

Sri Bhagawan Mahaveer Jain Educational & Cultural Trust's

JAIN COLLEGE OF ENGINEERING BELAGAVI

(Approved by AICTE NewDelhi, Recognized by Govt. of Karnataka and Affiliated to VTU Belagavi.)

(Accredited by NBA: Dept. of Civil, CSE, ECE & EEE)



Estd. 2010

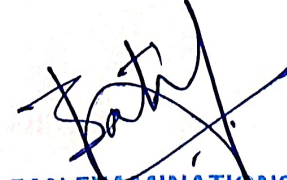
SOP for CIE Examinations

CIE Examinations Reforms Committee

Dr. Jayashri Rudagi	Chair person
Dr. B. V. Hubballi	Member
Dr. Venkatratnam Chitturi	Member
Dr. B. K. Manuprasad	Member




EXAM COORDINATOR


DEAN EXAMINATIONS


PRINCIPAL AND DIRECTOR
Principal And Director
Jain College of Engineering
Belagavi 590014

STANDARD OPERATING PROCEDURE (SOP)

Conduct of Centralized Continuous Internal Evaluation (CIE) Examinations

1. Purpose

The purpose of this Standard Operating Procedure (SOP) is to establish a **systematic, transparent, and uniform process** for conducting Continuous Internal Evaluation (CIE) examinations through a centralized system.

The centralized conduct of CIE ensures:

- Uniform examination standards across departments
- Academic integrity and discipline
- Prevention of malpractice
- Efficient monitoring and documentation of examination processes

This SOP also defines the **roles and responsibilities of the Examination Cell, Heads of Departments, IA Coordinators, Invigilators, faculty members, and students.**

2. Scope

This SOP applies to:

- All **Undergraduate (UG) and Postgraduate (PG) programs**
- All **CIE examinations (CIE-1, CIE-2, and CIE-3 where applicable)**
- **Theory and laboratory internal assessments**
- Faculty members, examination cell staff, HoD's, invigilators and students involved in the examination process.

3. Examination Governance Structure

3.1 Head of the Institution

The Head of the Institution shall:

- Approve the **CIE examination time table as per the College calendar of events.**
- Ensure the **smooth and fair conduct of examinations**
- Approve the **constitution of the Malpractice Review Committee**

3.2 Examination Cell

The Examination Cell consisting of **Dean Examinations, Exam Coordinator and other supporting staff** is responsible for the **planning, coordination and monitoring** of the centralized CIE examinations.

The responsibilities include:

1. Preparing and publishing the **CIE examination timetable draft to all the IA Coordinators of various departments.**
2. **Preparing the Block list semester wise and division wise for each of the departments.**

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3. Based on the block list, **preparation of Faculty invigilation duty requirement chart**
 4. Preparing the **Students seating arrangement chart session wise.**
 5. Ensure to **prepare the correct pattern of Question papers as prescribed by IQAC of the College.**
 6. **Make necessary arrangements and Monitor the smooth conduct of CIE tests**
 7. **Monitor the Attendance status of the students during the tests.**
 8. Maintaining **Faculty invigilation sheets and examination records**
 9. Appointment of **Internal squad team** and assigning duties during the CIE tests.
 10. Maintaining documentation for **NBA/NAAC audit purposes**
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3.3 Heads of Departments (HoD's)

The Heads of Departments shall:

- Ensure **timely submission of question papers** by the course faculty
 - Verify **syllabus coverage** for the CIE examination
 - Ensure **fair evaluation of answer scripts**
 - Perform **squad duty during examinations**
 - Report any **irregularities or malpractice cases** to the Examination Cell
 - **Monitor the eligible Attendance requirement** before the students attend the CIE tests.
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3.4 IA Coordinator

- To prepare the CIE Time table as per the prescribed format received from the Examination cell.
- **Disseminate the Duly signed CIE time table to students of the respective department/s a week before the scheduled tests.**
- Instruct the students to **procure/purchase the required number of the CIE Books** and submit to the department well in advance.
- Prepare the **Students Attendance sheet as per the block list** shared by examination cell.
- To Collect Question paper bundles from the respective course instructor
- Need not to perform Invigilation duty instead, be available in the exam cell and assist in the proceedings of the exams.
- Submit the Absent report to the examination cell after completion of each session of exam.

3.5 Course Co-ordinator

Course faculty members shall:

- Prepare **question papers as per prescribed format and get it approved from the department IQAC cell.**
- Ensure **coverage of the prescribed syllabus**
- Submit question papers **through the IA Coordinator** to the Examination Cell

- Evaluate answer scripts and **submit marks within the stipulated time**
 - Provide necessary **clarifications regarding the question paper if required**
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4. Question Paper Preparation and Submission

1. Question papers shall be set by following the **institution-approved format**.
 2. Questions shall reflect **appropriate cognitive levels and syllabus coverage**.
 3. Course Co-ordinator shall submit question papers **at least 2 days prior to the examination**.
 4. The question paper shall be **verified by the Scrutiny Committee member and approved by the HoD** before submission.
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5. Examination Timetable and Seating Arrangement

1. The Examination Cell shall publish the **CIE timetable in advance**.
 2. Examinations shall be conducted **centrally across departments**.
 3. Students seating arrangements may have a **mix of students from different departments** to prevent malpractice.
 4. Seating plans shall be **displayed on notice board outside examination cell** and shall be sent via **students WhatsApp groups 10 minutes before the examination begins**.
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6. Invigilation Procedure

1. Invigilators shall report **at least 15 minutes before the examination**.
 2. They shall collect:
 - Question papers
 - Answer booklets
 - Attendance sheets
 3. Invigilators shall verify:
 - **Student identity cards**
 - **Attendance signatures**
 4. Invigilators shall ensure that students **do not carry mobile phones or unauthorized materials**.
 5. Students arriving **after 10 minutes of the start of the examination may not be allowed to enter the hall** (as per institutional policy).
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7. Internal Squad Team

To ensure **strict monitoring and discipline**, an internal squad committee containing heads of all the departments shall be appointed.

7.1 Responsibilities of Squad Members

Members of the squad team shall:

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- Conduct **random inspection** of examination halls
 - Verify that invigilators are **performing their duties properly**
 - Check for **unauthorized materials or suspicious activities**
 - Ensure **proper seating arrangements**
 - Ensure students are following **examination discipline**
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7.2 Squad Duty Schedule

- The Examination Cell shall prepare a **squad duty roster**.
 - Each squad member shall inspect **multiple examination halls during the examination session**.
 - Observations shall be recorded in the **Squad Observation Register**.
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8. Examination Completion and Answer Script Collection

At the end of the examination:

1. Invigilators shall **collect answer scripts from all students**.
 2. The number of answer scripts shall be **verified with the attendance sheet**.
 3. Scripts shall be **properly bundled and signed by the invigilator**.
 4. The scripts shall be **submitted to the Examination Cell immediately**.
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9. Evaluation and Marks Submission

1. Answer scripts shall be **issued to course faculty for evaluation**.
 2. Evaluation shall be completed **within the stipulated time frame**.
 3. Marks shall be entered into the **official marks register or ERP system**.
 4. The marks shall be **verified and approved by the HoD** before the final submission to the VTU portal.
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10. Handling of Malpractice

Definition of Malpractice

- **Possession of unauthorized written/printed material.**
 - **Possession or use of electronic devices (mobile phones, smart watches, etc.).**
 - **Copying from another student or allowing copying.**
 - **Communication with other candidates during the examination.**
 - **Writing irrelevant or obscene matter in answer scripts.**
 - **Impersonation or any other unfair means.**
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Classification of Malpractice

Category	Nature of Offence	Severity	Penalty (Not less than)
I	Possession of electronic gadget (not used)	Moderate	Rs. 500/-
II	Possession of written material relevant to subject or copying from / discussing with other student	Major	Rs. 1000/-
III	Repeated offence / Impersonation	Severe	Rs. 2000/-

If malpractice is suspected during the examination:

1. The invigilator shall **confiscate unauthorized materials**.
2. The incident shall be reported to the **Squad team immediately**.
3. A **malpractice report shall be prepared** and submitted to the Examination Cell.
4. The case shall be referred to the **Malpractice Review Committee**.

11. Malpractice Review Committee

A **Malpractice Review Committee** shall be constituted to review malpractice cases.

The committee may consist of:

- Chairperson being nominated by the Head of the Institution for duration of 1 Academic year.
- Dean Examinations/ Exam Coordinator
- Head of the Department/s

The committee shall **review the malpractice case and determine the severity of the offense**.

12. Appearance before the Committee

1. The student involved in malpractice shall **appear before the Malpractice Review Committee**.
2. The student must be **accompanied by his/her parent or guardian**.
3. If the **parents reside more than 150 km away**, the student may appear with an **authorized guardian**.

13. Punishment for Malpractice

Based on the **severity of the offense**, the committee shall impose the following penalties:

1. **Awarding zero marks for the concerned subject in that CIE**
2. **Imposition of a monetary fine as mentioned in the table provided in point 10.**
3. **A penalised student is not allowed for improvement CIE tests as well.**

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14. Absence from the Committee Hearing

If the student fails to appear before the Malpractice Review Committee:

- The student shall not be permitted to appear for the next CIE examination.
- The student shall also not be permitted to appear for Laboratory CIE.

The student may be allowed to continue academic assessments **only after appearing before the committee and resolving the malpractice case.**

15. Student Responsibilities

Students appearing for the CIE examination must:

- Carry their **college identity card**
- **Must come in a proper dress code (Formal dress for both boys and girls)**
- **No multi- pocketed trousers /shirts are allowed during the examinations.**
- **Occupy only the allotted seat**
- **Follow the instructions of invigilators and squad members**
- **Maintain silence and discipline in the examination hall**

Violation of examination rules may lead to **disciplinary action as per institutional regulations.**

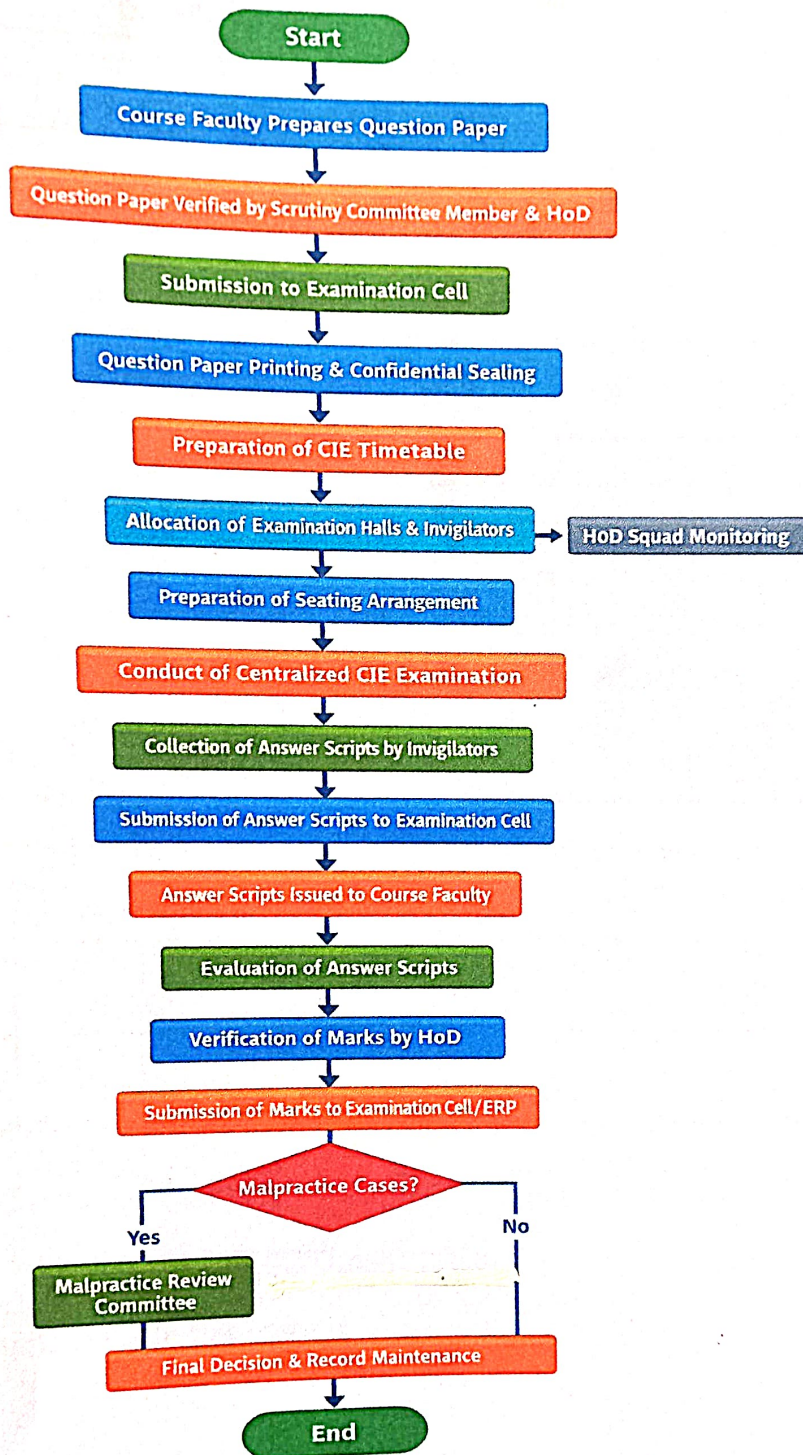
16. Record Maintenance

The Examination Cell shall maintain the following records:

- CIE timetable
- Invigilation duty list
- Squad duty records
- Question paper copies
- Attendance sheets
- Malpractice reports

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Annexure – I Flowchart of Centralized CIE Examination Process



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Annexure – II

Malpractice Report Format

Malpractice Report – CIE Examination

Sl. No	Details
Date of Examination	
CIE No.	
Subject Code & Subject Name	
Examination Hall No.	
Name of Student	
USN / Roll Number	
Department	
Invigilator Name	
Nature of Malpractice	
Materials Confiscated	
Description of Incident	
Time of Incident	
Signature of Invigilator	
Signature of Squad Member	
Signature of Examination Cell	

Remarks:

Student Signature: _____

Date: _____

(Attach confiscated material with this report.)

