


EXAMINATION & EVALUATION COMMITTEE

STANDARD OPERATING PROCEDURES FOR VTU EXAMINATION

SOP No	VTU EXAMS SOP	Remarks
EXAM-1	Respective department HoDs will register all the eligible students in the VTU online web portal as and when the University demands	
EXAM-2	Faculty registration/deletion in the VTU online web portal is the responsibility of the respective HoDs	
EXAM-3	Respective proctors has upload the exam forms through VTU web portal by using respective department credentials, then it should be approved by the principal credentials	
EXAM-4	Respective department HoDs has to create the batch and assign the date and time slots and same should be approved by the principal	
EXAM-5	Shortage of attendance (less than 75%) to be uploaded through the department credentials with respect to university circular	
EXAM-6	Exams hall tickets will be downloaded thorough the principals credentials and forwarded to the respective HoDs to make arrangements to distribute the students well in advance.	
EXAM-7	DCS (Internal)/exam coordinator will be appointed by the Principal to ensure smooth conduct of VTU examination	
EXAM-8	The Deputy Superintendents assigns the invigilation duties, lays down the seating plan and looks into various other aspects concerning the examinations	
EXAM-9	The answer sheets are collected at the University designated collection centers on the same day.	
EXAM-10	Visually challenged and other physically challenged students are given extra time as per university rules	
EXAM-11	University will provides the stationery material and other facilities as well as financial aid towards the smooth conduct of the exams	
EXAM-12	University related summative assessment students grievances are communicated to the university grievance redressal cell	


 Exam Coordinator
 SCE


 Principal
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STANDARD OPERATING PROCEDURES TO CONDUCT IA TEST FOR CIE MARKS

SOP No	IA TEST SOP	Remarks
IAT-1	Academic calendar will be prepared as per the university calendar and circulate to all the concerned before the commencement of each semester.	
IAT -2	Department wise curriculum plan need to be prepared as per the academic calendar and it should be circulated to the staff and students	
IAT -3	Teachers are empowered to carry out formative assessment strategies, excluding IA test, in terms of frequency, variety and mode to make transparent and robust assessment as per their convenience.	
IAT -4	As per university norms the CIE marks is 40, out which 30 marks for IA test and remaining 10 marks for other strategies of formative assessment.	
IAT -5	IA test time-table to be prepared well in advance and circulate to all the students. Subject teachers need to submit, IA test question paper & scheme after verified by the committee, to the test coordinator of the department.	
IAT -6	Test coordinator has to take required number of photocopies of question papers in the QPDS room and sealed packets should be kept in the custody of respective HoDs	
IAT -7	Test duty allotment and seating arrangements to be prepared by the department test coordinator	
IAT -8	Internal flying squad team will be constituted to ensure the smooth conduction of internal test as per the college and university norms	
IAT -9	Students booked under MPC during internal test should appear before the MPC hearing committee	
IAT -10	Subject teachers should complete the valuation and tabulation of IA test marks within 3 days after the test	
IAT -11	AMPS coordinators need to send IA test marks report along with monthly attendance to the parents within 7 days of the test.	
IAT -12	Students grievances related to formative assessment (CIE) are addressed by the concerned subject teacher. In case, if the student is not satisfied, they are permitted to meet the HOD then Principal for grievance redressal.	


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