



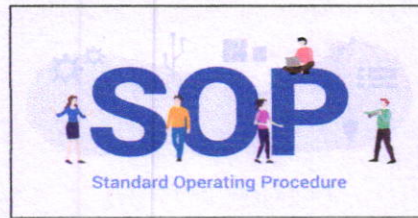
M.V.R. DEGREE COLLEGE

(UG & PG Courses)

(Affiliated to Andhra University)

Shramika Nagar, Gajuwaka, Visakhapatnam-530026

Examination Committee



Standard Operating Procedure (SOP)

➤ Academic calendar

The committee will prepare examination schedule for internal and term end examination with reference to university academic calendar.

➤ Formation of examination committee

Members for exam committee are nominated by the principal.

➤ Planning

The committee meets in the presence of principal and plans for the forth coming exams.

➤ For Internal Mid examinations:

• Circular

A circular to all staff members and students is sent mentioning the dates and subjects with time and session. A separate circular requests the staff for preparation of question papers and submit to the committee for internal examinations.

• Question paper setting:

The respective subject teachers set their question papers for internal examinations and will submit the same to the committee.

Preparation of question papers is as per university regulations.

• Requirements:

Arrangements are made to print the required number of copies of question papers.

Arrangement of answer scripts, accounts sheets, graph sheet, thread were made available.



Law

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- **Room identification and intimation to all HOD's & in –charges**

Examination halls are identified and made necessary arrangements.

Preparation of consolidated seating plan and attendance sheets is done.

Students will be intimated the same on the day of the examinations through different notice boards and entry points.

- **Allotment of department wise invigilators**

Invigilators are selected based on the need and are intimated.

No of invigilators = total strength /30 per internal examinations.

- **Distribution of question paper to halls**

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

- **Attendance sheet**

Attendance sheet statements are arranged on the daily basis.

It will be circulated to the examination halls to put up the attendance.

- **Absentees' statements for all examinations**

After every examination, branch wise consolidated absentee's statement is prepared.

- **Collection and submission of answer scripts from invigilators to subject teachers**

Branch wise answer scripts will be collected from invigilators.

The same will be handed over to the respective subject teachers.

- **Evaluation and submission**

Marks statements collection from the subject teachers.

Absentees are marked with separate ink.

Entering the same data in university website.

Maintaining all the acknowledgements of uploading data.

Consolidated branch wise marks collected from each department.

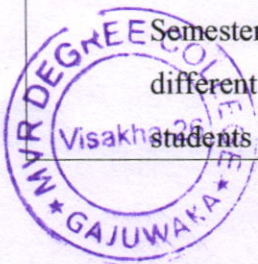
Marks of two mid-examinations are consolidated for entering mid-exam marks as per university regulations.

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

University internal assessment marks is evaluated based on the internal examinations.

➤ **Semester end Examinations:**

Semester end examinations are conducted as per university regulations. Students are jumbled and different college students come and write the examinations in our college and our college students write the exam in two or three colleges as per university allotments.



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