

STANDARD OPERATING PROCEDURES

INTERNAL EXAMINATIONS

1. Time Table from University

- JNTUK dispatch the internal examination time table 1 week before the internal examinations.

2. Internal Time Table for Theory Exam (R13 & R16 Regulations)

- A separate internal time table is prepared based on university exam schedule.
- Examination halls are identified and intimated the same to HoD's.
- The examination schedule is circulated it to all the HoD's, Principal Office, Manager and Security Office.
- Finally the exam schedule is displayed in all department notice boards and examination cell notice boards.

3. Internal Time Table for Online Exam

- A separate online time table is prepared based on university exam schedule.
- The schedule is circulated it to all the HoDs, In-charges, Principal Office, Manager and Security Office.
- Verifications of Online servers and Network connectivity.
- Verification of Power Back up and Generator for uninterrupted power supply.
- Finally the exam schedule is displayed in all department notice boards and examination cell notice boards.

4. Dept. Wise Request for Invigilators

- Send a request for Invigilators.
- No of invigilators = total strength / 36 per internal examinations

5. Rooms identification and intimation to All HoDs & In-charges

- Identify the examination halls and intimate same to concern HoDs.
- Intimate same to Manager for necessary arrangements.

6. Request for Computer Laboratories & HW staff

After receiving of university time table immediately do the following activities;

- Online examination time table is sent to the system cell first for blocking the required no of systems.
- A Hardware engineer should monitor entire online examination process.

7. Request for Electrical Generator – Manager

- During examinations one electrician should monitor the generator for continuous power supply.

8. Request for Security persons

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

9. Question Papers generation from Question Bank

- Principal / Chief superintendent of examinations will select the questions from question bank.
- Preparation of Question Paper as per regulations.
- Make required no of copies and keep in strong room.

10. Room wise seating plan & arrangements

- Preparation of examination pads
- Each pad should contains the following stationary
 - Seating plan.
 - Answer sheets / Graphs / etc.
 - Threads.
 - Signature statement.

11. Consolidated Examination Halls for student display

- Preparation of consolidated seating plan.
- Display it in the different notice boards and entry points near steps.

12. Invigilators reporting form

- Preparation of Invigilators reporting form(One senior and One Junior)

13. Absentees Statements for all examinations

- After every examination prepare branch wise consolidated absentee's statement.
- Take the signature from principal on this sheet and send it to all the faculty through email.
- Prepare an overall consolidate statement for absentees.

14. Observers reporting form

- a. Identify the senior faculty as per the round robin mechanism of all the departments.
- b. Intimate same to the faculty through Head of the Department.
- c. Faculty has to get the NOC from Head of the Department.
- d. Approval from principal
- e. Mark same in VIIT CIS
- f. Faculty has to submit NOC and OD letter in the examination cell for Relieving order.
- g. Faculty has to submit the relieving certificate issued by the attended college.

15. Bell timings

- a. Short Bell at 9:30AM / 1:30PM
- b. Medium Bell at 9:45AM / 1:45PM
- c. Long Bell at 10:00 AM / 2:00 PM
- d. Warning Bell at 12:30 PM / 4:30 PM
- e. Final Bell at 1:00 PM / 5:00 PM

16. Class room boards cleaning

- Assign the class room boards cleaning duty to one examination cell representative.

17. Status of public audio system.

- Every day after short bell announce the examination guidelines.

18. SMS to all faculties - to attend online examination duties.

- Class coordinators should monitor their student attendance during online examination.

19. Day wise consolidated absentees for all departments

- After every examination prepare branch wise consolidated absentee's statement.
- Take the signature from principal on this sheet and send it to all the faculty through email.
- Prepare an overall consolidate statement for absentees.

20. Collection of answer scripts from invigilators

- Branch wise answer scripts collection from invigilators.
- Mark absentees on the summery report.
- Specify the last date for submission.
- Handed over the answer scripts to subject teacher.

21. Collection of corrected answer scripts from subject teacher

- Collect the marks award stamen
- Verify all the scripts
- Absentees should be marked with separate ink.
- Enter the same data in Online server
- Subject teacher has to verify the entered marks
- Enter the faculty details and other information on the verified sheet.

22. Entering MID marks to University Server

- Enter year wise MID marks in Online server in times
- Every time verification is must.

23. Uploading MID marks to University Server

- While uploading of mid marks two members has to sit and verify the subject codes.
- Keep all the acknowledgements of uploading data.

24. Consolidated Brach wise marks sent to all faculty.

- Prepare branch wise consolidated marks statements and sent to every faculty.
- Display the consolidated marks statements in examination cell notice board and department notice boards.

25. Show cause notice for all invigilators those who are violated the rules

- At the end of every internal and external examinations release the show cause notice to those who violated the examination rules.

EXTERNAL EXAMINATIONS

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 boards.
- Based on the notification collect the exam fee from students.
- Prepare branch students data based on attendance eligibility.
- One list it contains all the appearing students. Attendance should be 65% and above.
- Second list contains student attendance between 74 and 65 attendance percentage.
- Third list contains branch wise detained student data.
- Submit all the reports along with necessary examination fee in JNTUK as per the give schedule.

2. Time Table from University

- JNTUK sends the examination time table 2week before the External examinations.
- 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 including Transport department.

3. Dept.Wise Request for Invigilators

- Send a request letter for Invigilators.
- No of invigilators = total strength / 18 per External Examinations

4. Rooms identification and intimation to All HODs & Incharges

- Identify the examination halls and intimate same to concern HoDs.
- Intimate same to Manager for necessary arrangements.

5. Request for Electrical Generator – Manager

- During examinations one electrician should monitor the generator for continuous power supply.

6. Request for Security persons

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

7. Xerox machines checkup with Mr.Tilak Team

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

8. Room wise seating plan & arrangements

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

9. Consolidated Examination Halls for student display

- Consolidated examination seating arrangement should be past and examination cell notice boards, near the stare cases and main gate at security office.

10. Invigilators reporting form

- Preparation of Invigilators reporting form(One senior and One Junior in an hall)
- Jumble the faculty member

11. Depute observers to other colleges as per JNTUK guidelines

- Before one/two days of examinations JNTUK University sends the observers details of our college and other college.
- Based on that request depute on senior faculty in a round robin method.
- Intimate same to that faculty.
- Faculty has to submit work adjustment letter along with OD letter through their HoD with principal permission.
- Examination section should issue reliving letter.

12. Collecting OMR Books from JUNTK KKD or Collection center

- Before one / two days of examination JUNTU sends the information about OMR booklets.
- Send a request letter to Transport department for vehicle arrangements.
- Depute one staff member for collecting the stationery.
- Send one / two helpers to carry the stationery.

13. Verification of OMR Books as per branch wise registered students data

- Take branch wise printouts.
- Verify OMR Booklets based on the student registration data.
- If any OMR Booklet is damaged or not received intimate same to CE JNTUK in the form of written document on the same day.

14. Verification of Hall tickets as per brach wise registered students data

- Before one/two days of examination JNTUK sends the student Hall tickets.
- Take branch wise printouts.
- Verify Hall tickets based on the students registration data.
- If any Hall ticket is not received intimate same to CE JNTUK on the same day. And take the necessary steps immediately without any delay.

15. Handed over to all Regular and Supple Hall tickets to respective departments DEOs

- Handed over the branch wise hall tickets to concern department representative.

16. Handed over of VIIT OMR Booklets to jumbling center as per JNTUK guidelines

- After through verification, as per JNTUK guidelines handed over the VIIT OMR booklets to jumbling centers.

17. Preparation of examination pads as per room plan

- As per students registered data prepare the seating plan.
- Based on seating plan prepare the examination pads.
- Each examination pad should contain one seating plan, one signature statement, invigilators guidelines and OMR Booklets.

18. Identification of log books/tables/graphs as per requirement of the subject

- Prepare branch wise separate sheet of information about requirement of log books or any other stationary during examination.

19. Status of public audio system.

- Every day after short bell announce the examination guidelines.

20. SMS to all faculty - to attend online examination duties

- Class coordinators should monitor their student attendance during online examination.

21. Day wise consolidated absentees for all departments

- After every examination prepare branch wise consolidated absentee's statement.
- Take the signature from principal on this sheet and send it to all the faculty through email.
- Prepare an overall consolidate statement for absentees.

22. Collection of answer scripts from invigilators

- College wise, branch wise and set wise answer scripts collection from invigilators.
- Separate the answer scripts based on the regulation.

23. Malpractice cases handling and preparation of reports as per JNTUK

- During the examination if any malpractice cases are registered, strictly follow the JNTUK malpractice guidelines.
- Take the explanation letter from the student.
- Collect letter from the invigilator and subject teacher.
- Prepare a report as per JNTUK format and take the signatures and send it by speed post after completion of all the examinations.
- Before sending the malpractice report take complete Xerox of that report and keep in a secure place.

24. Notification for external examinations

- A notification is released before one month of commencement of external examination.

- Bring to the notice of the principal and take the signature on it.
- Circulate it to all the departments and notice boards.
- Based on the notification collect the exam fee from students.
- Prepare branch students data based on attendance eligibility.
- One list it contains all the appearing students. Attendance should be 65% and above.
- Second list contains student attendance between 74 and 65 attendance percentage.
- Third list contains branch wise detained student data.
- Submit all the reports along with necessary examination fee in JNTUK as per the give schedule.

25. 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 examination cell notice boards.

26. Examination fee collection from students as per JNTUK schedule

- Based on the notification students has to pay the examination fee in the respective department.
- There are three categories:
 - First one is without fine
 - Second one is with late fee of Rs.100/-
 - Third one is with late fee of Rs.1000/-

University is cancelled Rs.5000/- fine on 07.11.2016 onwards.

27. Collecting the filled exam applications from DEOs

- Every day around 1pm in the afternoon and 4:30 pm in the evening respective department DEOs have to submit received examination applications in the examination cell concerned coordinator.
- Examination cell coordinators should verify the applications as per the regulations.
- Record the day wise information in the prescribed format.

28. Student registration at JNTUK portal

- Examination cell staff members should register subjects based on the regulation without any delay.
- After every dead line take the final registration from JNTUK portal and check with student registration form.
- If there is any modification are required made immediately and keep the proof for further reference.

29. Preparation of online transaction statements

- Last day of Notification University will be generated one consolidated statement.
- **It will contain all registration with respect to regulation.**

- Intimate to the finance section regarding amount to be paid towards examination fee to university account.
- Mail all the proof to the finance section.
- After transaction collect the transaction receipts.

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

- Arrange all the examination application branch wise and regulation wise.
- Cross check it with registrations.

31. Principal signature & 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 application for future reference.

32. Handed over of examination applications as per schedule at JNTUK

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

33. Intimation to Manager and floor supervisor about cleanliness and water supply

- Send examination timetable to Manager to depute attenders.

34. Consolidated seating plan of all examination halls are display at various entry points.

- Prepare consolidated seating plan and display it in the various entry points.
- It should be A3 Size.

35. Appoint two members for examination pads distribution.

- Two examination cell staff members have to take the responsibility of distributing the examination pads on the day of examination.

36. Examination guidelines announcements through public audio system

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

37. Verify all examination related A4 size question papers carrying folders with seating plan.

- Every day verify all the A4 size paper covers with respect to seating plan.

38. Verify all 4 sets of seating plan is available or not

- Verify all the 4 sets of seating plans are available or not.
- University will announce starting question paper set no every day 10 minutes before the commencement of the examination starting time.

39. Identify the branch wise question paper requirement as per sets

- Every day prepare the question paper printing report.
- Based on that take the Xerox copies.

40. Distribution of Examination Pads to Invigilators

- Start distribution of examination pads from 30 minutes before the examination.

41. Decrypt the question paper from JNTUK server as per JNTUK guidelines

- Every examination day 30 minutes before download the question papers patch from JNTUK.
- Copy patch at JNTUK Decryption folder
- Start the decryption process
- Enter the college password and university passwords
- After decryption take the required number of copies.
- Take the observer's signature on password sheet.
- File one set of question papers along with day password.

42. Know the question paper set no.

- JNTUK intimates the session question paper set number before 15 minutes of commencement of examination.

43. Arrangement of question papers room wise as per set no.

- Based on starting question paper set number arrange the question papers.

44. Distribution of question paper to all examination halls

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

45. Collect the absentees statement & Seating plan from examination halls.

- After one of examination starting examination cell staff members are collect the absentees statement and seating plan of that day examination.

46. Collect filled OMR slips from examination halls.

- Around 11 am for morning session and 3 pm in the afternoon session collect all the absentees' statements and Part 1 OMR slips.
- Collect student signature statement.
- Arrange college wise and branch wise OMR slips and check with absentees OMR Booklets.
- Number of absentees and OMR booklets are equal then start online entry of absentees.

47. D-Form preparation college wise and branch wise - Hard copy

- This is very important activity in the examination. If any single entry is wrong student will be in trouble, result will be kept in withheld. During that examination section has to submit all the necessary documents to the JNTUK officials.
- Enter all absentees information in JNTUK server
- Take the Printouts College wise and branch wise.

- Verify with absentees OMR booklets.
- If any error in the D-Form rectify immediately and take the new printout and perform the reset of the operations.

48. Branch wise and set wise verification of OMR Slips and preparation of bundle with necessary documents

- Part I OMR slips should arrange in set wise.
- Check with online D-Form. If all entries are correct. Then take principal and observers signature on that form.
- Make 3 copies one copy keep along with OMR answer scripts another Part I OMR slips last one file copy.
- Keep original copy in OMR answer scripts. Rest of two locations keeps only Xerox copies.

49. Collection of OMR booklets from invigilators.

- College and branch wise collect the OMR booklets from invigilators.
- Arrange these books as per question paper set no.

50. Branch wise and set wise OMR booklets verification

- Verify the received answer booklets with D-Form.
- If both are equal then no error in that branch.
- Keep one original D-Form on it and sent it to packing.

51. Bundle Preparation

- Prepare the examination bundle as per regulation.
- Prepare bundles regulation and college wise.

52. Bundle ceiling

- On the top of every bundle write bundle no, date of examination, year and regulation, college code in a bigger font.
- Write to address and from address.
- And take the signature of the principal and observer on the specified location.

53. Exam bundles dispatch to collection center before 4 PM

- After completion of every examination packed bundles should sent to collection centre before 4 PM.

54. Day wise OMR slips speed post

- Send part1 OMR slips to JNTUK through speed post.
- Keep that acknowledgement.
- Mention details of the examination on the top corner of the postal slip for further reference.

55. Show cause notice for all invigilators those who are violated the rules

- Release show cause notice to all the invigilators those who are deviated the rules.

56. Remuneration Bills preparation for external observer JNTUK nominated person

- Preparation of remuneration bill to the external examination as per JNTUK guidelines.
- Per every session Rs. 500/- and
 - DA should be Rs.150/- for assistant professor
 - Rs.200/- for Associate and above
 - TA will be paid as per distance amount should APSRTC rates.

57. Remuneration Bills for all Examinations only

- Preparation of remuneration bill as per JNTUK guidelines.
- Include all the persons those who are involved in the examination works.

58. Filing all documents-day wise statements

- File all the documents as the file numbers.
- Verify all the documents after completion of every examination without any delay.
- At any time university may ask any document, all these documents should be traceable.

59. Malpractice cases handling and preparation of reports as per JNTUK

- Take explanation from student and concerned invigilator.
- Take the subject expert report.
- Prepare the malpractice report as per JNTUK format.
- Intimate same to the concern HOD.
- Take complete Xerox of entire documents including student OMR booklet.
- Keep one copy of Xerox in the malpractice file.
- Malpractice cases should send to university through speed post.
- Mention malpractice information on the top corner on the postal slip.

60. Bell Timings

- a. Short Bell at 9:30AM / 1:30PM
- b. Medium Bell at 9:45AM / 1:45PM
- c. Long Bell at 10:00 AM / 2:00 PM
- d. Warning Bell at 12:30 PM / 4:30 PM
- e. Final Bell at 1:00 PM / 5:00 PM

61. Class room boards cleaning

- Assign the class room boards cleaning duty to one examination cell representative.

EXTERNAL LABORATORY EXAMINATIONS

1. Time Table from University

- JNTUK dispatch the internal examination time table 1 week before the internal examinations.

2. Collecting department wise time tables

- Based on university time table prepare separate internal time table for labs.
- Collect the laboratory schedules from concern HoDs.
- Display it in all department notice boards and examination cell notice boards.

3. Prepare tentative remuneration bill

- Consolidated remuneration bill has to prepare for remuneration of external laboratory examiners.
- Take the approval from the DoA through principal
- Submit same at account office.

4. Collecting stationary from JNTUK

- Laboratory stationary has to collect from JNTUK as per schedule.
- Prepare laboratory wise stationary indent letter address it to CE.

5. Verification of OMR marks sheets

- Verify all received OMR marks sheets with reference to registered data.
- Arrange the stationary branch wise and laboratory wise.
- If any errors were identified, inform same to the university without any delay.

6. Signature statements

- Branch wise and laboratory wise preparation of student's signature statements.

7. Record - 50 Marks award statement

- Branch wise and laboratory wise preparation of absentees statement.

8. Absentees Statement

- Branch wise and laboratory wise preparation of absentee's statement.

9. Laboratory wise stationary preparation

- After receiving the stationary from the university, arrange the stationary branch wise and laboratory wise.
- Verify all the OMR sheets.
- If any errors were identified inform same to the university without any delay.

10. A3 size lab covers preparation

- Every lab answer scripts should keep in the A3 size cover.
- Attendance sheet and absentees statement should keep in this cover.

11. Envelops for keeping the left part of OMR sheets

- Cut left part of the OMR sheet
- Keep it inside the envelop along with attendance sheet.

12. Communicating to other colleges

- After receiving of all departments laboratory time tables.
- Send all these time tables to other colleges through mail.
- Communicate same through phone and get the conformation from them.

13. Deputing lab examiners to other colleges as per JNTUK guidelines

- Take the approval from the principal.
- Depute the branch wise and laboratory wise examiners to other colleges.
- Issue on-duty certificate.

14. Collect department wise filled OMR sheets

- After completion of every laboratory external examination, collect the Original OMR sheet from the internal examiner and verify all the entries in that form.
- Make sure that all the entries are filled correctly or not.

15. Preparation of consolidated report as per JNTUK format

- After every regular and supple examination prepare a consolidated report.
- Take the signature on this sheet
- Total number of registrations must be equal. If any number is missing university will not accept all the documents.

16. Lab Remuneration Bills preparation for external examiners

- Preparation of remuneration bill to the external examination as per JNTUK guidelines.
- Per every student Rs.15/- per script
 - DA should be Rs.150/- for assistant professor
 - Rs.200/- for Associate and above
 - TA will be paid as per distance amount should APSRTC rates.

17. Final Remuneration bills preparation

- Preparation of remuneration bill as per JNTUK guidelines.
- Include all the persons those who are involved in the examination works.

18. Filing all documents

- File all the documents as the file numbers.
- Verify all the documents after completion of every examination without any delay.
- At any time university may ask any document, all these documents should be traceable.

19. Submission of Lab reports

- As per JNTUK guidelines handed over the laboratory reports with proper documents to university.

20. Result analysis branch wise and college wise.

- After receiving the university end semester results prepare branch wise result analysis.

INTERNAL LAB EXAMINATIONS

- 1. Collect department wise internal laboratory time tables**
 - Based on university time table prepare separate internal time table for labs.
 - Collect the laboratory schedules from concern HoDs.
 - Display it in all department notice boards and examination cell notice boards.
- 2. Preparation of consolidated report as per JNTUK format**
 - After every regular and supple examination prepare a consolidated report.
 - Take the signature on this sheet
 - Total number of registrations must be equal. If any number is missing university will not accept all the documents.
- 3. Prepare 25- Marks award statement**
 - Prepare branch wise and laboratory wise marks award statements
- 4. Absentees Statement**
 - Branch wise and laboratory wise preparation of absentees statement.
- 5. Signature statements**
 - Branch wise and laboratory wise preparation of student's signature statements.
- 6. Laboratory wise stationary preparation**
 - After receiving the stationary from the university, arrange the stationary branch wise and laboratory wise.
 - Verify all the OMR sheets.
 - If any errors were identified inform same to the university without any delay.
- 7. A3 size lab covers preparation**
 - Every lab answer scripts should keep in the A3 size cover.
 - Attendance sheet and absentees statement should keep in this cover.
- 8. Collect department wise answer scripts.**
 - After completion of every laboratory internal examination, collect the answer scripts and signature statements from internal examiner.
 - Make sure that all the entries are filled correctly or not.
- 9. Final Remuneration bills preparation**
 - Preparation of remuneration bill as per JNTUK guidelines.
 - Include all the persons those who are involved in the examination works.
- 10. Filing all documents**
 - File all the documents as the file numbers.
 - Verify all the documents after completion of every examination without any delay.
 - At any time university may ask any document, all these documents should be traceable.