



Standard Operating Procedure

Conduct of Semester/Supplementary examination (Diploma level Programmes)

1. The final semester / supplementary examination schedule will be communicated to centres and uploaded in the website 30 days prior to the commencement of examination.
2. After evaluation of examinations, the answer scripts to be made available to the students by the evaluator / faculty for any queries in a batch wise manner, to check their marks and for any clarifications. The date and timing of display of answer scripts to the students, are to be intimated by the respective faculty / training in-charge/exam co-ordinator. During this time students will be permitted to view their own answer scripts only and students will not be permitted to take any photo or image of the evaluated answer scripts.
3. Students are not permitted to view the answer scripts of others students.
4. If students are not available on that particular day to view their answer sheets, no more chance will be provided and will be presumed that those students are not interested to view their answer sheets.
5. The queries raised by the students are to be clarified promptly. In case of non-satisfactory response by the faculty / evaluator, students may contact Training -In-charge/Centre Head along with the respective evaluator to get their queries clarified.
6. After review of answer scripts, students need to sign on the answer script/other consolidated statement submitted by the faculty / evaluator. The provision for the entry of corrected marks (if any), student's signature and evaluator's signature may be provided/printed in the answer script itself.
7. The evaluated answer scripts to be displayed to students within 5 days from the date of examination irrespective of holidays.
8. No separate revaluation / retotalling will be entertained.
9. As students are permitted to view their answer sheets before announcement of results, requests for issue of copy of answer sheets by the students will not be permitted.
10. Examination Halls may be brought under surveillance using IPTV cameras. Exam control centre may be established in H.O. as well as in centres with display panels to monitor the exam halls and the same can be recorded and kept for minimum 30 days.
11. The evaluation has to be carried out only in the institute at an identified common place. Students or any irrelevant staff/person shall not be allowed to enter the Evaluation Centre/Hall. The place may have surveillance system installed.
12. After submission of mark statement to Training Department, Training In charge shall submit the mark statements of all the subjects in the prescribed format after verification within 10 days from the date of completion of exams. The results of examinations are to be published within 15 days from the date of completion of the examination.
