



2.5.3 A: Examination Procedure

Three phases of Examination process:

Pre – Examination

Examination

Post examination

Pre – Examination:

- Examination Notification:
- Submission of Examination application forms and payment of Examination fees.
- Generation of Admit cards.
- Setting of Question Papers
- Moderation of Question papers.
- Appointment of Centre In Charge, Centre Observer, Senior supervisor and invigilators.
- Appointment of Vigilance squad
- Display of sitting arrangement.
- Verification of CCTV and mobile jammer.
- Verification of all the examination stationeries
- Printing of Question papers

Examination:

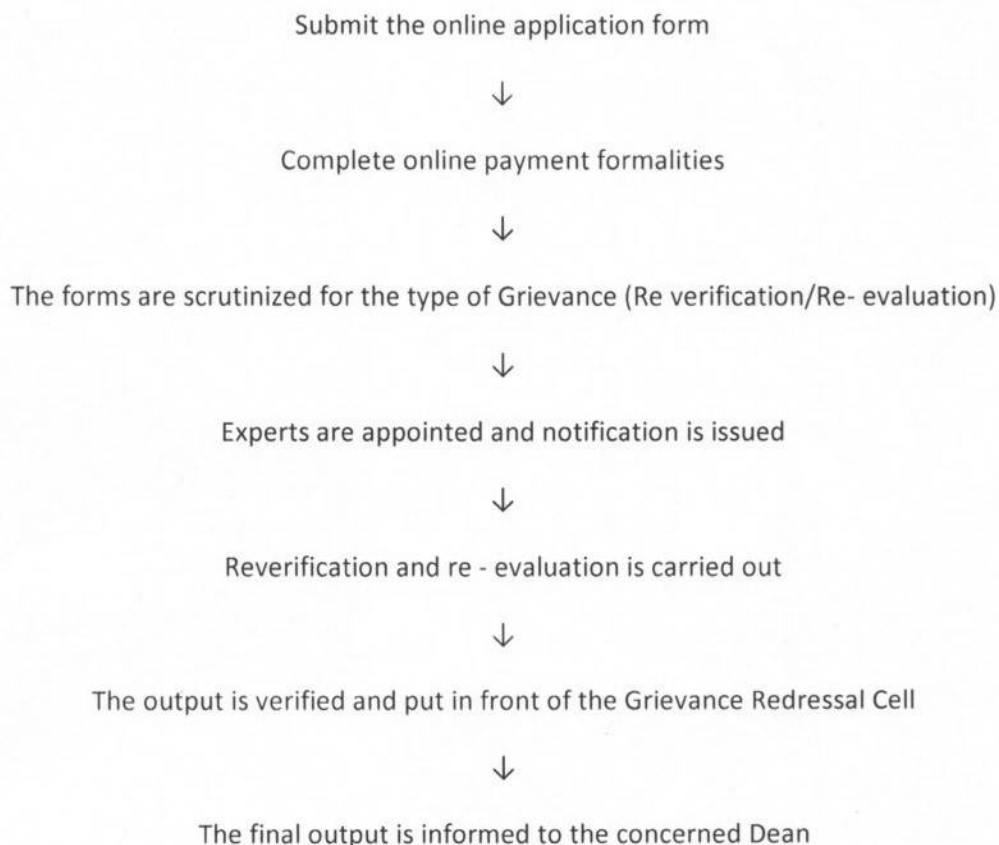
- Transfer of question papers and answer books under security to the examination halls by the Centre In Charge.
- Invigilators issue answer books and question papers – MCQ followed by section B/C section to the students. Verify their entry on the books and countersign it.
- After the examination the answer books along with the report of the invigilators and supervisors are packed and transported on the same day to the University by the Centre In Charge under security.

Post examination:

- The papers are coded and are assessed by the examiners appointed.
Double evaluation is adopted for undergraduate and postgraduate university examinations. Each answer book is evaluated independently by two evaluators. The evaluators will award marks on different award lists without marking on the answer books. Mean of these two assessments is taken.
Third evaluation is considered if the difference between the two evaluations is more than 15% and mean of the near two (taking the third assessment as standard) is computed.
- All the markings are compiled to generate the result
- The grace marks as per the respective council regulation will be awarded before finalization of the result.
- Results declared within 15 days of the examination on the website and SMS sent to the students.
- Grievance redressal mechanism – Any student may apply for verification/Revaluation within 15 days of the declaration of the result.

Grievance Redressal Mechanism (Examination)

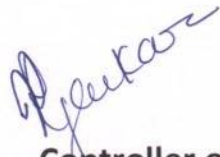
a) SOP's for Submission of Grievance



b) RE – EVALUATION OF ANSWER BOOKS - STANDARD OPERATIVE PROCESS

1. If the examinee is NOT satisfied with the marks awarded, he/she may independently apply for revaluation within 15 days from declaration of results.
2. This revaluation facility shall be applicable for theory papers only
3. Revaluation of answer books shall not be permitted in respect of marks awarded to the scripts of practical examination /term work/Project work/Dissertation/Internal assessment and viva voce/oral/practical examinations.
4. The online application form for revaluation of answer books on our website.
5. Online application to be filled and submitted.
6. A nonrefundable fee per subject as prescribed for reverification and revaluation shall be paid by the examinee. The said fee shall be paid online.
7. The university Controller of Examination department will arrange such reevaluation in a confidential manner from an examiner who was not a part of the previous assessment.
8. Marks difference should be at least 5% of the previous marks to be accepted.
9. Any attempt to influence the examiners in any form by a candidate or his/her relatives will amount to adopting "Unfair Means" by the student.
10. The revaluation result will be placed before the grievance redressal committee. After its approval the result will be declared. OR if necessary GRC approval and BOE approval is taken post facto.
11. The result sent to the student through SMS.




**Controller of
Examinations**
Krishna Vishwa Vidyapeeth
"Deemed to be University",
Karad.

Controller of Examinations
Krishna Vishwa Vidyapeeth,
(Deemed to be University), Karad