

SOP FOR CEO

Preamble: Examination being solemn activity the office bearers are required to perform their duties with complete sincerity upholding the highest principles so that all examinees are provided with equal and fair opportunity of performance. It will the role of the CEO to ensure smooth conduct of exam for all classes and subjects in the college.

1. Overall coordination of
 - (a) Theory exam.
 - (b) Online Exam.
 - (c) Practical Exam.
2. CEO to liaison with University of Pune in cases of
 - (a) Change/Correction in names in mark sheets.
 - (b) Forwarding revaluation requests of students.
 - (c) Dealing with photocopying requests of answer sheets.
 - (d) Dealing with delay in arrival of result.
 - (e) Questions appearing in the exam that are out of the syllabus or wrong.
3. CEO to print and handover appropriate number of printed question papers as pertaining to the subject, date and time of the exam to the senior supervisor at least 20 mins before the commencement of the exam, maintaining absolute confidentiality.
4. CEO to ascertain that security setup including recording of proceedings in control room is in place and functional.
5. CEO to liaison with external senior supervisor and ensure his/her availability.
6. CEO to ensure the availability of PCs and related paraphernalia
 - (a) One PC with CEO with CCTV for the confidential purpose of downloading question papers.
 - (b) Second PC for the general purpose of conduct of exam.
 - (c) Printer.
 - (d) Telephone.
 - (e) Both the PCs must be provided with secured internet connection.
7. CEO should record and issue answer books, Holocraft and other exam related stationary.
8. CEO to provide any other support needed by the exam control room.



Principal

AIT Pune

SOP for the Senior Supervisor

Preamble: Examination being solemn activity the office bearers are required to perform their duties with complete sincerity upholding the highest principles so that all examinees are provided with equal and fair opportunity of performance.

1. Block size recommended by University of Pune is in the range 30 to 40.
2. In case of more than one paper being assigned to a block reasonable number of subjects and examinees to be allotted to a block so that there is ample time for invigilation rather than writing reports.
3. Preparation of Blocks
 - Cleaning of the Block
 - Repairing of the furniture's, fans and lights etc.
 - Power Backup.
4. Sanitization of toilets, flush out probable hidden copying material.
5. Assignment of duties / alternate arrangement's.
6. Preparation and display of exam schedule and postponement if any.
7. Initiate action on unfair means.
8. Receiving question papers from the CEO and distributing it to the blocks as per schedule of the exam.
9. Collecting answer scripts from Junior Supervisors.
10. Packing of written answer sheets, dispatch and maintenance of necessary records including documents pertaining to the CAP center.
11. Appointing of Standby and Reserve Junior Supervisor to cater for emergencies.



Principal

AIT Pune

SOP For Junior Supervisor

Preamble: Examination being solemn activity the office bearers are required to perform their duties with complete sincerity upholding the highest principles so that all examinees are provided with equal and fair opportunity of performance.

- 1) Report 20 minutes before the commencement of the exam.
- 2) Distribute blank answer papers to the students 10 mins before the start of exam.
- 3) Do not allow students to exchange any kind of material.
- 4) Do not allow students to communicate amongst them.
- 5) Point number 3, 4 and any other malpractices to be immediately brought to the notice of the senior supervisor.
- 6) Verify that correct Question Papers based on the pattern and subject is distributed to the students.
- 7) Do not talk on mobile phones or indulge in any other activity which distracts your attention from invigilation.
- 8) Ensure that students are not disturbed due to any reason during the examination.
- 9) Do not allow student to leave the exam in first 30 minutes.
- 10) Receive the answer papers and arrange them serially before submitting it to the senior supervisor

Observations:-

1. Many times a person entering exam hall or even movements inside the exam hall are not noticed by the supervisor.
2. Supervisor should be active, alert and moving in the exam hall.
3. In case of emergency Jr. Supervisor to make mutual exchange of duties and submit it in writing to the senior supervisor or CEO.



Principal

AIT Pune

SOP for Support Staff

Preamble: Examination being solemn activity the office bearers are required to perform their duties with complete sincerity upholding the highest principles so that all examinees are provided with equal and fair opportunity of performance. The

1. The support staff should report 30 minutes before the start of exam.
2. The blocks should be opened 20 minutes before the start of exam.
3. Carry out duty as assigned by the senior supervisor.
4. Avoid last minute leave unless absolutely necessary.
5. Do not leave the exam venue without intimating and without the permission of the senior supervisor.
6. Assist the senior supervisor in preparation of the blocks. (Shifting and rearranging furniture, cleanliness.)
7. Promptness in case of urgent exam based needs.
8. They should be present at the respective blocks, venue or task assigned.
9. Any exam related task assigned by the senior supervisor or the CEO.
10. Even after completion of the exam do not leave without the permission of the senior supervisor.

Observations:-

1. It is commonly noticed that peons and water-man allotted to the blocks gather together and chit-chat at one place and are not found in the vicinity of the assigned blocks. This should be strictly avoided.



Principal

AIT Pune

Examination Advisory for Students

Preamble: Examinees must behave like good cultured students upholding high moral, ethical values and do not attempt to take advantage by employing any kind of unfair means. It is the purpose of the examination system to provide each examinee equal and fair opportunity.

DO's

1. Occupy your seats 15 minutes before start of the exam.
2. Ensure that you have necessary stationery (pen, pencil, eraser, scale etc.) and calculators of the permitted model and type (non programmable electronic calculators).
3. If there is any emergency / urgent need of any sort speak to the exam supervisor only.
4. Follow the instructions of the exam supervisor.
5. Visit the University of Pune Website to educate yourself about the punishment for indulging unfair means.

DON'TS

1. Do not come late.
2. Do not borrow stationery material / calculator from other students.
3. Do not speak or even look at any other student in the exam room for whatever reason.
4. Do not argue with exam supervisor for any reason.
5. Do not bring in the exam room any material for purpose of copying either deliberately or unknowingly.
6. Do not attempt to copy even by employing non-written communication means. (Visit the University of Pune website for ordinances on this issue.)
7. Do not leave the exam room for any reason unless permitted by supervisor.
8. Do not bring cell phones or tablets or electronic gazettes to the exam rooms.
9. Do not move the benches and disturb the seating arrangements which may have been arranged for purpose of taking rounds by exam officials.



Principal

AIT Pune