



**CHHATRAPATI SHAHU INSTITUTE
OF
BUSINESS EDUCATION AND RESEARCH, KOLHAPUR**

EXAMINATION DEPARTMENT

POLICY DOCUMENT

(For All Institutional Cells)

1. Title of the Policy

Policy Document for the CSIBER Examination Department

2. Introduction

CSIER, Kolhapur one of the premium institutes under Shivaji University, Kolhapur. The institute has been awarded an autonomous status as per statute 457 of Shivaji University, Approved by UGC and Govt. of Maharashtra. CSIBER is the first Autonomous Institute under the Shivaji University area to adopt the Double Evaluation from 1995 onwards and On Screen Evaluation system from the academic year 2016-17. The On-screen evaluation system presents scanned copy of answer sheet by hiding candidates identity to evaluator. Every process that is followed in the manual evaluation is automated using On-screen evaluation system. The automation of the evaluation workflow enables the creation of a transparent process that comes with a high degree of security

3. Vision

“To establish a transparent, efficient and technology-driven examination system that supports the highest standards of fairness, integrity and academic excellence, while continuously enhancing assessment practices to support holistic student development. competitive graduates.”

4. Mission

“The mission of the CSIBER Examination Department is to ensure a reliable and transparent assessment system that reflects true student learning. We try to implement efficient, technology-supported processes and support academic integrity to contribute to the institutional overall excellence.”

5. Objectives

1. To conduct all examinations in a fair, transparent and disciplined manner.
2. To ensure timely scheduling, smooth execution and accurate evaluation of answer books.
3. To maintain academic integrity by preventing malpractice and following strict examination guidelines.
4. To use efficient and technology-supported systems for result processing and record management.

6. Scope of the Policy

The scope of the Examination Policy includes all activities related to planning, conducting and evaluating examinations within the CSIBER Institute. It covers scheduling of various examinations, formation of question papers, invigilation procedures, student guidelines, prevention of malpractice, evaluation processes, result declaration and the use of technology for assessment and record management. The policy applies to all students,

faculty members, exam staff and stakeholders involved in the examination system, ensuring uniformity, transparency and academic integrity in the assessment and evaluation methods.

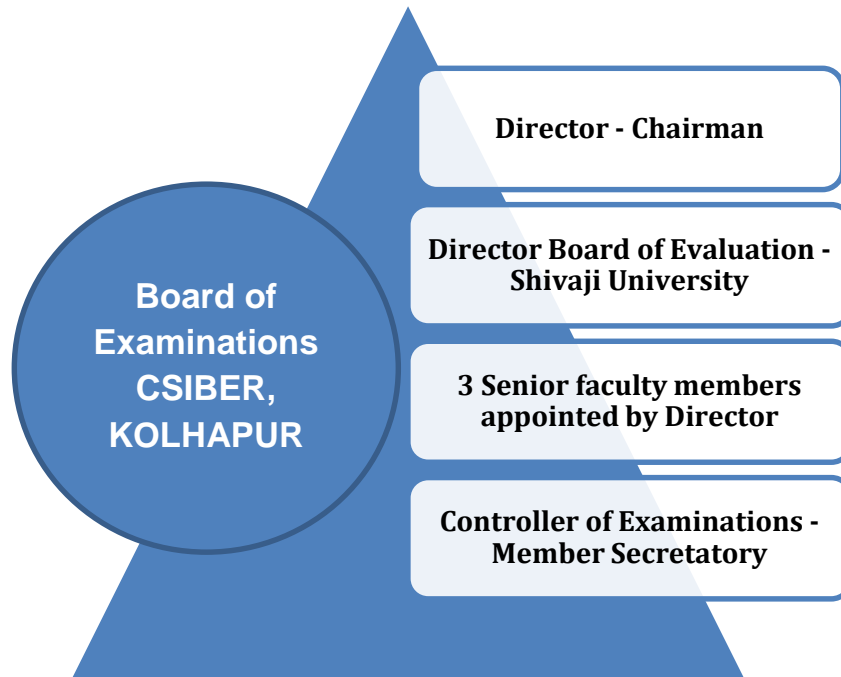
7. Procedures & Workflow

The Examination Policy of CSIBER Kolhapur is designed to support academic integrity and ensure a fair, transparent and outcome-based assessment system that aligns with the institution's mission and vision statement. The policy aims to measure students' learning effectively through structured, reliable and unbiased evaluation methods that reflect curriculum objectives and industry relevance. By maintaining strict examination protocols, encouraging ethical conduct and promoting accountability, the policy supports CSIBER's goal of developing competent, responsible and professionally skilled students. All assessment practices are regularly reviewed to ensure their continued relevance and alignment with institutional goals, academic standards and stakeholder expectations.

The Board of Examinations committee constituted as per UGC guidelines.

1. Director (Chairman)
2. Heads of various Departments
3. University Nominees (Controller of Examination of Shivaji University (SU) or his nominee not below the rank of Deputy Registrar)
4. Controller of Examinations (CoE) Member Secretary

ORGANIZATION CHART OF BOARD OF EXAMINATIONS



THE POWER AND FUNCTIONS OF BOARD OF EXAMINATIONS COMMITTEE:

1. The BoE Committee shall ensure proper organization and implementation of various examinations.
2. Appoint of Internal and External examiners and paper- setters from the panels approved by the respective Board of Studies (BoS).
3. Undertake experiments in examination reforms.
4. The BoE shall prepare the tentative time schedule of examinations and dates of declaration of the results at the beginning of the term and notify the same.
5. All answer books of various examination shall be barcoded and scanned through the high end scanner and barcode wise pdf of answer book is created and stored in proper folder structure in the server.

6. For assessment the scanned pdf of answer books shall be assigned to the internal and external examiners for onscreen evaluation.
7. After the assessment of Internal and External examiners examination department prepare the evaluation error between Internal and Examiner and then that errors are rectified with the help of Internal or External examiners.
8. After completing the Internal and External Examiner evaluation, if the difference between these two examiners more than 20% the same answer book is evaluated from the THIRD examiner.
9. In order to investigate and take disciplinary action for malpractices and lapses on part of the candidates, paper setters, examiners, moderators, teachers or any other persons connected with the conduct of examinations, the BoE shall constitute a subcommittee consisting of three members of whom one shall be Chairman.
10. The recommendations of the sub-committee shall be placed before the BoE Committee, which take the disciplinary action in the matter as it deems fit. (Presence of all members is mandatory)
11. The committee shall arrange for strict vigilance during the conduct of examination so as to avoid use of unfair means by the students, teachers, invigilators and supervisors etc.
12. Two-third members shall constitute a quorum for examination committee. If the meeting is adjourned for the want of quorum, then no quorum shall be required for such adjourned meeting, which will be conducted within 15 minutes.
13. The BoE shall meet twice during the academic year and such other times as may be required.
14. The BoE shall perform such duties and responsibilities that are assigned from time to time by Board of Management. For performing above functions smoothly the post of CoE is created who will work under Director.
15. The organization and functioning of examination related activities shall be as shown below.

ROLE OF RESPONSIBILITIES OF:

CONTROLLER OF EXAMINATIONS:

COE is an authorized person to implement all examination rules and regulations set by BoE/Director. COE is in charge of all Autonomous Examination processes for smooth functioning

The COE shall be the Member-Secretary of the BOE and of the committees appointed by the board. COE shall be responsible for prompt and proper implementation of their decisions. The COE shall be responsible for making all arrangements necessary for holding examinations and declaration of results. The following are the responsibilities of COE:

1. To take followup of printing of question papers
2. Distribution of paper to Senior Invigilator
3. Conduct of Examination
4. Paper Valuation / Revaluation
5. Result Declaration
6. Authorized Signatory for Grade card
7. Head of various Departments
8. Recommendation for Bill Passing (Paper Setting, printing, Conduct of Exam, Answer Book Valuation, result processing and declaration of result)
9. To take disciplinary action where necessary against the candidates, paper-setters, examiners, moderators, or any other persons connected with examinations and found guilty of malpractices in relation to the examinations with permission of the Director.
10. To review the results of examinations and forward reports to the Academic Council

11. The COE is an authorized person to appoint the squad for prevention of malpractices during Examination
12. The COE is an authorized person to implement all examination rules and regulations laid by BoE/Director
12. COE shall look into various examination forms and its processing, time scheduling, preparing name list, preparing examinee summary list.
13. COE shall look into the process of mapping of an examinee in the selected platform of examination if rrequired.
14. COE shall keep constant watch regarding Result Data Processing such as Ledger, result preparation and Grade Card printing, Scanning of Answer Scripts, QR Code generation, etc.
15. COE shall complete the proofreading of Question Papers, Selection of QP set, Printing of question papers.
16. Assign clerks/lab assistants/staff for Scanning of Answer books and sending them to the store.

DUTIES OF EXAMINATION STAFF DURING PRE EXAMINATION:

1. Collect the programme wise structure from respective BOS chairman in prescribed format.
2. Collect the course wise Examination Panel from respective BOS chairman in prescribed format.
3. Prepare the instructions, circulars, guidelines of examinations and publish.
4. Prepare and release paper settings orders. In case of non-acceptance make the alternate arrangements in consultation with DEE.
5. Collect question papers, select QP for examination on a random basis, typeset as per the template and print number of copies considering examinee count.
6. Collect the paper settings bills from the paper setter, verify and forward it for approval.
7. Provide an attendance certificate to the paper setter.

8. Prepare the draft time table of examination considering suggestions from BOS chairman, get approval from BOE and publish it for the examinee.
9. Prepare & print the hall tickets of the Examinee and forward to the concerned BOS chairman for distribution.
10. Follow the other guidelines related to conduct of examination as listed and mentioned in the rule book.

DUTIES OF EXAMINATION STAFF DURING ON EXAMINATION:

1. Collect the Final Examination time table from COE.
2. Prepare daily seating arrangements and display it on the notice board.
3. Prepare orders of Junior and senior Invigilator for Examination and supporting faculty, staff and peons as and when required. The printed orders to be forwarded to the concerned department for distribution.
4. Supervise and guide Sr supervisor for exam preparation
5. Collect and maintain various reports like answer book/question paper utilization, student attendance etc.
6. Supervise and generate Bar Code and hand over to staff for pasting on answer books.
7. Handling Lapses cases reported by Jr/ Sr supervisor.
8. Send Letters to students regarding lapses meeting.
9. Prepare the various bills of staff/faculty involved in the conduction of examination.
10. Follow the other guidelines related to conduct of examination as listed and mentioned in the rule book.

DUTIES OF EXAMINATION STAFF DURING POST EXAMINATION:

1. Add the Question paper pattern in the template available in the software.
2. Prepare and send evaluation/moderation order to concerned course faculty.
3. Assign answer book packets to evaluators and receive them back.
4. Look into runtime errors reported by evaluators and correct them as and when required.
5. Make alternate arrangements of the evaluator in concern with COE.
6. Prepare a paper showing the schedule of student's program wise and solve grievances if any.
7. Take follow up of result processing with software authorities
8. Verify the Results processed and send to COE for final approval.
9. Print Mark Ledger of various examinations from software and prepare the ledger as per the requirements
10. Prepare the various bills of staff/faculty involved in the paper setting, evaluation and different exam related activities.
11. Follow the guidelines given by COE related to conduct of examination and mentioned in the examination policy.

DUTIES OF DEAN OF SCHOOLS.

1. Prepare course wise structure and examination panel and obtain the approval from BoS and Academic Council.
2. Report the changes made as per the suggestions received from BoS and / or AC and submit to the exam section.
3. Maintain the coordination, follow up of examination related activities
4. Follow the deadlines for timely submission of necessary information/reports required by the Examination Cell.
5. Approve the student semester examination term as per the Institute policy.

6. Approve the time table of various departmental level examinations (Practical, Project viva voce, field work viva voce) prepared by course co-ordinator.
7. Take the follow up of submission of internal marks by the subject teacher.
8. Submit the Internal mark sheets of various courses to the examination department after approval by Director.
9. Take the follow up various internal examination conducted by Subject teacher

SENIOR SUPERVISOR:

1. Distribute the block wise question paper packets to the assigned examination halls.
2. Deliver the instructions to the junior invigilators to be read and followed in the examination hall and communicate the appropriate instructions to the examinees
3. Handle the grievances, malpractices if any during examination and report to office of Controller of Examinations.
4. Collect the final answer books from the Jr. Invigilators after completing the examination as per the attendance report.
5. Constant watch on entire examination process for smooth conduct of various examination.
6. Work as a Reliever at the time of examination.

COMPOSITION MALPRACTICE/LAPSES COMMITTEE:

Chairman

Three Representative of various schools - Members

Controller of Examinations - Member Secretary.

ROLE AND RESPONSIBILITIES OF MALPRACTICE / LAPSES COMMITTEE:

1. Take primary disciplinary action for malpractices and lapses on part of the examinee.

2. Arbitrate the grievances of the examinee regarding paper setting, evaluation, moderation, revaluation, supervision and conduct of examinations.
3. Take necessary action in the event of malpractices noticed through any unknown source/entity connected with the examinations
4. Submit the report of the actions taken to the BoE.

QUESTION PAPER SETTING

ELIGIBILITY CRITERIA REGARDING APPOINTMENT OF PAPER SETTER / EXAMINER / PRACTICAL EXAMINER

The paper setter / Examiner shall be appointed by BoE. The examiner appointed for undergraduate / postgraduate programmes the paper setters shall have at least three years of teaching / industrial / field experience and at least one-year experience of teaching the course for which appointment is to be made. However, if experts are not available as per the norms mentioned above, the experienced teachers may be appointed as a special case with due approval from chairman BoE.

APPOINTMENTS OF PERSON AS SETTER / EXAMINER PRACTICAL EXAMINER SHALL BE MADE AS PER THE FOLLOWING GUIDELINES.

1. Appointment of paper setter (THEORY / PRACTICAL) shall be made two months before the end semester examination (ESE).
2. Appointment of practical examiner shall be made fifteen days before the scheduled practical examination.
3. In case the practical examiner is appointed from outside (Industry / Organization / Field) he / she shall have at least two years of professional experience in the related field.

4. The paper setter / Examiner shall follow all the directions given by the board of examination from time to time in respect of pattern of question papers, setting of question papers, model answers, scheme of marking etc.
5. Appointments shall be made by COE to the paper setter from a pre-approved examination panel received from the concerned BoS chairman of respective programmes.
6. COE shall appoint an internal paper setter as well as external paper setter for the end semester examination should consider the appointment of an external faculty member for the paper setting of the ESE/Re examination in addition to the internal paper setter.
7. In case of unavailability of appointed paper setters, COE shall make alternative arrangements from the pre-approved examination panel received from the concerned BoS chairman of respective programmes

APPOINTMENT OF EXAMINERS:

1. Appointments shall be made by COE to the faculty from a pre-approved examination panel of respective courses.
2. COE shall appoint internal & external faculty for evaluation of End Semester Examination / Re examination.
3. In case of unavailability of an appointed evaluator, the course coordinator in consultation with BoS chairman, COE shall make alternative arrangements.

INSTRUCTIONS TO THE QUESTION PAPER SETTER

1. The question paper for end semester examination shall be for 100 marks (4 credits) and
2. Maximum duration shall be 3 hours.
3. The question paper for end semester examination shall be for 50 marks (2 credits) and

4. Maximum duration shall be 2 hours.
5. The paper setter shall not disclose his/her appointment. Any communication related to examination is confidential and secrecy should be maintained.
6. Paper setter shall submit his/her willingness/ unwillingness to the authority within fifteen days from the date of the letter of appointment as paper setter.
7. It is mandatory for the teaching staff members of the Institute to accept the appointment as paper setter.
8. The paper setter shall submit three/four paper sets as per appointment order.

Nature of question paper should be precise. Paper setter should design question paper such that the questions are-

- a) Written with simple, straight forward and meaningful wording are unambiguous
 - b) Consider the entire syllabus for the course
 - c) Set the question paper as per the question paper format approved by BOS.
 - d) Paper setter should follow guidelines of outcome based education system as well as choice based credit system as directed time to time
9. The questions should be serially numbered and shall be numbered as 01, 02, 03,..... etc.
 10. Sub-questions, if any, shall be numbered as a, b, c, d ... etc.
 11. Marks shall be indicated on the right side of questions and sub-question
 12. Question should be set in such a way that it will test the skill of applying the knowledge acquired, rather than only testing memory or merely book information. The question paper may contain questions based on testing knowledge, skill and thinking ability based on Blooms Taxonomy levels.
 13. Diagrams or sketches, if any, should be drawn in black ink or with black ball pen and should be attached separately (to the question paper) with question number mentioned below the sketch.

14. For guidance of assessment of answer books, paper setters should prepare the synoptic model answers and scheme of marking, giving distribution of marks for different points in the question if required.
15. In case of numerical problems, solution of the problems with distribution of marks for different stages should be given in scheme of marking.
16. The paper setter should specifically mention the graphs, tables etc. required for the examination.
17. Common “instructions to candidates” should be mentioned carefully in the question paper.
18. Each paper setter will have to submit a declaration (Chairman Form) along with the paper.
19. Each External Paper Setter is provided with a copy of curriculum of that course and a teaching scheme submitted by Internal examiner. Paper Setter may refer this teaching scheme while setting question paper.
20. The hard copy of the question paper shall be placed in the provided envelope and the scheme of marking shall be placed in White envelope. These two envelopes along with the declaration (Chairman Form) submit to the examination department.
21. In case of any difficulty regarding formats, the setter may report to the CoE.
22. TA/ DA shall be paid to the Internal as well as External examiners as per the Institute policy.

SCRUTINY OF ALL THE QUESTION PAPER SETS WILL BE CARRIED OUT BY THE SUBJECT CHAIRMAN APPOINTED BY THE DIRECTOR.

Following things should be checked and moderated at the time of scrutiny accordingly:

1. All necessary corrections are to be carried out on hard copy of the question paper.
2. Check and correct the Course code, course name, time allotted, number of questions, and total marks, instructions given to the students.

3. Check total number of questions and sub questions as per question paper format and check and correct marks allotted per question
4. Check repetition of questions, format and readability of the figures, while scrutiny of the question paper set also check the contents provide on envelopes
5. Subject chairman shall not have any communication with the respective paper setter.
6. Subject chairman shall sign on envelopes submitted by the paper setter with necessary remarks and subject to the examination department.

QUESTION PAPER PRINTING:

PRINTING PROCEDURE FOR QUESTION PAPERS.

1. Controller of Examination / Nominated by CoE in consultation with Chairman
2. BoE Committee shall select one question paper randomly from available sets, at least three working days prior the said examination.
3. Printing of the question paper shall be done at least one working day before the examination by CoE.
4. COE will complete the proof reading of all the printed question paper and rectify the typing mistakes.
5. No. of copies to be printed will be decided by the COE.
6. Setting up the format of the question paper at the time of printing.
7. These manuscripts shall be compiled and are to be retained in the strong room for at least one additional semester.
8. Damaged question papers, extra copies of question paper, part of the question paper are kept in the sealed envelope.
9. All USB ports, CD writers, LAN cards, modems, blue tooth or any other accessory that can be used to transfer or save the data shall be disabled, from the computer used for printing.
10. Question paper sealed packets are kept in the strong room.

11. Senior Invigilator signed on the packet while opening the packet few minutes before starting the final examination.

END SEMESTER EXAMINATION

End Semester Examinations for all Programmes shall commence on the same day as per displayed examination time table. However in case of any emergency the Chairman, examination committee is empowered to reschedule any examination.

CoE shall be responsible for smooth and proper conduct of examination in the Institute. He/she shall;

1. Communicate with the Police Station, near by Institute during the Examination.
2. Give the directions to all the Deans of various schools in CSIBER.
3. Prepare the master plan for seating arrangement, by taking into considerations the total number of students appearing to the examination and seating arrangement made available near the main notice board as well as outside the each examination hall.
4. Receive the cases of malpractices/ copy cases from Invigilators and forward the same to the malpractice committee for further necessary action,
5. COE shall appointments the staff as per the guidelines given by Director for various examination activities as per following structure.
 - a. Invigilators: One invigilator for one block (30 students)
 - b. Additional invigilator : 10% of the total invigilators
 - c. Reliever: Senior Invigilator work as Reliever.
 - d. Barcoding & sealing Assistant: Two – three class III employees to assist examination staff.
 - e. Exam peon: Two for examination centre
6. Invigilators, additional invigilator, and relievers shall be appointed from among the faculty of Institute. Depending on number of students / examinees additional manpower can be appointed by COE with the approval of DIRECTOR..

7. Invigilators shall enter their class/hall at least 15 minutes before the start of examination. He / She shall Ask the students to keep their books, note books and their written materials at the front of the room/ outside the room,
8. Check whether the students have occupied their seats as per the seating arrangement plan,
9. Distribute answer books to the students at least 10 minutes before the start of the examination and ask them to fill in correct details on the front page of the answer books,
10. Distribute the question papers to the students at the beginning of the examination,
11. Check the identity cards of the students and sign on their answer books, if all details are correct, take the signature of students on the attendance sheet, mark 'ABSENT' for absent students and maintain the attendance record of his/her room/hall,
12. Distribute the supplements, graph papers to the students as and when demanded by the students and maintain the record of supplements issued in the given format.
13. Maintain general discipline in the classroom by frequently moving in the class room/hall and preventing any malpractices, attempt of copying by the students.
14. Report cases of students misbehaviour, indiscipline, malpractices and copying cases to the COE office for further necessary action,
15. Give warning to the students to tie their supplements, 10 minutes before the end of examination,
16. Collect the answer books from the students at the end of examination and arrange them sequentially as per the exam. seat numbers of students for each course separately,
17. Hand over the answer books and filled in proforma to the office of Controller of Examinations.
18. Senior Invigilators as well as COE shall take rounds in the different exam halls to confirm that invigilators are performing their duties well and discipline is being

maintained during examination. Senior supervisor shall also send the relieving supervisors to various exam halls to relieve the invigilators for not more than 10 minutes at a time.

19. If any examinee is not in position to write as fluently as normal student, on account of physical disability before in that it required to produces a medical certificate from the Civil Surgeon on this account, then a writer shall be allowed to such examinee. Such a writer shall not be a student of any UG or PG Programme of the Institute. The examinee shall apply in a prescribed proforma and COE shall verify the medical certificate and give a permission letter to the examinee for the writer after taking the undertaking from the writer in a prescribed preforma and after approval of DIRECOR. The examinee shall produce the permission letter to the invigilator at the time of examination.
20. In case of physically disabled examinee, who can write but at much slower speed as compared to normal student, he/she may be allowed to write for 15 to 30 minutes extra for all the courses, provided he/she seeks permission from COE for extra writing time on account of his/her disability by producing medical certificate from Civil Surgeon.
21. After receiving the answer books from invigilators, Senor Invigilators shall check them as per the attendance record submitted by the invigilators and then sort out the answer books of each course separately very carefully.

COE shall appoint a squad committee composed of three/four senior faculties including a lady faculty. Members of squad will arrange surprise visits to all examination blocks in various departments after taking the permission from COE to check

1. All examination related procedures are followed.
2. Time schedule for examination related procedures is followed carefully.
3. Cases of unfair means if any and report to the examination department.

PRACTICAL EXAMINATION:

After the practical examination of the course is over, internal examiner along with the external examiner shall fill in the marks given to the students in the mark sheet, sign on it, seal it in a packet, write all details on the packet and hand over the same to Head of Department on the same day, or latest on the next day. Head of Department shall hand over the packets of mark sheet to the COE office

Conduct of Examination

General

All the examinations shall be conducted in accordance with the Academic rules and regulations for all the courses listed in programme structure, approved by BOE and Academic Council.

The evaluation of a student for each semester shall be based on his/her performance in continuous evaluation and End Semester Examination (ESE).

The certification courses, online certification shall be decided and announced by the course teacher with permission of concerned BoS chairman

ONSCREEN EVALUTION SYSTEM:

CSIBER is the first Autonomous Institute under the Shivaji University area to adopt the On Screen Evaluation system from the academic year 2016-17.

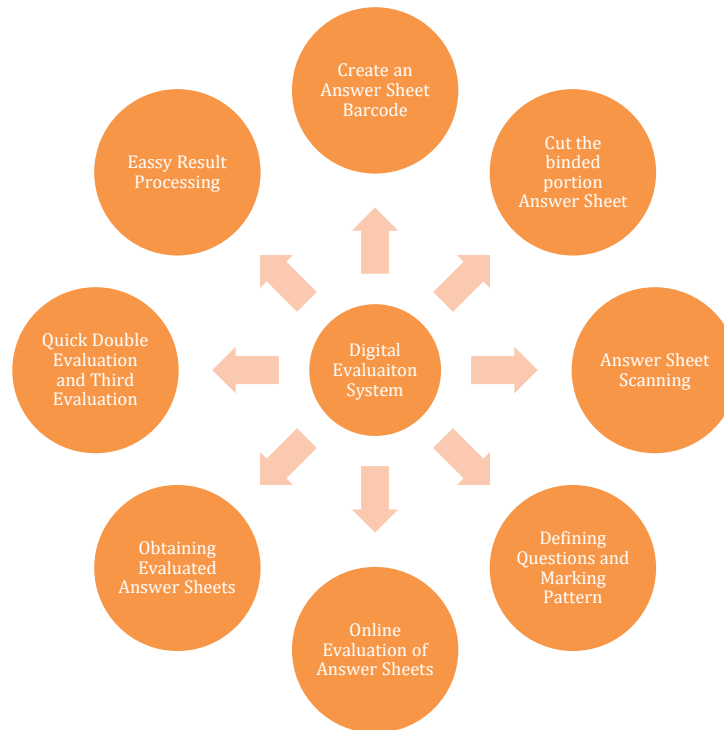
Main requirements of this process are answer book binding cutting machine, scanning machine, computers, LAN connectivity etc. The answer books are sealed after the exam and then transferred to the cutting & scanning facility. The unique Bar Code is affixed on each and every answer book once received from Invigilator. Cutting the stitched edge prepares the answer scripts for the scanner. The two-way scanner reads the Bar code and produces a separate pdf file for each and every answer book. These pdf files are stored in specific folder structure in the server. The time of evaluation the scanned answer books

are assigned to internal as well as external evaluation through software for on-screen evaluation.

The On-screen evaluation system presents scanned copy of answer sheet by hiding candidates identity to evaluator. Every process that is followed in the manual evaluation is automated using On-screen evaluation system. The automation of the evaluation workflow enables the creation of a transparent process that comes with a high degree of security.

To maintain confidentiality of the process, a separate on-screen evaluation centre is facilitated to the evaluators where the evaluation would be done and the marks will be entered online in the given software. However, to speed up the process and to maintain quality.

Every internal as well as external examiner will be given a separate username and password for login into the software to complete the evaluation. When the packet is completely evaluated, the examiner will take the print out of the marks slip and submit it to the examination department. CSIBER uses the double evaluation system since 1995 and if the difference between two examiners is more than 20% the answer book is evaluated from THIRD examiner. The entire evaluation would be performed as per rules of examination department. After evaluation is complete, various reports will be generated. During the on-screen evaluation process live updates of pending evaluations, upload of internal marks and evaluation pending report user can check on daily basis. The format of submission of marks is decided by the Board of Examination/Academic Council. Finally, results will be generated and declared by the Examination department.



Activities to be covered under On-screen Evaluation system

I. Pre Examination Activities

- Provision of printing water marking in all pages of the Abs (Answer Booklets)
- Assigning and printing of Unique Identification code in each Answer Booklet(AB)using random number generation process with Barcode system
- Provision to record unique identification number and the page wise random number of each AB in to the centralized server
- Provision to track the status of the ABs as against the distribution

II. Examination Activities

Collection and segregation of ABs in terms of used and unused Abs and to keep ready to send to scanning centers for scanning

III. Post Examination Activities

a) Pre Scanning process

- Assign additional Identification mapping mark for each ABs/bundle and form a group of ABs to a particular scanning station like subject wise, date wise, packet/parcel wise, area wise, cluster wise (if any), examination centre wise with proper accountability for further monitoring.
- Provision to record the distribution of set of ABs to the scanning stations with internal mapping of key values of the ABs visa vice.
- ABs ID number, examination centre, date, subject, etc

b) Scanning process

- Use high end scanner which shall have provision to capture image of the ABs and save as PDF file format in the scanning station including the water mark of the Abs. The scanned image of the AB is called as AS– Answer Script which is in PDF file format and should be saved in the centralized server only using specialized API (not in the localPC/desktop/Laptop system)The API would be developed using the DLL of scanner manufacturer(OEM)/DLL from the agency
- Scanner shall have a capability to read the barcode value of the ABs in all pages and the OMR parameters of the ABs in to scanning station.
- Scanning station should create only one compressed PDF file(AS)for all pages of the concerned AB in the name specified by the COE. Provision for random check of AS (Answer Script – Which is nothing but converted scanned AB) with a provision of reading barcode in the PDF file format

c) Post Scanning process

- Random allocation of ASs residing on centralized server to evaluators.
- Generation of digital evaluation time table for each evaluator visa-vice day wise tasks and targets.
- Provision of Credential based accesses to evaluators, centre superintends, administrators, etc.

- Provision for full size viewing of the AS in a frame along with the form for scoring the marks.
- The question paper corresponding to the AS should be loaded automatically along with sample/probable answer for that Question.
- Provision for an evaluator to annotate/comment over the AS during evaluation as a separate layer which cannot be viewed by other evaluators.
- Provision to linking the AS page number to the scoring of marks so that backtracking of scoring to the actual written answer of the AS is possible

IV. On-Screen Evaluation Process

a) Pre-Evaluation

- Registration of Evaluators to the centralized server.
- Allocation of Evaluators to various courses and subjects
 - Proximity
 - Random
- Allotment of Answer Scripts
 - Random
 - Subject-wise
 - Scheduled
- One-many mapping of ASs to Evaluator
- Evaluator shall have to check the water mark of the AS of each page as part of the evaluation system/manual checking for the genuinely of the AS before enter the scoring of marks.
- Provision of Credential based accesses to evaluators, centre superintends, administrators, etc
- Provision for full size read only viewing of the AS in a frame along with the form for scoring the marks.

b) Evaluation

- The question paper corresponding to the AS should be loaded automatically along with sample/probable answer for that question.
- Provision for an evaluator to annotate/comment over the AS during evaluation as a separate layer which cannot be viewed by other evaluators.
- Provision to linking the AS page number to the scoring of marks so that backtracking of scoring to the actual written answer of the AS is possible.
- Easy Navigation across the list of AS assigned to each evaluator.
- Audit trail with credentials based access to open the assigned Answer Scripts for evaluation by the evaluators for a given day.
- Parallel evaluation of a particular answer script by more than one evaluators at a time and with a provision of layer based bookmarking/annotation support for each evaluator of a same answer script.
- Provision for the COE to view all the evaluators bookmarks/annotations using access credentials.
- Performance track of evaluators Measuring variance in evaluation of marks among evaluators and reassignment to next evaluator.

c. Post Evaluation

- Tabulation of marks for result processing.
- Result processing and dissemination.
- Evaluators performance analysis.

Pre-Examination Activities

- i) Student registration:
 - a) The examination department issues examination forms to departments.
 - b) The class coordinators distribute examination forms to students.
 - c) Student fills up examination form, it is verified and signed by class coordinators/head of departments.
 - d) The students submit filled and duly signed examination form with necessary examination fees and documents to the office counter.
 - e) The examination section collects all forms and student details from the office.
 - f) The student details are uploaded to the system.
- ii. The summary for examination is prepared, to indicate number of students appearing for each subject. This helps in verifying the stock of question papers. If enough stock of question papers is not available, the intimation is given to chairman of paper setter panel. The paper setters are finalized and appointment order for paper setting is sent to internal as well as external paper setters. After paper setting task is done the chairman verifies and validates paper sets submitted by paper setters.
- iii. Depending upon number of students appearing for each subject the examination department prepares question paper photo copies and seals the envelop by writing course name and subject name on envelop.
- iv. The examination forms submitted by students are verified by examination clerk. Depending upon whether the student is fresh or having backlogs from previous trimester/semester a unique seat numbers are assigned to each student. The list of seat numbers with student name is prepared and sent to concerned department. This list is displayed on notice board for student information.
- v. A detailed time table for examination is prepared by examination department and sent to respective departments. This time table is displayed on notice board.

- vi. Depending upon number of students appearing for examinations the blocks are finalized by considering seating capacity of each block.
- vii. The seating arrangement is finalized by assigning specific seat numbers to each block. The seating arrangement is displayed on notice board.
- viii. Depending upon number of blocks the requirement for junior and senior supervisors is sent to head of departments. The head of the department prepares list of junior and senior supervisors and sends it to examination department.

In-Examination Activities:

- i. The examination department clerk prepares answer sheet bundles for each block by considering the seating arrangement.
- ii. The supervisors are assigned to each block a bundle of answer sheet is handed over to each junior supervisor with attendance report and supplement report.
- iii. The senior supervisor just prior to examination for each session verifies the seal for question paper envelop signs on it. The block wise question paper bundles are handed over to senior supervisor for distribution.
- iv. The junior supervisor distributes answer sheets and question papers to each student appearing for examination and records attendance in attendance report.
- v. During examination if junior/senior/squad finds students engaged in any malpractice the old written answer sheet is taken back and a new answer sheet is issued to the student, junior supervisor records this information in attendance report and supplement report. A undertaking is taken from the student about his/her engagement in malpractice.
- vi. At the end of session junior supervisor collects all the answer sheets from the students and submits it to senior supervisor. The senior supervisor verifies attendance report and no of answer sheets received from junior examiner and signs on attendance report.

Post-Examination Activities:

- I. The examiners are appointment for each subject by chairman of examination panel.
- II. Appointment orders are prepared by examination department and sent to internal as well as external examiners.
- III. The coding is done for each answer sheet and the part where seat number is written is covered to hide the identity.
- IV. Each answer sheet is evaluated twice once by internal and then by external examiner.
- V. At the time first evaluation the examiner writes marks in the bottom most table on answer sheet where question number wise totals are to be written. Also the examiner prepares mark sheet for the papers evaluated by him/her.
- VI. The marks given for first evaluation are verified by the clerk in examination department. If there it does not tally the examiner is called and asked to make corrections.
- VII. Before second evaluation marks assigned by first evaluator are covered and then the answer sheet is given to second examiner. The second examiner also writes marks in second table on answer sheet. Also a mark sheet for all the papers evaluated is prepared and submitted to the clerk in examination department.
- VIII. Both the marks I.e. evaluation1 and evaluation2 are compared and difference between these two evaluation is calculated if the difference is greater than 20% the answer sheet goes for third evaluation.
- IX. Marks for evaluation1 and evaluation2 are covered and answer sheet is given to third examiner. The third examiner writes question wise marks on answer

sheet and also prepares mark sheet for third evaluation. The mark sheet is submitted to examination department.

- X. The average marks are calculated for each student by considering two evaluations. If three evaluations are done then nearest highest two marks are considered for the average.
- XI. The internal marks are prepared by each subject teacher and are submitted to examination department through the head of the department.
- XII. Project viva, seminar marks are also prepared by concerned faculty member and submitted to examination department through head of the department.
- XIII. After receiving marks for each head of passing the examination department prepares a ledger to find out students eligible to get gracing marks.
- XIV. The gracing marks can be maximum 1% of the semester total, the grace marks are given if and only if the student is clearing all the heads of passing after receiving grace marks.
- XV. Once gracing is done the ad-hoc committee meeting is called, the committee verifies the result and if everything is ok members sign on the ledger.
- XVI. A final copy of ledger is prepared and then result is prepared showing the seat numbers of the students who have passed, got ATKT and failed.
- XVII. After the signature of controller of examinations on final ledger and result, the result is displayed on notice boards.
- XVIII. The mark sheet for each student is prepared and printed; it is handed over to office for distribution to students.
- XIX. A subject wise summary report is prepared showing number of candidates failed in individual subject.
- XX. For final trimester/semester result percentage of passing is calculated and a report is printed showing percentage of passing and failure.
- XXI. The list of first five merit students is prepared.

XXII. Final mark ledger copy of various programmes are send to the University for awarding the degree certificates.

GUIDELINES/INSTRUCTIONS TO THE INVIGILATORS:

1. Examination duty is mandatory to all the faculty members of CSIBER. In case of emergency, alternative arrangement has to be made by the Invigilator on its own.
2. All invigilators must report **20 minutes** before the commencement of examination to Controller of Examinations office, and must reach the respective Examination hall atleast **15 minutes** before the commencement of the Examination.
3. The invigilators must instruct the students **NOT** to keep any printed or written material with them and not to write anything on the question paper which leads to malpractice. The students must be asked to leave their belongings outside the examination hall.
4. Students are **NOT** permitted to bring a digital watch /wrist band or any type of electronic gadget inside the Examinations Hall.
5. Question papers should be made available in the Examination hall before 10 minutes from the commencement of the Examination.
6. Invigilators are advised to maintain silence in the examination hall, so as to provide good environment for the smooth conduct of the Examination.
7. Invigilators should **NOT** busy in their mobile phones in the Examination hall under any circumstances.
8. Distribute the answer books to the students **10 minutes** prior to the commencement of the Examination and ask them to fill all the details in the answer book.
9. Invigilators should check whether the students have occupied their allotted seats as per the seating arrangements.

10. Distribute the question paper to the students 5 minutes before the commencement of the Examination.
11. Verify the ID card and Hall ticket of the students in the Examination hall.
12. The invigilators are required to sign with date in the main answer books and hall ticket in the space provided. The number on the main answer book is to be mentioned in the candidates' attendance sheet and the candidate's signature should be obtained in the attendance sheet.
13. No invigilator shall leave the Examination hall unless another Invigilator occupies his/her place as per the instructions of the COE. A another Invigilator will be sent only in case of emergency.
14. The invigilators are required to instruct the candidates **NOT** to write their Examination Seat number anywhere except in the space provided in the first page of main answer book.
15. Invigilators must be vigilant and should **NOT** engage in any other work throughout the Examination.
16. Invigilators should move around in the Examination hall to prevent indiscipline / any type of malpractice.
17. Students should **NOT** leave the Examination hall during the Examination.
18. Other invigilators / faculty are not allowed to enter into other Examination halls without the consent of controller of examinations office.
19. The graph papers necessary for the examination will be sent to the examination halls. Distribute the graph papers to the students when the students request for. The invigilators are required to return the balance answer sheets, supplements, graph papers at the end of the Examination.
20. Once examination is completed, answer books should be collected by the concerned Invigilator from the students and should be handed over to the Controller of Examinations office. **The invigilator will be held responsible for any loss of the answer book.**

21. The senior supervisors are requested to collect the answer books from the concern Invigilator very carefully.
22. In case of any discrepancies, the matter may be brought to the notice of the COE immediately.

GUIDELINES/INSTRUCTIONS FOR APPOINTMENT OF EXTERNAL PAPER SETTERS:

1. Appointment of examiners for theory and/or lab examinations shall be made ten days before the commencement of End Semester Examination.
2. The acceptance of appointment by an external paper setter/examiner is expected within eight days from the dispatch of the appointment order. However, if no written or verbal communication is received from the paper setter/examiner within the prescribed time period, then his/her appointment is treated as cancelled and a new appointment order shall be issued to another paper setter/examiner from the panel submitted by HoD. It is mandatory for the eligible faculty members of CSIBER, Kolhapur to accept the appointment as paper setter/examiner.
3. If the paper setter/examiner other than course faculty is appointed, he/she should not disclose his/her appointment. He/She shall make correspondence regarding any matter connected with the examination in sealed envelope only.
4. The paper setter/examiner should follow all the directions given by the BOE from time to time regarding of pattern of question papers, setting of question papers, submission of model answers, scheme of marking, and evaluation.

PROCEDURE FOR DEALING WITH CASES OF UNFAIR MEANS AT EXAMINATION HALL

In case of unfair means at the examination hall, Jr. Invigilator /Sr. Invigilator /squad shall follow to the following procedure -

1. The student shall be called upon to surrender the objectionable material, if any, and his/her answer script to Jr. Supervisor/Sr. Supervisor/ squad examination found in his/her possession.
2. Signature of the concerned examinee/Jr. Supervisor/Sr. Supervisor/squad examination shall be obtained on the objectionable materials and/ or list thereof.
3. The answer script of the concerned examinee shall be confiscated along with unfair means material. This shall be marked as 'Suspected Unfair Means Case'. A Statement of the examinee in prescribed form shall be obtained and he/she shall be issued a fresh answer book if examinee ready.
4. An undertaking shall be obtained in prescribed form from the concerned examinee stating that the decision of the concerned competent authority in his/her case shall be final and binding on him/her. He/She shall then be allowed to continue with his/her examinations.
5. Statement of the concerned invigilator in prescribed form, shall be obtained by COE office who subsequently shall make forwarding remarks in the same format. If the examinee refuses to make a statement or to give undertaking, the concerned invigilator and Jr. Supervisor/Sr. Supervisor/squad examination shall record accordingly on the same form.
6. Show-cause notice/mail shall be issued/send to the examinee in prescribed form instructing him/her to appear before Malpractice Committee to defend their case.
7. All the materials, statement and/ or undertaking of the examinee and the prepared report of Jr. Supervisor/Sr. Supervisor/squad along with the forwarding remarks shall be forwarded by Jr. supervisor to the office of controller of examinations.

8. In case of unfair means of oral communication, the invigilator and/or concerned authorized person shall record the facts in writing and report the same through Jr. supervisor to the office of Controller of Examinations.
9. After finding the prima-facie of the case of malpractice received from Jr. Supervisor, COE shall present the case of malpractice before malpractice committee.
10. The malpractice committee members verify the evidence thoroughly and take the appropriate decision regarding punishment to the student.

GUIDELINES AND PROCEDURE TO BE FOLLOWED FOR GRANT OF SCRIBE (WRITER) AND/OR EXTRA TIME

1. Who is a Physically Challenged/ Physically Disabled Person?

- An Orthopedically Challenged (OC) person is one who has-
Minimum of 40% physical defect or deformity which causes interference with the normal functioning of bones, muscles and joints, or Loco motor disability, or any form of cerebral palsy.
- Orthopedically Challenged person with Speech Impairment.
- Deaf & Hearing Impaired (HI): The Deaf are those persons in whom the sense of hearing is non-functional for ordinary purposes of life, i.e., total loss of hearing in both ears. They do not hear; understand sounds at all even with amplified speech. Hearing impairment means loss of more than 60 decibels in the better ear in the conversational range of frequencies.
- Visually Challenged (Blindness or Low Vision).

2. Eligibility and Procedure for making request for a Scribe (i.e., Writer) and/or Extra-Time:

- A Physically Challenged / Disabled Student should make an application in the

prescribed form available on the website of the Institute seeking help of a “Scribe” and/or Extra-Time together with the following documentary evidences at least **forty five** days in advance from the date of commencement of examination in which he/she intends to appear.

- Disability Certificate issued by the Medical Board/doctor of not below the rank of Civil Surgeon/ Medical Superintendent of a Central or State Government Hospital /Medical College, certifying the nature (permanent or temporary) and percentage of disability and its duration affecting his/her ability and/or the normal physical functions.
- Letter of permission issued, if any, by Sr. Secondary Board/ University in 10th, 10+2 or degree examinations in which candidate had appeared.
- Permission granted by other reputed professional Institutes/examining bodies such as — UPSC, State Public Service Commission, *etc.*, allowing such assistance of a Scribe and/or Extra-time in the earlier examinations.
- An attested full size latest photograph indicating name of the candidate on the backside of photograph.
- Application should be in candidate’s own handwriting. In case the candidates could not write, then their representatives should write and forward the application along with necessary documents to the office of controller of examinations.

3. Facilities and Concessions to a Physically Challenged/ Physically Disabled Student:

- The office of the Controller of Examinations shall arrange the scribe/writer as per the prescribed academic qualification to write the examination on behalf of a physically challenged candidate. In case, the candidate intend to bring his/her own scribe he/she may be allowed to do so subject to the verification of

educational qualification by the Controller of Examinations.

- The academic qualification of a 'Scribe' (Writer) to write the examination on behalf of a physically challenged student should be **one grade lower** than the qualification possessed by the candidate enrolled for appearing in Examinations.
- Before commencement of the examination, the 'Scribe' (Writer) shall submit a suitable undertaking in the prescribed format confirming, that he/she fulfills the above criteria, to the office of Controller of Examinations.
- Every candidate with specified disability, whether using scribe or not, shall be entitled to **10 minutes** extra time for every **hour of examination**.
- The Institute shall pay a lump sum amount of Rs. 400/- as out of pocket expenses/honorarium per paper to a scribe or the amount decided by the Examination Committee from time to time.

4. Maximum Qualification of the Scribe (Writer)

The academic qualification of a Scribe to write the examination on behalf of a physically challenged student should be **one grade lower** than the qualification required from the candidate enrolled for appearing in Examination, *i.e.*,

- For the institute Examination, the qualification of Scribe should be Graduation but should not be Post Graduate and should not have completed or pursuing Post Graduation Course in Commerce /Management / Computer Science/ Social Work /Sociology /Economics /Environment area.

5. Duties and Responsibilities of Scribe (Writer)

- The scribe will read the questions for the candidate and write answers only as per the **dictation** of the examinee and the scribe shall not paraphrase,

translate, add emphasis or embellish the dictation in any manner, i.e., the scribe shall only transcribe what is dictated to him by the examinee.

- The scribe should be punctual, careful and should act in the exam as directed by the candidate without wasting time of the candidate.
- The scribe should not make any claim or accept any money or money's worth from the candidate. The honorarium to Scribe shall be paid by the Institute.
- The scribe should not put the candidate in emotional or stressful situation during the period of examination.
- Scribe should maintain distance with candidate prior and after the exam and not to exploit the candidate in any manner.
- Scribe shall submit the required declaration/ acceptance in the prescribed format.
- Scribe shall follow all instructions, guidelines, directions etc. of the Institute in true letter and spirit.
- Failure to follow the above may impact the result/enrollment of the candidate apart from being booked under use of unfair means in examination.

6. Other important instructions for the Candidates (Examinees):

- (i) In case the Scribe is provided by the Institute, the candidate shall be allowed to meet the Scribe at least one day prior to the commencement of examinations.
- (ii) Candidate may be allowed to change the Scribe in case of emergency on the written application of the candidate and its approval from the Institute.

- (iii) The Institute will provide Scribe thro' Controller of Examinations, if candidate insist to bring his/her own scribe he/she may be allowed to do so subject to the verification of educational qualification by the Controller of Examinations.
- (iv) In case candidate brings his/her own scribe, he/she should submit a self-declaration submitting that the qualification of the scribe is as per the qualification permissible and in case of any concealment of fact/misrepresentation the candidate will be debarred from appearing in the examination.
- (v) The COE shall have the authority not to allow a particular person to act as Scribe/Writer; if he/she is satisfied that such a person does not fulfill the criteria for being a Scribe/writer
- (vi) Physically disabled candidates who had been granted facility of writer's help/extra time in the previous examination(s) and wish to avail of such concession or assistance for writing the ensuing examination are required to apply again for each session of examination giving reference of communication allowing such facility granted in the past. In such cases, candidates are not required to submit the attested copies of the requisite documents and full size photograph.
- (vii) It is clarified that in case of injuries of disablement of temporary nature such as fracture in the arm, forearm or dislocation of shoulder, elbow, wrist or any other illness, the candidates are not eligible to seek any concession or assistance of writer and/or extra time.
- (viii) The duly filled-in application on the prescribed form along with the supporting documents, if any, should be submit to the Institute at the address given below at least 45 days in advance from the date of

commencement of examination:

The Controller of Examinations
CSIBER, University Road,
Kolhapur 416004

- (ix) Communication regarding grant of writer's help and/or extra time for writing the examinations is normally sent to the respective candidates before the commencement of examination after the issue of Hall Ticket.
- (x) Candidate has to pay examination form fee of the respective program by considering the honorarium of the scribe (writer).

The prescribed applications form for availing the facility of Scribe (Writer) and/or grant of extra time can be available in the office of Controller of Examinations.

Date:

To,
Controller of Examinations,
CSIBER, Kolhapur

Subject: Scribe facility/Extra time required in the Examination Oct.-Nov / April-May

Respected Sir,

I hereby request you to grant me extra time/the facility of scribe (writer) with extra time* for writing the Examinations, based on the particulars furnished below:

1.	Name of the Candidate (In Capital Letters)	
2.	Student PRN	
3.	Examination	

4.	Facility requested for:		
	<ul style="list-style-type: none"> • Extra Time only • Scribe (Writer) with Extra time (please specify) 		
5.	Session and year of Examination for which extra time*/scribe with extra time* is sought		
6.	Permanent Address		
		Pin Code –	
		Telephone No.(s) with STD Code	
		Mobile No.	
	E-mail Id		
7.	Details of disability on the basis of which above facility is required		
8.	Nature of disability <i>(Attach certificate)</i>	Temporary/Permanent	
9.	Percentage of disability <i>(Attach certificate)</i>		
10.	Duration of disability affecting writing or other ability		
11.	Have you availed of the facility of extra time/ scribe with extra time for writing Institute's earlier examinations? YES/NO	If Yes, then furnish the following information:	
		Session and Year	
		Semester	
		PRN	
		<i>(Please attach the photocopy of permission letter issued by the Institute in respect of earlier examination.)</i>	
12.	Particulars of copies of medical certificate(s) submitted in support of disability		
	<i>S.No.</i>	<i>Particulars</i>	

	1.		
	2.		
13.	Have you submitted attested copies of certificates with this application?	YES	NO
14.	Have you submitted attested full body post card size photograph with this application?	YES	NO
		<i>Mandatory for those who are applying for the first time</i>	
15.	Particulars of copies of permission letter(s) issued by other Examination bodies allowing extra time*/scribe with extra time* for writing their examinations submitted with this application :		
	<i>S.No.</i>	<i>Particulars</i>	
	1.		
	2.		

I hereby certify that the particulars mentioned above are true and correct to the best of my knowledge. Thanking you,
Yours faithfully,

Signature

(_____)

(Student Name)

Note: Candidates are advised to enclose attested copy(ies) of certificate of disability along with full size photograph. The original medical certificate may be verified and enclose the attested copies of the documents along with the application.

Coordinator Details

Name: Mr. Thorat Rajendrakumar T.

Designation: Controller of Examinations

Email: thoratrt@siberindia.edu.in

Phone: 9850418218