Send the examinee's application, competent authority's medical certificate, Writer's resume, etc., to the Controller of Examination for final approval before the examination.
- ✓ Note: The University does not provide remuneration to the Writer; the examinee must arrange it.

17. Specimen Log Table Distribution

- ✓ Provide the specimen log table given by the University to the examinee in blocks.

18. Block Supervisor Assignment

- ✓ Equally assign block supervision duties to the academic staff of the college throughout the examination.
- ✓ If necessary, call upon administrative staff or faculty/staff from other colleges.
- ✓ In exceptional cases, when external personnel are required for block supervision, ensure they are eligible graduates/postgraduates and verify that they or their relatives are not giving exams.
- ✓ Obtain the necessary undertakings and bio-data, explain examination rules, and secure their consent to act as Block Supervisors.
- ✓ Block Supervisors must not delegate their duties during the examination session.
- ✓ Prepare a sheet with the IFIC bank account numbers, bank codes, bank details, and mobile numbers of all staff.
- ✓ Note: It is advisable not to outsource block supervision tasks for the benefit of the examination.

19. Handling Question Paper Errors

- ✓ Immediately inform the Controller of Examinations of any printing or other errors in the question paper.
- ✓ Follow the Controller's instructions and send a copy of the error and corrections to the University in a sealed packet along with the answer books.

20. Communication with Controller of Examinations

- ✓ Contact the Controller of Examinations for any information required regarding the examination.



21. Assignment Restrictions for Relatives

- ✓ Ensure that academic/administrative employees do not oversee examinations in which their relatives are participating. This must be documented with a written application from the concerned employee.

22. Handling Malpractice Reports

- ✓ Collect reports from Block Supervisors regarding any examinees who commit malpractices, along with necessary evidence.
- ✓ Take further action as per the rules.

23. Monitoring and Addressing Malpractices

- ✓ Constantly monitor for malpractices by moving around the examination center.
- ✓ If any examinee is caught cheating or bringing unauthorized materials, document the case with necessary evidence and report it.
- ✓ Expel the examinee and any other examinee involved in helping or participating in the malpractice and send a clear report to the university.

24. Documentation of Written Malpractices

- ✓ If an examinee writes answers on the bench or on any of their body part, copy the same onto a blank paper, have the examinee sign it, and send it to the University as proof.
- ✓ Prohibit bringing any electronic equipment into the examination hall.

25. Reporting Malpractices to the University

- ✓ Report the exact time an examinee is caught committing malpractice to the University.
- ✓ If multiple examinees are caught copying from each other, disclose their seating arrangements.
- ✓ Prepare a pictorial chart of each block's seating arrangement.

26. Student Expulsion Procedure

- ✓ Before expelling a student, accept any written details the examinee wishes to provide.
- ✓ Send the student's written statement and case report to the university.


27. Restriction on Subsequent Exams

- ✓ Prevent a student who is expelled for malpractice from appearing in subsequent theory or practical examinations for that subject.

28. Handling Serious Misbehavior

- ✓ Report serious misbehavior (e.g., intimidation, assault, bringing arms, impersonation) immediately to the nearest Police Station and file an FIR.
- ✓ Report the incident to the university.




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29. Transfer of Malpractice Cases

- ✓ Arrange for the immediate transfer of cases involving examinees who commit malpractices to the Controller of Examination of University Examinations.

30. Reporting Excessive or Collective Malpractices

- ✓ If excessive or collective malpractice is detected by the squad at the examination center, report it to the University immediately.

31. Submission of Accounts Post-Examination

Submit all accounts, including bills, to the CAO of the University (Accounts Department) immediately after the completion of the examination.

32. Examination Center Responsibility

The center coordinator is fully responsible for conducting the examination at the examination center.

33. Tools for Block Supervisors

Provide each Block Supervisor with scissors or necessary tools for opening sealed question paper covers in the examination hall.

34. Timely Submission of Forms

Ensure that all forms provided by the University are filled out and submitted on time.

35. Preparation Meeting Minutes

The center manager must prepare the minutes of meetings held with employees for exam preparation.

36. Daily Seating Arrangement

Arrange the seating for examinees in a reasonable manner every day.

37. Document Preservation for Practical Exams

Preserve all documents related to practical exams.

38. CCTV Camera Requirement

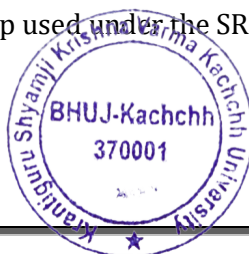
Ensure that a CCTV camera is installed in every block.

39. Seating for Disabled Examinees

Arrange seating for disabled children, considering the nature of their disability.

40. Laptop Specification for SRPD

Provide the specifications of the laptop used under the SRPD (Secure Packet Delivery System).




41. Supervisor Details for SRPD

Submit the names, addresses, mobile numbers, email addresses, internet facilities, and power backup facilities of the three supervisors in the SRPD.

42. Quality Check of Xerox Machine

Check the toner and copy quality of the Xerox machine.




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Instructions for Block Supervisors

1. Timely Reporting

- ✓ Arrive and report at least 30 minutes before the distribution of examination materials at the examination center.

2. Block Assignment Arrival

- ✓ Arrive at the allocated block of examination (assigned by draw method) at least 15 minutes before the commencement of the examination.
- ✓ Block supervisors are not allowed to swap blocks internally.

3. Distribution of Materials

- ✓ Distribute question papers, handbooks, supplements, etc., to students at their seats.

4. Prohibited Items

- ✓ Ensure that examinees do not bring literature, mobile phones, programmable calculators, or equation-solving calculators into the examination hall.

5. Permitted Materials

- ✓ Allow examinees to use only log tables and steam tables approved by the University. Do not permit tables with problem-solving formulas.

6. Mobile Phone Usage

- ✓ Block supervisors are prohibited from using mobile phones in the examination hall.

7. Handling Question Papers

- ✓ Check and accept the sealed packets of question papers for the designated block from the Center Co-Ordinator.
- ✓ Open the sealed packets of question papers only at the designated place indicated on them.
- ✓ After distributing the question papers to the examinees, count the remaining question papers, fill in the information on the blank cover, and ensure they are supplied correctly to the center Co-Ordinator.
- ✓ Pack the sealed question papers in subject-wise covers.

8. Checking Answer Books.

- ✓ Check Answer Book for any damage before giving them to examinees.
- ✓ Instruct examinees to check the Answer book before writing their exam number.
- ✓ Ensure the first page has barcode on Answer Book and all three slips have proper stitching.
- ✓ Bind supplementary sheets with the provided cord and instruct students to paste the barcode at the proper place.
- ✓



9. Issuing New Answer Books

- ✓ If necessary to change the main transcript or supplement after writing the student's number, issue a new transcript by noting the serial number, etc., of that Answerbook.

10. Examinee Movement Restrictions

- ✓ Do not allow any examinee to leave the examination hall until 30 minutes after the commencement of the examination.
- ✓ Ensure that any examinee leaving after this period does not take the question paper outside the examination hall.
- ✓ Take care to ensure examinees do not remain outside the examination hall for any reason.

11. Examinee Verification

- ✓ Allow examinees to enter the examination hall only after verifying their ID card and examination hall ticket.
- ✓ If the examinee's identity is unclear, inform the Center Co-Ordinator
- ✓ Ensure the examinee has accurately filled in their exam number, subject code, etc., on the answer book before signing it.

12. Attendance Accuracy

- ✓ Ensure that no present examinee is marked as absent when filling in the attendance sheets.

13. Recording Serial Numbers

- ✓ Write the serial number from the bottom of the first page of the examinee's main answer book next to their number on the required sheet.

14. Handling Late Arrivals

- ✓ Do not allow students who are late to enter the examination hall.
- ✓ If an examinee has a valid reason for being late, the Center Co-Ordinator may allow entry up to 30 minutes after the examination starts. If permission is denied, report the reasons to the Controller of Examination.

15. Seat Number Stickers

- ✓ Ensure examinees affix their seat number stickers on the main booklet and any attached supplements. Provide necessary verbal instructions in advance.

16. Collecting Answer Books

- ✓ After the examination, collect Answer Books from examinees according to the subject code.
- ✓ Count and verify the number of answer books, arrange them in order, and submit them to the Center.



17. Filling Examination Forms

- ✓ Accurately fill in the required forms related to examination performance.
- ✓ If any defects are found, rectify them personally at your own expense coming at university without delay as per university instructions and disclose the same.

18. Maintaining Vigilance

- ✓ Constantly move around the block to monitor discipline, confidentiality, and rule adherence during the examination process.
- ✓ Report any issues to the Center Co-Ordinator.

19. Copy Cases

- ✓ If Copy cases are found by the University Squad, CenterCo-Ordinator (Internal/External), or any other authorized University person, the Block Supervisor must provide an explanation to the University.

20. Reporting Malpractices

- ✓ If the supervisor of another block detects malpractice in a block where multiple blocks are allotted in one classroom, they may file a case of violation of the examination code of conduct.

21. Responsibility for Examination Conduct

- ✓ It will be the responsibility of Block Supervisor to ensure that examination is conducted according to the rules in the allotted block.



Instructions for Factotom

1. Verification of Candidate List

- ✓ Verify the Candidate List provided by the University according to the subject code.
- ✓ Immediately inform the Principal / Center Co-Ordinator of any defects found.

2. Block and Seating Arrangements

- ✓ Arrange blocks and seating arrangement based on the Candidate List, under the guidance of the Center Co-Ordinator.

3. Preparation of Draw Slips

- ✓ Prepare draw slips with block numbers considering the number of blocks for allotment in the examination session.
- ✓ Provide these slips to the Center Co-Ordinator

4. Distribution of Question Papers

- ✓ Assist in distributing sealed packets of question papers to the designated blocks.

5. Handling Malpractices

- ✓ Assist in noting down of copy cases for malpractices during the examination.
- ✓ Verify the address and other details of the examinee involved and hand over all related documents to Center Co-Ordinator after the procedure is completed.

6. Post-Examination Tasks

- ✓ Participate in counting, verifying, and preparing parcels of the Answer books after the examination is completed.

7. Financial Management

- ✓ Obtain an advance for probable expenses from the University before the examination begins.
- ✓ Prepare an account of examination expenses and send it to the University, including the balance, within 15 days of the examination's completion.

8. Maintenance Responsibilities

- ✓ Maintain the water system, electricity, lights, fans, and ensure daily cleaning.
- ✓ Report to G.E.B. and the police station as required for the examination.



9. Administrative Assistance

- ✓ Assist in necessary administrative work involved in conducting the examination.

10. Compliance with Center Co-Ordinator's Instructions

- ✓ Follow the instructions given by the Center Co-Ordinator

11. Seating Arrangement

- ✓ Ensure there is a distance of 3 feet between two students during seating.



Instructions for Stationery Supervisor

1. Essential Materials Maintenance

- ✓ Maintain all essential examination materials such as main answer book, supplements, graph paper, stickers, log tables, various types of sheets, thread, wax, cloth, needles, thread, and glue etc considering the examination requirements.

2. Handling Damaged Answer Books

- ✓ Maintain a record of pre-separate damaged main answer books, and ensure that such answer books are not handed over to the Block Supervisor.

3. Daily Stock Records

- ✓ Keep a daily record of the stock of main answer books, supplements, stickers, etc., used during the examination.

4. Question Paper Accountability

- ✓ Maintain an account of the used and unused question papers, including those not used in the examination of a particular subject.

5. Blank Packet Management

- ✓ Keep the blank packets of sealed question papers after the examination and hand them over to the authorized University person when they come to collect them.

6. Post-Examination Accounting

- ✓ After the examination, fill the accounting sheet with details of used main Answer books, prefaces, unused main Answerbooks, supplements, damaged separate Answer books, and damaged Answerbooks returned by examinees. Send this information to the University without fail.
- ✓ Additionally, after the examination, send information about the amount of examination material such as main booklets, supplements, stickers, etc., by filling out the necessary form.

7. Pre-Examination Preparation

- ✓ Ensure that all main answer books supplements, and stickers required for the entire examination are available at the examination center five days prior to the commencement of the examination.
- ✓ If these items are not available, immediately report to the Principal / Center Co-Ordinator of the College and the Controller of Examination at University.

8. Record of Damaged Transcripts

- ✓ Keep a record of damaged transcripts or supplements on which the examinee has written their examination number and returned due to damage.




9. Compliance with Instructions

- ✓ Follow the instructions received from the Center Co-Ordinator/ Principal.

Send the barcode stickers of absent students in a separate sheet.




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Instructions for Principal / I/C Principal / Director / HODs

1. Provision of Facilities

- ✓ The Center Co-Ordinator should ensure the availability of necessary facilities at the examination center, including physical facilities for the examination, adequate manpower (academic and administrative staff), a safe strong room, and the required number of strong steel lockers with two keys.

2. Security Arrangements

- ✓ Arrange necessary security measures at the examination center during the day and night.
- ✓ Inform the nearest police station to ensure security in connection with the examination.

3. Financial Assistance

- ✓ Provide necessary financial assistance/advance as required for conducting the examination.

4. Essential Utilities

- ✓ Ensure the availability of water, electricity, telephone, fax, computer, and other essential utilities at the examination center.

5. Clean Examination Environment

- ✓ Remove any writings from the walls and benches of the examination hall before the commencement of the examinations.

6. Student ID Card Updates

- ✓ Update student ID cards at the beginning of the academic year.

7. Completion of Teaching Work

- ✓ Ensure that the teaching work is completed as per UGC/Council rules before the commencement of any examination.

8. Examination Paper Analysis

- ✓ After the completion of the examination, analyze the subject-wise papers.
- ✓ Send the minutes of the analysis, rating the quality of the paper from 1 to 10 based on indicators such as grammar mistakes, repetition, structure, content quality, and weightage of marks.

9. Announcement of Academic Program

- ✓ Announce the academic program on the day of the last paper.



Responsibilities of Squad / Observer

1. Confidentiality

- ✓ Maintain strict confidentiality regarding the routes provided by the University to the examination center.

2. Identity Verification

- ✓ Always carry your identity card.

3. Examination Center Inspection

- ✓ Check the sealing of question paper packets, the arrangement and security of the storage room, seals and signatures on bundles of Answerbooks, and ensure the examination management complies with University rules.
- ✓ Report findings to the Chancellor of the University.

4. Employee Responsibilities Check

- ✓ Verify if different employees are discharging their responsibilities as per University rules during the examination.

5. Malpractice Detection

- ✓ Detect any malpractice at the examination center.
- ✓ Handle cases of malpractice as per the rules and submit reports to the Center Co-Ordinator without discrimination.

6. Defect Reporting

- ✓ Inform the Center Co-Ordinator immediately if any defect is found during the conduct of the examination.

7. Form Accuracy

- ✓ Ensure accurate completion and submission of forms provided by the University.

8. Compliance with Instructions

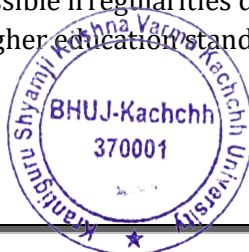
- ✓ Act in accordance with the instructions issued by the University.

9. Paper Handling

- ✓ Forward examination papers to the Center Co-Ordinator
- ✓ Ensure the papers are delivered to the University in a sealed condition.

10. Additional Senior Supervisors


- ✓ The University may deputize additional senior supervisors (observers) at each center to maintain vigilance against possible irregularities during examinations, in accordance with University norms and higher education standards.



11. Presence and Conduct During Examination

- ✓ Be present at the examination venue for the entire duration of the examination and remain active in observation.
- ✓ Avoid behavior that could cause mental stress to any student.
- ✓ Work cooperatively to maintain the position of the Senior Supervisor / Principal of the institution.




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Responsibilities of Assessment and Data Coordinator

1. Acceptance and Operations

- ✓ Accept Answer books written for various University examinations as per instructions from the Controller of Examinations.
- ✓ Ensure central evaluation, re-assessment, etc., are conducted in accordance with University norms and orders from the Vice Chancellor and Controller of Examinations.

2. Confidentiality and Integrity

- ✓ Maintain confidentiality, integrity, and adhere strictly to university rules during assessment operations.
- ✓ Prioritize fairness in grading to ensure students receive marks according to their merit.
- ✓ Take measures to prevent any injustices or interference in assessment processes.

3. Timely Result Preparation

- ✓ Prepare examination results promptly, ensuring they are ready by the commencement date of the next academic session and free from errors.

4. Adherence to Dates

- ✓ Perform duties according to the probable dates published by the Examination Department.

5. Appointment and Reporting

- ✓ The coordinator shall be appointed by the Controller of Examinations.
- ✓ Inform the Controller of Examinations in hard copy regarding the appointment of subordinate employees under the coordinator's supervision.

6. Performance Management

- ✓ Evaluate the performance, conduct, and other matters of employees, clerk, Asst. coordinator, data entry operator or any class IV employee under the coordinator's supervision.
- ✓ Recommend cancellation of appointments if performance is unsatisfactory, including examiner

7. Financial Management

- ✓ Adhere to sanctioned financial structures.
- ✓ In special circumstances, submit a written note to request approval from the Controller of Examinations and Vice-Chancellor for necessary expenditures.
- ✓ Include a copy of the approval when submitting accounts.

8. Pre-Evaluation Instructions

- ✓ Inform examiners about norms, methods, and instructions for the centralized evaluation system before evaluation commences.



9. Payment Approval

- ✓ Approve payment of fees, remuneration to assessors, and other personnel involved in evaluation.
- ✓ The coordinator holds the authority to reject bills; only bills signed by the coordinator will be paid.

10. Account Submission

- ✓ Hand over all accounts to the Controller of examinations within 15 days after the completion of university exams at center

11. Mark Entry and Register Maintenance

- ✓ Copies of assessed answer books shall be handed over to the coordinator for mark entry upon completion of assessment.
- ✓ Maintain a register documenting this process.

12. Acceptance and Verification of Slips

- ✓ Accept slips from the performing Clerk/Employee appointed by the Examination Department under the Coordinator's supervision.
- ✓ Check and sign for the number of received bundles.
- ✓ Keep one copy of the statement and give the other copy to the Controller of examination.

13. Security and Access Control

- ✓ Restrict access to the area where registers are kept to appointed personnel only.
- ✓ Compulsory signing of the movement registers upon entry and departure.

14. Security Measures

- ✓ Implement round-the-clock security at the location where assessment materials are stored.
- ✓ Ensure all locks are installed by the coordinator, who holds the keys.

15. Assessment Environment

- ✓ Prohibit checking of answer books at home under any circumstances.
- ✓ Notify the Controller of Examinations for appropriate action in special circumstances regarding assessment procedures outside the center rooms or building.

16. Reporting of Non-Appearance

- ✓ Report non-appearance of examiner for central evaluation to the Controller of Examinations.

17. Special Instructions

- ✓ Ensure all examiners adhere to special instructions regarding marking, keeping marks confidential in the box and margin as specified.



18. Confidentiality

- ✓ Ensure no examiner, chairman, or designated person opens the sealed envelope containing sensitive information without proper authorization.

19. Responsibility for Materials

- ✓ Ensure checked or unchecked assessment materials are not lost, prioritizing this as a primary responsibility.

20. Fair Assessment

- ✓ Take full responsibility to ensure there is no under or over marking in any subject papers, ensuring fairness and no discrimination in scoring.
- ✓ Consult with the General Secretary and Vice-Chancellor, implementing mock grading where necessary.

21. Administrative Duties

- ✓ Dispatch appointment orders to examiners.
- ✓ Provide physical facilities, tea-water provisions, cleaning, and necessary furniture at the Central Evaluation Center.
- ✓ Process necessary expenses related to these responsibilities.

22. Addressing Examiner Shortages

- ✓ Take appropriate action in cases where a sufficient number of examiners are not available for any subject or paper, following guidance from the Controller of Examination and Vice-Chancellor.

23. Requisition and Register Maintenance

- ✓ Make advance requisitions for necessary literature and stationery for the Central Evaluation Center.
- ✓ Maintain a register of requisitions.

24. Attendance and Record Keeping

- ✓ Maintain attendance records of staff and evaluating teachers.
- ✓ Keep a register of entries checked during the day, noting the teacher's name.

25. Document Management

- ✓ File all papers and ensure proper checking of key papers and its method.

26. Information Filing

- ✓ File reports such as block reports, present-absent reports, and details of assessment cases along with application forms.



Guidelines for Evaluation of Practical/Project/Dissertation/Viva Examinations

Students deserve a proper evaluation of their practical work, projects, dissertations, or viva examinations, reflecting the effort they have put in throughout the semester/year. It is crucial that the evaluation process is fair, transparent, and conducted with due diligence.

Due care shall be taken that the Examination start in-time, in no case the Viva/ Practical/Examination to be conducted in a hurry without giving sufficient time for evaluation of every student.

1. Examination Preparation

Ensure that the Practical/Viva Examination starts on time. Under no circumstances should the examination be rushed without providing sufficient time for the evaluation of every student.

Practical Examination/Viva:

1. Laboratory Attendance:

- ✓ Students must fulfill the laboratory attendance requirements as per faculty regulations to be eligible for the Practical/Viva Examination.

2. Completion of Practical Assignments/Tests:

- ✓ Students must complete assigned practical assignments, tests, journals, practical files, or term work, duly signed by the competent authority before appearing for the examination.

3. Documentation of Practical Tasks:

- ✓ Students should maintain records of definitions/practical tasks assigned at the time of examination, along with the supervisor/examiner's signature.

4. Proper Mention and Signatures:

- ✓ Ensure that inputs, procedures, and results/outputs of practical tasks are properly documented and signed by the supervisor/examiner.

5. Evaluation Criteria:

- ✓ The Procedure of practical task should be mentioned properly and shall be signed by supervisor/examiner.
- ✓ Results/outputs of practical tasks should be mentioned properly and shall be signed by the supervisor/examiner. If result output is incomplete, there shall be track of percentage of work completed along with sign of supervisor/examiner.
- ✓ Examiner shall assess students based on the tasks performed during the examination, outputs achieved, procedures followed, results obtained, and viva-voce (question-answer session), including assessing the soft skills of students.



- ✓ The examiner should allocate appropriate marks for each component as decided by the faculty, ensuring all required documentation is complete.

6. Component-wise Marking:

- ✓ Maintain a mark sheet for the Practical/Viva Examination where marks are allocated component-wise, reflecting the assessment of each aspect of the examination.



Guidelines for Project/Dissertation/Viva

Students involved in projects, dissertations, and viva examinations are required to adhere to the following guidelines established by their faculty/institute:

1. Project/Dissertation Attendance:

- ✓ Students must maintain their attendance records for Project/Dissertation, whether internal or external, as per the guidelines set by the faculty/institute.

2. Supervision of Attendance:

- ✓ The attendance of students for Project/Dissertation should be monitored and maintained by the respective Project/Dissertation Supervisor or guide.

3. Reporting Progress:

- ✓ Students are responsible for reporting their progress on a daily/weekly/monthly basis to their internal/external guide, as directed by the faculty/institute.

4. Submission of Progress:

- ✓ Students must submit the progress of their Project/Dissertation to their internal/external guide as per the requirements set by the faculty/institute. The supervisor/guide should maintain records of such submissions, which should be submitted to the Coordinator/HOD/Principal upon completion of the semester.

5. Completion as per Proposal:

- ✓ Project/Dissertation work should be completed by students according to the defined proposal or requirements specified by the faculty/institute.

6. Documentation Requirements:

- ✓ Students are required to create comprehensive project documentation/Dissertation thesis, including all necessary details as per the requirements and guidelines provided by the faculty. This documentation should bear the signatures of the relevant authorities (internal guide, external guide, HOD, Principal).

7. Record of Changes and Guidance:

- ✓ Any changes made during the guidance of a student should be recorded and maintained with signatures of both the guide and the student. Students should have access to these details during their Examination. The guide should retain these records for future reference and use.



Procedures for Project/Dissertation Examination:

Examiner's Evaluation Criteria:

- ✓ The examiner of the Project/Dissertation examination shall evaluate students based on:
- ✓ Project attendance and reporting
- ✓ Depth of knowledge and understanding of the field
- ✓ Completion of work report (Problem definition, project analysis, designing, inputs selection, exploration of feasibility, procedure/methods/techniques innovation, results/output)
- ✓ Testing, presentation, documentation/preparation of report
- ✓ Viva-Voce examination (question-answer) including soft skills of students
- ✓ List of literature/documents referred
- ✓ The examiner shall allocate appropriate marks according to these criteria and ensure all required documentation is completed.

Marksheet Maintenance:

- ✓ Component-wise marks for Project/Dissertation examination shall be maintained in the marksheet.

Preservation of Supporting Documents:

- ✓ All supporting documents such as papers, supplements, rough marksheets, etc., related to Practical/Project/Dissertation/Viva examination should be preserved in sealed covers.
- ✓ Soft copies of presentations for all examinees in the concerned subjects should also be preserved where applicable.

Storage and Destruction Policy:

- ✓ All documents related to Practical/Project/Dissertation/Viva examination shall be stored and destroyed according to the storage and destruction policy for confidential documents/information/media as per KSKV Kachchh University's policy.



Procedures for Project/Dissertation Examination:

Examiner's Evaluation Criteria:

The examiner of the Project/Dissertation examination shall evaluate students based on:

Project Attendance and Reporting:

- ✓ Ensure regular attendance and reporting as per guidelines.

Depth of Knowledge and Understanding of the Field:

- ✓ Assess the student's understanding and depth of knowledge in their area of study.

Completion of Work Report:

Evaluate the completeness and quality of:

- ✓ Problem definition
- ✓ Project analysis
- ✓ Designing
- ✓ Inputs selection
- ✓ Exploration of feasibility
- ✓ Procedure/methods/techniques innovation
- ✓ Results/output

Testing, Presentation, Documentation/Preparation of Report:

- ✓ Review the student's ability to test their findings, present their work effectively, and prepare comprehensive documentation or report.

Viva-Voce Examination (Question-Answer):

- ✓ Assess the student's responses during the oral examination, including their ability to articulate their project details and discuss relevant topics.

List of Literature/Documents Referred:

- ✓ Verify the adequacy and relevance of the literature and documents referenced by the student.
- ✓ The examiner shall allocate appropriate marks according to these criteria and ensure all required documentation is completed.

Marksheet Maintenance:

- ✓ Component-wise marks for Project/Dissertation examination shall be maintained in the marksheet to provide transparency and accountability in assessment.



Preservation of Supporting Documents:

- ✓ All supporting documents such as papers, supplements, rough marksheets, etc., related to Practical/Project/Dissertation/Viva examination should be preserved in sealed covers to maintain their integrity and prevent tampering.
- ✓ Soft copies of presentations for all examinees in the concerned subjects should also be preserved where applicable to ensure accessibility and backup.

Storage and Destruction Policy:

- ✓ All documents related to Practical/Project/Dissertation/Viva examination shall be stored and destroyed according to the storage and destruction policy for confidential documents/information/media as per KSKV Kachchh University's policy.
- ✓ Adherence to this policy ensures compliance with university regulations and protects the confidentiality of student data and examination materials.



Guidelines for Continuous Evaluation of Students

Objective:

Continuous Evaluation is an essential component of the teaching-learning process throughout the progression of a course. It aims to assess and improve the quality of student learning. The process should be organized, efficient, fair, transparent, and conducted in a professional manner to achieve benchmarking across institutes.

Components of Continuous Evaluation:

- ✓ Students shall be assessed based on each of the following components

a) Attendance:

- ✓ Attendance of students during the teaching-learning process.

b) Active Participation:

- ✓ Active participation of students in theory and practical classes.

c) Laboratory Work:

- ✓ Satisfactory understanding by students regarding fundamentals of practical work.

d) Assignment/Term Work:

- ✓ Regular assignments/term work prepared by students themselves and submitted within specified deadlines. These tasks focus on improving literature appraisal skills.

e) Class Test:

- ✓ Objective/subjective class tests arranged at specified intervals by the concerned faculty.

f) Practical File/Journal:

- ✓ Maintenance of practical file/journal for laboratory work. Each practical entry should be signed by the subject teacher with all necessary descriptions to complete the practical. Faculty should update with innovative, research-oriented, and critical problem-solving practical tasks.

g) Viva/Question-Answer/Quiz:

- ✓ Students have to appear in viva/question-answer/quiz sessions as per instructions from the concerned authority.

h) Seminar/Presentation:

- ✓ Students conducting seminars/presentations to enhance subjective learning as per faculty requirements.



i) Group Discussion:

- ✓ Structured participation in group discussions for exchanging ideas in specific subjects as required by the faculty.

j) Self-Study:

- ✓ Encouragement and observation of self-study approaches by faculty to explore different ways of thinking and enhance student confidence.

k) Internal Examination/Test:

- ✓ Arrangement of internal examinations/tests for theory and practical subjects as per guidelines from KSKV Kachchh University.
- ✓ The list of components for continuous evaluation for each course and the weightage for each component shall be decided by the concerned faculty and communicated to the students at the beginning of the semester.

Assessment of Continuous Evaluation


- ✓ The assessment process for Continuous Evaluation shall adhere to principles of fairness and transparency. Records for each component of Continuous Evaluation shall be meticulously maintained and forwarded to the concerned authorities for compilation and further action.

Storage of Documents related to Continuous Evaluation

- ✓ All documents related to Continuous Evaluation shall be stored and managed in accordance with the storage and destruction policy for confidential documents/information/media established by KSKV Kachchh University. This policy governs the retention periods and proper disposal methods for all records related to examinations conducted by the university.

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Matters to be Kept in Mind During the Examination (Guidelines)

Classroom Cleanliness:

- ✓ Ensure that every classroom is thoroughly cleaned before the examination begins.

Benches and Desks:

- ✓ Remove any text or literature from benches and desks in the examination halls.

Prohibition of Electronic Devices:

- ✓ Strictly prohibit students from bringing mobile phones or electronic devices into the examination hall. Conduct individual checks for each student before allowing entry.

Shoes and Socks:

- ✓ Students must remove their shoes and socks before entering the examination hall.

Lighting and Ventilation:

- ✓ Ensure that fan and tube lights are switched on in every examination room. Choose classrooms with sufficient natural light.

Seating Arrangements:

- ✓ Maintain a distance of three feet between two students. Arrange benches appropriately considering the age of the students.

Notification to Utilities:

- ✓ Inform the GEB (Gujarat Electricity Board) about the date and time of the examination to ensure uninterrupted power supply.

Display of Information:

- ✓ Display students' seat numbers, block numbers, and subject details on the notice board.

Room Allocation Details:

- ✓ Clearly mark seat numbers and provide subject details in each examination room.

Provision of Water:

- ✓ According to Krantiguru Shyamji Krishnavarma Kutch University Circular No. 30/15-16 dated 16/2/2016, ensure that watermen visit every classroom to provide water during the examination.

Time Management:

- ✓ Ring the bell after every hour of the ongoing examination and announce the last 15 minutes to students.



Matter of Guidance Regarding Depositing in Record Room After Completion of Assessment Work

Instructions for Coordinators:

Format of Submission:

- ✓ The coordinator should submit information and letters only in the prescribed format.

Identification on Answer Book Bundles:

- ✓ Clearly indicate the name of the examination, name of the subject, and month and year of the examination on each Answer book bundle.

Bundle Number on Answer Books:

- ✓ Mark the bundle number on each " Answer Books' bundle.

Packaging of Bundles:

- ✓ Each bundle of "Answer Books 'should be tied with a binding cord or packed in a box if available.

Packaging Restrictions:

- ✓ Do not deposit loose papers, loose bundles of papers, bundles tied with rubber bands, or papers in cover packing at the record room.

Handling of Special Cases:

- ✓ Separate records of re-assessment, re-checking, or copy cases. Submit these records to the employee responsible for related operations. Ensure that these Answer book records are filed appropriately in the Record Room.



Points to Be taken in to consideration by Examiner/Chairman Before setting the Question Paper:

Sr. No	Particulars	Yes/ No
1	I have set/checked the paper provided by the university only.	
2	The title of the paper is appropriate	
3	I have correctly mentioned the code, time, pattern (regular/external), etc., above the paper.	
4	All the details in point 3 are mentioned in M.M.S.	
5	The structure of the paper is appropriate as per paper style.	
6	The paper adheres to the syllabus prescribed by the Board of Studies (BOS).	
7	Is this an old paper being reused? Is chairman appointed. (Any other instructions provided?)	
8	The difficulty level of the paper is appropriate for the age of the students.	
9	A blueprint of the paper has been prepared before setting.	
10	I have referred to the syllabus while drafting the paper.	
11	The total marks allocated to the paper are correct structurally.	
12	Spelling errors, grammar mistakes, etc., in the paper are correct	
13	The instructions given in the paper will be understandable by the students.	
14	Graphs/pictures included in the paper are appropriate.	
15	Calculations, if any, have been checked for accuracy.	
16	Tables, if applicable, are correctly placed in the paper.	
17	An answer key for the paper has been prepared.	
18	Does the content of the paper align with previous papers?	
19	Are Options (A,B,C,D) appropriate ? Mostly all options are similar.	
20	Does any question potentially offend religious sentiments, creed, caste, or provoke caste politics? (Handle with caution)	
21	Is the paper adequately testing knowledge, comprehension, and application skills?	
22	Page numbers are indicated in the paper (e.g., 1/3, 2/3, 3/3).	
23	I have reviewed the paper twice after drafting to ensure legibility.	
24	Is the timing of setting the paper appropriate? (considering mental health aspects)	
25	Have considerations been made regarding who is around while setting the paper?	
26	Have the paper been stored properly after finalizing it?	
27	Have rough drafts been deleted from the computer after printing the paper?	
28	Have rough draft papers been disposed of properly?	
29	Have discussions about the paper been kept confidential?	
30	A copy of the final paper has been retained.	
31	Do I have sufficient understanding of the old/new course?	
32	Have reference books been used appropriately in preparing the paper?	
33	Was the paper prepared with consideration to classroom dynamics or focused solely on the syllabus?	
34	Is the Question paper signed?	
35	Has Gujarati been translated directly from Google Translator? Is the translation appropriate?	

Examiner/Chairman Name

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Examiner/Chairman Signature

[Handwritten Signature]
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Examination Reform in Universities

Online Services for Students

- ✓ Students can now access the following forms and information online through their university ID:
- ✓ Exam Form and Fee Submission: Students can fill out and submit their exam forms and fees online.
- ✓ Hall Ticket and Exam Notifications: Hall tickets are available through the student ID, and exam notifications are sent via SMS.
- ✓ Online Results and Notifications: Examination results can be checked online, with result announcements also communicated through SMS.
- ✓ Re-checking and Re-assessment: Students can submit re-checking and re-assessment forms and fees online, with results accessible through their ID.
- ✓ RTI Form Submission: RTI forms and fees can be filled and submitted online.
- ✓ Degree Forms and Fee Submission: Degree-related forms and fees can also be completed online.

Supplementary Examination

- ✓ Kutch University has been conducting supplementary examinations for Semester 5 and 6 over the past year. This initiative aims to ensure that students do not lose an entire academic year.

Secured Remote Paper Delivery (SRPD)

- ✓ The SRPD method distributes question papers electronically to exam centers at the time of examination, ensuring complete confidentiality. This method is secure, time-efficient, and cost-effective. Kutch University successfully implemented SRPD for the recent B.B.A./B.C.A. examinations and is considering full adoption of this method next year.

Question Paper Printing Operation

- ✓ Question papers are printed at a private press. Details are provided to the press in a digital online format using MMS Coding. The press delivers the question papers in subject-wise, center-wise, and block-wise sealed packs, which are opened only at the time of examination to maintain complete confidentiality.

Barcode Sticker System

- ✓ All operations, from conducting exams to declaring results, are managed using a barcode sticker system. This system ensures confidentiality and transparency throughout the examination and result declaration process.

Result Declaration Operations



- ✓ Currently, the assessment center and data entry center at Kutch University function under a centralized system. This has improved the accuracy of results and expedited the result declaration process.

Mark Sheet Printing Operations

- ✓ Mark sheets are printed by private presses and bundled college-wise. For external students, the mark sheets are pre-packaged with individual addresses, ensuring quick delivery to students.

5yr Road map of University

- ✓ A separate building of Examination Department
- ✓ Setting of own university press
- ✓ SRPD Adoption of Secured Remote Paper Delivery Method.
- ✓ Fully Digitized
- ✓ Organization of blue print seminar of question papers so that same structural weightage and difficulty level is maintained and the mistakes in question paper can be reduced.
- ✓ An environment where students can give exams in a relaxed and stress-free environment, a seminar for the same can be organized.
- ✓ Squad members, center coordinator, observer, supervisor should plan a seminar giving guidance related to examination.



Guidelines for Center Coordinator

Matters to be Taken into Consideration by the Center Coordinator

- 1. CCTV Operations:** Ensure that CCTV cameras are operational in all examination rooms. Backup recordings of exam times must be done promptly.
- 2. Staff Identification:** All staff involved in the examination must be provided with and wear an ID card. Ensure that only examinees and authorized staff are present in the examination area during exam times.
- 3. Paper Seal Verification:** Upon receiving examination papers, check the seal on the cover. Report any defects immediately to the university.
- 4. Paper Verification:** Verify that all required papers are received according to the provided list. Keep the papers in the locked room for second session in a strong room. Report any missing papers to the university immediately.
- 5. Paper Opening Protocol:** Open the covers of the papers 15 minutes before the examination in the presence of the observer.
- 6. Prohibition on Photography:** Do not allow any mobile phones to be used to photograph the papers.
- 7. Mobile Phone Usage:** Examination center staff should refrain from using mobile phones. Only the Center coordinator, Observer may use a mobile phone in exceptional circumstances. All other staff members must deposit their mobile phones in the designated office room.
- 8. Student Restrictions:** Students are not allowed to enter the examination center, examination hall, or any related areas with mobile phones or unnecessary literature.
- 9. Post-Examination Protocol:** Seal all cover sheets 30 minutes after the completion of the examination in the presence of the observer, following proper instructions.
- 10. Access Control:** Ensure that only staff engaged in the examination have access to all rooms used during the examination.



Guidelines for Observers

Responsibilities and Conduct for Observers

1. **Attendance:** The observer shall remain at the examination center at all times during the examination period.
2. **Mobile Phone Usage:** The observer should refrain from using a mobile phone.
3. **Signature and Time Sheet:** The observer must take and maintain the signature and time sheet provided at the paper center.
4. **Monitoring Suspicious Activity:** The observer should ensure no suspicious activity occurs at the examination center and report any such activity to the university immediately.
5. **Reporting:** Submit a report of the examination center duties performed, in a sealed cover, to the university.
6. **Representation:** The observer acts as the representative of the Vice-Chancellor, supervising all examination center activities to ensure adherence to university norms.
7. **Supervision and Instructions:** The observer should supervise all three examinations and provide necessary instructions to the center and its senior supervisors, participating in all operations.
8. **Arrival and Supervision:** The observer must arrive at the center 45 minutes before the exam begins to supervise the counting and distribution of question papers.
9. **Collaboration:** The observer should work politely and accurately with the principal, senior supervisors, and staff of the center.
10. **Inspection:** During the examination, the observer may inspect all blocks, toilets, offices, and any other areas as per university rules, and can order any unauthorized person to leave the center.
11. **Preventing Malpractices:** The university aims to eliminate malpractices in examinations. The observer, along with senior and junior supervisors, is jointly responsible for ensuring that no malpractice occurs and for reporting any incidents as per university rules.
12. **Reporting Non-Compliance:** The observer must report to the Vice-Chancellor regarding any centers or staff not adhering to examination protocols.
13. **Maintaining Decorum:** Ensure no unnecessary stress is placed on examinees, observers, or staff, and that the principal's demeanor is maintained. If full cooperation is not received or the examination's integrity is compromised, report this directly to the Vice-Chancellor in a polite but firm manner.
14. **Handling Issues:** If any problems arise at the center, stay with the senior supervisor and, if necessary, contact the university or the police. Provide a written report to the university regarding any issues or disciplinary actions taken.
15. **Familiarization with Policies:** The observer is expected to study all circulars and instructions from the examination administration to ensure compliance.



Convocation


As part of the pre-preparation for the KSKV Kachchh University Convocation, the following procedures are to be undertaken by the Examination Department. The entire process, from the beginning to the end of the Convocation, is outlined in the table below. This document is submitted for approval and guidance to proceed with the necessary actions.

No.	Details (work done)	Date	Yes / No
1	Notification/Advertisement for filling Degree form		
2	To finalize Dates for filling Degree form		
3	Fixing the date for filling the form with late fee		
4	Determine the format for filling the form and the process for non-digital degree forms		
5	Preparing invitation cards for guests and Raj Bhavan		
6	Assigning tasks to all university staff and departments for Convocation		
7	Organizing a meeting to discuss the Convocation proceedings		
8	Issuing and processing all tenders related to Convocation within the time limit		
9	Sending invitation letters to all colleges and attending students to ensure maximum attendance		
10	Preparing a minute-to-minute schedule for Raj Bhavan and then University booklet is to be prepared, including the number of students according to discipline		
11	Preparing the list of gold medalists and rank certificate recipients		
12	Sending invitation letters to gold medalists		
13	Verifying filled degree forms		
14	Preparing booklets, including printing and typing operations, showing the number of degrees minute-by-minute		
15	Sending a letter to seek approval for the Convocation date from the Governor of Gujarat.		
16	Proofreading and verifying the degree forms		
17	Scheduling the date for the Honorable Governor of Gujarat to sign all degrees and the subsequent signing of all certificates at Gandhinagar Press		
18	Preparing a list of guests to attend the Convocation		
19	Including corrected and duplicate degrees in the final print		
20	Discussing the distribution of degrees post-Convocation, with special emphasis on organization		

The approximate timetable for the above pre-Convocation activities has been fixed.

This document is submitted for approval and guidance.




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Students Related Facilities

Exam Department, KSKV Kachchh University

Timings: 11:00 AM to 02:00 PM and 03:00 PM to 03:45 PM

Duplicate Mark Sheet

Submission Requirements:

Submit an affidavit or FIR for the duplicate marksheet. The affidavit/FIR must include the following details:

NAME OF STUDENT, COURSE FY. B.COM.	PRN: 2012032700026342, REGULAR JUNE 2016	YEAR: OCT NOV_2019 SEMESTER-2 SEAT NO.: 233322
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Procedure:

- ✓ Fill out the required form and obtain a challan.
- ✓ Pay ₹100 per mark sheet at the bank after filling the form.
- ✓ Regular students can collect the duplicate mark sheet from their college within 1 month; External students from the university.
- ✓ A soft copy(internet) of the mark sheet can be provided to the student if required while submitting the filled form.

Correction of Incorrect Name or Spelling / No Photograph


Submission Requirements:

- ✓ Regular students must make corrections on the college portal.
- ✓ External students should make corrections on the portal of the alternate department (Room No. 114) and obtain a print of the correction request.

Procedure:

- ✓ Submit all original marksheets with the incorrect name or spelling along with the correction printout.
- ✓ Fill out the required form and obtain the fee payment challan.
- ✓ Pay ₹100 per marksheet at the bank and submit the form.
- ✓ Corrected marksheets should be collected within 1 month from the college for regular students and from the university for external students.




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Correction of INCOMPLETE/WITHHOLD in Mark Sheet

Submission Requirements:

- ✓ Obtain and fill out the required form.
- ✓ Submit the original mark sheet of Semester-6.
- ✓ Include a copy or internet copy of the mark sheet for the last KT passed along with the form.

Procedure:

- ✓ Revised marksheets should be collected within 1 month from the college for regular students and from the university for external students.
- ✓ A net copy of the mark sheet can be provided to the student if required while submitting the form.

Correction of EHB Status in Mark Sheet

Submission Requirements:

- ✓ Obtain and fill out the required form.
- ✓ Submit the original mark sheet of the semester having EHB status along with the form.

Procedure:

- ✓ Revised marksheets should be collected within 1 month from the college for regular students and from the university for temporary students.
- ✓ A internet copy of the mark sheet can be provided to the student if required while submitting the form.

Improvement in Re-Assessment/Re-Packing

Procedure:

- ✓ Marks revised through re-assessment/re-packing will be declared in the online result.
- ✓ Obtain the new mark sheet within 1 month from the college for regular students and from the university for external students.

Other Improvements or Applications

Procedure:

- ✓ For any other corrections, write an application and forward it to the Examination Department, Room No. 108, along with the necessary supporting documents.



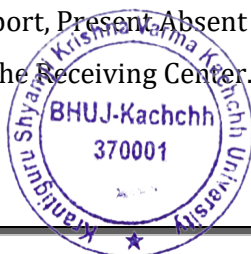
Standard Operating Procedure (SOP) for Evaluation of UG Semester-1 NEP-2020 Examination


Subject: SOP for Evaluation of UG Sem.-01 NEP-2020 Exam

Reference: Executive Council Resolution No-19 dated 30/12/2023

- ✓ The UG Semester-1 NEP-2020 examination was organized by Kutch University on 29/12/2023. The evaluation of AEC/SEC/VAC-1 Answer books dated 07/11/2023 will be conducted at the center level as per Academic Council meeting Resolution No-05. The following SOP outlines the procedures for the assessment of performance at the center level:

1. **Centralized Paper Clusters**: Examination papers will be clustered and checked at the central level.
2. **Bundle Assessment**: Papers will be in pack of 50-50, with bundle numbers assigned for assessment.
3. **Appointment of Center Convener**: The Center Convener will be appointed and informed to the Controller of Examinations.
4. **Principal's Role**: The assessment work will be conducted by the principal (Convener) upon confirmation.
5. **Daily Assessment Quota**: A minimum of 150 and up to 200 papers of 25 marks each must be checked daily. For distances greater than 8 km, conveyance will be provided as per university rules. The nearest college will receive Rs. 120 for conveyance.
6. **Evaluation Payment**: Teachers will be paid Rs. 10 per copy of 25 marks. The principal will receive Rs. 2 per item as administrative expenses.
7. **Bundle Number Assignment**: Bundle numbers must be assigned. For example, if there are 2000 downloads of papers, they will be divided as follows: α (1 TO 50), (51 TO 100), etc., with corresponding numbers assigned.
8. **Start Date**: The evaluation process should begin the day after the completion of the examination and be reported to the controller of Examination.
9. **Principal's Supervision**: Assessment must be conducted under the observation of the principal.
10. **Balance Sheet Verification**: Ensure the sums on the balance sheet are correct or not.
11. **Documentation**: Teacher's Name/Comm, Administrative Expenses Voucher, Examination Performance Report, Present/Absent Report, TA/DA Report along with a letter should be deposited at the Receiving Center.




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12. **Faculty Assignment:** Papers should be assessed by faculty members involved in academic work and having AEC/SEC/VAC paper assessment experience from Kutch University recognized faculty. If no such faculty is available, send the papers to the adjacent center with the Controller of Examinations' approval.
13. **Pilot Project:** The evaluation of NEP-2020 UG Sem-01 will be conducted as a pilot project. Based on the review, the assessment process for the next semester will be done.
14. **Mandatory Signatures:** Teachers must sign and write their names on the Answer books.
15. **Centralized Assessment Location:** Assessment should be conducted centrally at the college. Wages will not be provided for assessment done at the office or home.
16. **Paper Storage:** A copy of the completed question paper should be kept at the center for evaluation. The extract should be stored securely.
17. **Timely Completion:** The assessment work must be completed within the stipulated time limit.
18. **Submission of Verification Details:** Details of the subject-wise checked Answer books must be submitted to the Controller of Examinations.
19. **Privacy and Security:** Assessment should be conducted in a place where privacy is maintained, and CCTV cameras are installed.
20. **Completion Report:** After the entire operation is completed, a report should be submitted to the Controller of Examination.
21. **Checked Answerbook Submission:** The checked Answerbooks will be taken to the University. The Center will report the completion of the work to the Controller of Examinations.



Subject: Implementation of SOP for NEP Semester-02 (2024)
Examination

Subject: Implementation of the SOP for NEP Semester-02 Examination

Reference:

1. Meeting on 08/03/2024 with Principals/Chairmen of Government and Grant-in-Aid Colleges under the Chairmanship of Hon'ble Chancellor.
2. NEP-2020 letter No.P.V/2024/04 dated 01/01/2024.

Instructions:

1. Paper Assessment Locations:

- Two-credit papers are to be assessed at the examination centre.
- Four-credit papers are to be assessed at Government/Granted Examination Center 52 (e.g., Answer sheets of Commerce at Vani Vinayak College).

2. Storage of Papers:

- Papers should be kept in a storeroom with CCTV cameras.
- A watchman should be present.
- Question papers should be kept during off-hours.

3. Supervision:

- All operations should be conducted privately and under the guidance of the Principal/Convener.

4. Assessment Timeline:

- Assessment must be completed within three days.

5. Evaluation Points:

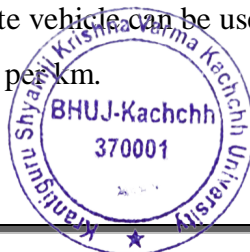
- Two-credit papers: Minimum 150, maximum 200 points.
- Four-credit papers: Minimum 80, maximum 120 points.

6. Payment for Evaluation:

- Two-credit, 25-marker paper: Rs. 6.
- Three-credit, 40-marker paper: Rs. 9.
- Four-credit, 50-marker paper: Rs. 12.

7. Transportation:

- The Convenor's private vehicle can be used to deliver question papers.
- Petrol vehicle: Rs. 11 per km.



- Diesel vehicle: Rs. 10 per km.
- CNG vehicle: Rs. 6 per km.
- Administrative expenses: Rs. 2 per km.

8. Question Paper Handling:

- No barcode shall be affixed; use a khaki sticker instead.
- The exam department will provide the question paper before the examination according to the cluster.
- The Convenor will handle the distribution and return of question papers.

9. Sealed Question Paper Packets:

- Check and accept the packets (bundles) of sealed question papers.
- Keep the packets in a locked place with CCTV surveillance.
- Maintain a movement register and submit CCTV footage to the Director of Examination.

10. Examination Day Arrangements:

- Ensure sealed question paper packets arrive at the examination centre 30 minutes before the exam starts.
- After the exam, ensure the safe return of answer sheets to the centre with proper security.

11. Submission Receipts:

- Provide paper-wise submission receipts to the observer and deposit the duplicate copy in the examination department.

12. Appointment of Observers:

- The principal will appoint observers from the college level.

13. Assessment Distribution:

- Assessment will be done by splitting bundles 50-50 and giving a bundle number.

14. Center Convener:

- Appoint the Center Convener and inform the Controller of Examinations.
- The principal (Convenor) will oversee the assessment.

15. Bundle Numbering:

- Bundle numbers must be provided (e.g., A (1 TO 50), B (51 TO 100), C (1 TO 50)).

16. Evaluation Process Start:



- Begin the evaluation process the day after the examination ends and report to the controller of Examination.

17. Unused Pages Verification:

- Ensure students cross out unused pages and the block supervisor verifies this.

18. Submission of Reports:

- Submit the teacher's name/amount, administrative expenses voucher, examination performance report, present-absent report, and TA/DA report to the receiving centre.

19. Evaluator Requirements:

- Papers should be evaluated by professors of Kutch University. If unavailable, forward papers to the adjoining centre and report to the Controller of Examinations.

20. Pilot Project:

- The assessment of NEP-2020 UG Sem-02 will be a pilot project. Future assessments will be decided based on the review.

21. Signature on Answer books:

- Professors must write their signatures and names on the Answer book.

22. Centralized Assessment:

- Assessment should be done centrally at the college. Assessment at the college office or home is not allowed.

23. Copy Retention:

- Keep a copy of the completed paper at the centre for evaluation.

24. Storage Room:

- Keep the extract in the storage room.

25. Time Limit:

- Complete the assessment within the time limit.

26. Submission of Verification Details:

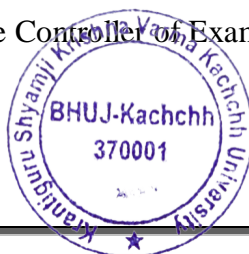
- Submit verification details of the subject-wise checked Answer books to the Controller of Examinations.

27. Privacy and Security:

- Assessments should be done in a private place with CCTV cameras.

28. Completion Report:


- Provide a report to the Controller of Examination after completing the entire operation.



29. Checked Copies:

- Bring the checked copies to the university and report the completion of the work to the Controller of Examinations.




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Subject: Implementation of SOP for NEP Semester-02 (2024)
Exam Strong Room

Reference:

Meeting with Principals/Chairman of Government and Grant-in-Aid Colleges under the Chairmanship of Hon'ble Chancellor on 08/03/2024.

NEP-2020 letter No./2024/04 dated 01/01/2024 as per SOP.

Instructions of Hon'ble Chancellor on 22/04/2024.

- ✓ In regard to the above subject and reference, K.S.K.V. Kutch University NEP Semester-02 examinations commencing from 03/04/2024 will follow the SOP outlined below for the receipt, evaluation, and storage of question papers and answer sheets at the college/department level.

1. Assessment of Two-Credit Papers:

- ✓ Two-credit papers will be assessed at the examination center.
- ✓ Prepare the mark sheet according to the seat numbers and send it to Kutch University.
- ✓ Submit the prepared mark sheet in a sealed cover with the signatures of the verifier, Acharya/Center Convener/Responsible person, and the college seal.

2. Distribution of Question Papers:

- ✓ A master copy of the question paper for two-credit subjects will be sent as per the number of students at your exam center.
- ✓ This process should be kept confidential. The university will pay Rs. 1 per student for this service, for which a proper bill/voucher must be submitted.

3. Storage of Four-Credit Papers:


- ✓ Answer sheets of the four-credit papers should be packed and stored in the strong room along with the question paper covers as per the date.
- ✓ Different packs should be made according to the faculty of this quorum. The consignment note should include the following table:

Order	Faculty	Semester	Subject	Paper Code	Total answer book	Total bundle	Remarks

4. Collection of Answer Sheets:

- ✓ An employee from the Cluster College should accompany the university vehicle to collect the answer sheets of the four-credit papers




Controller of Examination
K.S.K.V.
Kachchh University
Bhuj - KACHCHH.

NEP-2020 Examination Structure:

Krantiguru Shyamji Krishnavarma University of Kutch All Principals, Post Graduate Buildings and College Principals are informed that as per NEP-2020, the structure of internal examination in arts, commerce, and science disciplines will be as follows from PUG Semester-01 onwards.

- ✓ The course will carry 50 percent marks in Semester and Evaluation (SEE).
- ✓ The cadet course of SEE will be two hours for 4 credit courses and 1 hour for 2 credit courses.
- ✓ Attendance of the student in each head of internal examination of Arts, Commerce and Science shall be compulsory.
- ✓ If the student is not present then the student will be given one chance as per the rules of the University.
- ✓ Continuous and Comprehensive Evaluation
- ✓ Internal Evaluation Scheme for Theory Courses

Faculty: Arts and Commerce

Marks	Detail
5	Attendance
10	Assignment
10	Unit Test/Group Discussion/Other
25	Internal Written Examination

Faculty: Science

Internal Theory Test 35 marks distribution

Marks	Detail
5	attendance
10	Assignment/Seminar/Unit Test/Group Discussion/Other
20	Internal Written Examination (Online/Offline)

Practical Examination (Internal and University - Examination 25 marks Distribution)

Marks	Detail
15	Internal Practical Examination conducted by the College (at the end of the semester)
10	Internal Practical Examination conducted by the University (at the end of the semester)



Marks	Maximum Marks	Minimum Passing Mark
VAC AEC/SEC	25	9
MAJOR/MINOR	50	18
TOTAL	10	36

Practical Exam

Faculty: - Science

Internal Theory Test 35 marks distribution

25 Marks Per Paper (10 UA = 15 CA)

UA-10 Marks (As per Syllabus)

CA-15 Marks (As per Syllabus)

UA-10 (4 Mark Passing)

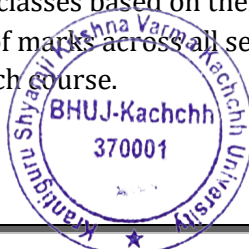
Total Marks	Marks	Detail College Assessment
35	20	Internal Written Examination (Online/Offline)
	10	Assignment/Seminar/Unit Test/Group Discussion/Other
	5	attendance

Practical Examination (25 marks division of internal and university examination)

TH/PR	UA/CA	Total Mark	Passing Mark (36%)	Exam Time
TH	UA	40	14	2 Hrs
	CA	35	13	
PR	UA	10	04	1 Hrs
	CA	15	05	

Letter Grades and Grade Points

As per SOP Item No. 3, the relative grading system assesses students' performance within the same category. It ranks students into classes based on their relative level of achievement. This system specifies a weighted average of marks across all semesters, considering students' interests and their performance in each course.



Letter Grade	Grade Point	Marks (In %)
O (Outstanding)	10	96.0-100
A+ (Excellent)	9	86.0-95.9
A (Very Good)	8	76.0-85.9
B+ (Good)	7	66.0-75.9
B (Above Average)	6	56.0-65.9
C (Average)	5	46.0-55.9
P (Pass)	4	36.0-45.9
F (Fail)	0	Below 36.0
AB (Absent)	0	Absent

Semester Grade Point Average (SGPA)

SGPA is a measure of a student's performance in a given semester based on grades obtained in that period of study.

Calculation of SGPA:

SGPA is calculated by multiplying the number of credits (C_i) with the grade points (G_i) obtained by the student in each course (i), summing these values across all courses passed, and then dividing by the total number of credits (ΣC_i).

Mathematically, $SGPA (S_i) = \Sigma (C_i * G_i) / \Sigma C_i$

Where:

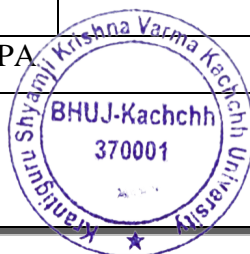
S_i is the SGPA for I th the course,

C_i is the number of credits of I th the course, and

G_i is the grade points obtained by the student in I th the course.

Form for calculation of SGPA

Semester	Course	Credit	Letter Grade	Grade Point	Credit Point
1	Course 1	3	0	10	3 X 10 = 30
1	Course 2	4	A	8	4 X 8=32
1	Course 3	3	A+	9	3 X 9=27
1	Course 4	4	B	6	4X6=24
1	Course 5	3	B+	7	3X7=21
		17			137
SGPA					134/17=7.88



Cumulative Grade Point Average (CGPA)

- ✓ CGPA reflects a student's overall performance across all courses taken since the beginning of their academic program.

Calculation of CGPA:

CGPA is computed by dividing the sum of the products of semester SGPA (S_i) and total credits (C_i) for each semester by the sum of total credits ($\sum C_i$).

Mathematically, $CGPA = \frac{\sum (C_i * S_i)}{\sum C_i}$

Where:

S_i is the SGPA of the i th semester,

C_i is the total number of credits in that semester.

This calculation provides a comprehensive measure of the student's academic achievement throughout their program.

Semester	Credit	SGPA	Sum of Credits and SGPA
1	18	8.2	18 X 8.2=147.6
2	18	7.9	18 X 7.9=142.2
3	20	8.3	20 X 8.3=166.0
4	22	8.6	22 X 8.6=189.2
5	18	8.1	18 X 8.1=145.8
6	22	8.5	22 X 8.5=187.0
	118		977.8
CGPA			977.8/118=8.29

Academic Policies and Procedures:

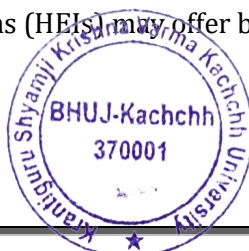
SGPA and CGPA Calculation and Reporting:

SGPA and CGPA will be rounded up to two decimal places and recorded on the transcript.

Transcripts will be issued for each semester based on SGPA, along with a consolidated transcript reflecting overall performance.

Choice Based Credit System (CBCS):

- ✓ A student enrolled in an undergraduate (UG) program under CBCS can opt for a four-year UG program.
- ✓ Higher Educational Institutions (HEIs) may offer bridge courses to familiarize students with specific courses.



Minimum Marks Requirement for Passing:

- ✓ Students must secure minimum marks separately in Continuous Comprehensive Evaluation (CCE) (Internal) and Semester End Examination (SEE) to pass a subject.
- ✓ If a student fails in internal assessment, they must fill the university examination form and update new internal marks online for the next examination.

Experimental Work in Science (B.Sc.):

- ✓ Experimental work in Science will be graded based on understanding, approach to experiment, observational skills, oral examination (Viva), calculations, accuracy, and journal.

Eligibility Criteria for SEE:

- ✓ To be eligible for SEE, a student must maintain a minimum of 70% attendance in each course/subject.
- ✓ No pending disciplinary actions should be against the student.

Maximum Duration of UG Course:

- ✓ The maximum duration of the UG course is seven years from the date of admission.
- ✓ A student failing in any semester can seek admission in the next semester.

Grievance Committee for Internal Marks:

- ✓ Each college must establish a Grievance Committee for Internal Marks consisting of:
- ✓ Chairman (Acharya/Principal)
- ✓ Senior Professor (Member),
- ✓ Relevant Subject Teacher (Member),
- ✓ Senior Lady Faculty Member,
- ✓ Member from SC/ST/SEBC cell.

Publication of Internal Marks:

- ✓ Internal marks must be displayed on the notice board for student access.

Transfer Policy:

- ✓ A student can transfer to another college or university:
- ✓ After passing semesters 1 and 2 for transfer to semester 3.
- ✓ After clearing semesters 3 and 4 for transfer to semester 5.
- ✓ Similar rules apply for subsequent semesters; all semesters must be passed to qualify for transfer.

NEP is applicable for Semester 1 From 2023-24, For B.A., B.C.A., B.Sc., B. Com reg, B.B.A., M.B.A. Int., M.Sc. (CA &IT) (Int)





KSKV KACHCHH UNIVERSITY

Exam Department

Mundra Road, Bhuj-Kutch
Email-coe@kskvku.ac.in

Ph.No. : 02832-235035
web: kskvku.ac.in

Date:14/08/2019

Meeting Agenda

A meeting is called to discuss the upcoming examinations as per the approval of noting received on the 29/07/2019. In this meeting there will be a joint meeting of examination department and computer department. The agenda of the meeting will be as follow:

1. Discussion about the exams to be held in this academic year.
2. Announcing the probable date of the examinations.
3. Announcing the date of filling the application form of the examination.
4. Discussion about the assessment process result of the examination.
5. Any other submission by the Chairman.

Meeting Date : 21/08/2019

Meeting Time : 11:30AM

Meeting Venue : Room No. 108

Dr. Tejal Seth
Controller of Examination

To,

1. Dr. Amar Mehta - System Engineer
2. Mr. Dinesh Gadhvi - Clerk
3. Mr. Anand Salat - Programmer





KSKV KACHCHH UNIVERSITY

Exam Department

Mundra Road, Bhuj-Kutch
Email-coe@kskvku.ac.in

Ph.No. : 02832-235035
web: kskvku.ac.in

Date:30/11/2020

Meeting Agenda

A meeting is called to discuss the upcoming examinations as per the Process. In this meeting there will be a joint meeting of examination department and computer department. The agenda of the meeting will be as follow:

1. Discussion about the exams to be held in this academic year.
2. Announcing the probable date of the examinations.
3. Announcing the date of filling the application form of the examination.
4. Discussion about the assessment process result of the examination.
5. Any other submission by the Chairman.

Meeting Date : 03/12/2020
Meeting Time : 11:30AM
Meeting Venue : Room No. 108

Dr. Tejal Seth
Controller of Examination

To,

1. Dr. Amar Mehta - System Engineer
2. Mr. Dinesh Gadhvi – Clerk
3. Mr. Anand Salat - Programmer





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Mundra Road, Bhuj-Kutch
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Ph.No. : 02832-235035
web: kskvku.ac.in

Date: 13/08/2021

Meeting Agenda

A meeting is called to discuss the upcoming examinations as per the approval of noting received on the 30/07/2021. In this meeting there will be a joint meeting of examination department and computer department. The agenda of the meeting will be as follow:

1. Discussion about the exams to be held in this academic year.
2. Announcing the probable date of the examinations.
3. Announcing the date of filling the application form of the examination.
4. Discussion about the assessment process result of the examination.
5. Any other submission by the Chairman.

Meeting Date : 21/08/2019

Meeting Time : 11:00AM

Meeting Venue : Room No. 108

Dr. Tejal Seth
Controller of Examination

To,

1. Dr. Amar Mehta - System Engineer
2. Mr. Dinesh Gadhvi - Clerk
3. Mr. Anand Salat - Programmer





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Mundra Road, Bhuj-Kutch
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Date:22/07/2022

Meeting Agenda

A meeting is called to discuss the upcoming examinations as per the approval of noting received on the 14/07/2022. In this meeting there will be a joint meeting of examination department and computer department. The agenda of the meeting will be as follow:

6. Discussion about the exams to be held in this academic year.
7. Announcing the probable date of the examinations.
8. Announcing the date of filling the application form of the examination.
9. Discussion about the assessment process result of the examination.
10. Any other submission by the Chairman.

Meeting Date : 04/08/2019

Meeting Time : 12:00AM

Meeting Venue : Room No. 108

Dr. Tejal Seth
Controller of Examination

To,

1. Dr. Amar Mehta - System Engineer
2. Mr. Dinesh Gadhvi - Clerk
3. Mr. Anand Salat - Programmer





KSKV KACHCHH UNIVERSITY

Exam Department

Mundra Road, Bhuj-Kutch
Email-coe@kskvku.ac.in

Ph.No. : 02832-235035
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Date: 11/08/2023

Meeting Agenda

A meeting is called to discuss the upcoming examinations as per the approval of noting received on the 11/08/2023. In this meeting there will be a joint meeting of examination department and computer department. The agenda of the meeting will be as follow:

11. Discussion about the exams to be held in this academic year.
12. Announcing the probable date of the examinations.
13. Announcing the date of filling the application form of the examination.
14. Discussion about the assessment process result of the examination.
15. Any other submission by the Chairman.

Meeting Date : 18/08/2019
Meeting Time : 11:30AM
Meeting Venue : Room No. 108

Dr. Tejal Seth
Controller of Examination

To,

4. Dr. Amar Mehta - System Engineer
5. Mr. Dinesh Gadhvi - Clerk
6. Mr. Anand Salat - Programmer

