



Saket Gyanpeeth's
Pramod Ram Ujagar Tiwari
Saket Institute of Management

(Affiliated to the University of Mumbai)

SOP for conducting Unit Test

Objective: To Conduct Unit Test/ Mid- Term Test Examination as per the rules prescribe by University of Mumbai

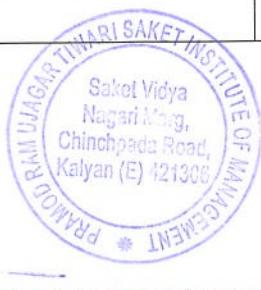
Responsibility:

All faculty
Controller of Examination
Asst. Controller of Examination
Office Peon
Junior & Senior supervisor
Students

Sr	Activity	Responsibility	Remarks
1.	Calculating exact number of students that will appear for unit test	Controller of Examination	12 days before exam
2.	Sitting Arrangement is prepared according to the limits of 40 students per block	Asst. Controller of Examination	1 days before exam
3.	Answer sheets are stamped and bundles are made according to block made	Office Peon	1 Week before exam
4.	From Supervision Duty Jr. supervisor and reliever are allotted to each block	Controller of Examination	1 Week before exam
5.	Jr. Supervisor Report exam room 30 min before exam and move to exam center 15 min before exam time.	Junior supervisor	30 min before exam
6	Answer Sheets are distributed 10 min Before exam so candidate can fill their details	Junior supervisor	10 min Before exam
7	Question paper in sealed enveloped distributed by Sr. supervisor in each block 5 minute before examination	Senior supervisor	5 minute before exam
8	Question Paper are distributed to each candidate once time of exam starts	Junior supervisor	Once exam time started

Director

Pramod Ram Ujagar Tiwari
Saket Institute of Management
Saket Vidya Nagari Marg,
Chinchpada Road, Kalyan (E) 421306



9	Once exam is over then Jr. Supervisor hand over all papers to Sr. Supervisor in exam room and Sr. Supervisor check and collect all answer books	Senior supervisor and Asst. Controller of Examination	After exam get finished
10	The exam cell keep all answer sheet under its custody	Controller of Examination & Asst. Controller of Examination	Once all paper receive is checked and verified



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SOP for conducting End Semester Examination

Objective: To Conduct End Semester Examination as per the rules prescribe by University of Mumbai

Responsibility:

All faculty
Controller of Examination
Asst. Controller of Examination
Office Peon
Junior & Senior supervisor
Students

Sr	Activity	Responsibility	Remarks
1.	Calculating exact number of students appearing from filled examination form and hall ticket collected	Controller of Examination	12 days before exam
2.	Sitting Arrangement is prepared according to the limits of 40 students per block	Asst. Controller of Examination	1 days before exam
3.	Answer sheets are stamped and bundles are made according to block made	Office Peon	1 Week before exam
4.	From Supervision Duty Jr. supervisor and reliever are allotted to each block	Controller of Examination	1 Week before exam
5.	Jr. Supervisor Report exam room 30 min before exam and move to exam center 15 min before exam time.	Junior supervisor	30 min before exam
6	Answer Sheets are distributed 10 min Before exam so candidate can fill their details	Junior supervisor	10 min Before exam
7	Question paper in sealed enveloped distributed by Sr. supervisor in each block 5 minute before examination	Senior supervisor	5 minute before exam
8	Question Paper are distributed to each candidate once time of exam starts	Junior supervisor	Once exam time started

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9	Once exam is over then Jr. Supervisor hand over all papers to Sr. Supervisor in exam room and Sr. Supervisor check and collect all answer books	Senior supervisor and Asst. Controller of Examination	After exam get finished
10	The exam cell keep all answer sheet under its custody	Controller of Examination & Asst. Controller of Examination	Once all paper receive is checked and verified



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**SOP FOR PRINT OF QUESTION PAPER FOR MID-TERM TEST &
SEMESTER EXAMINATION**

Objective: To print question paper for mid-term test and semester examination

Responsibility:

All faculty

Controller of Examination

Asst. Controller of Examination

Academic Dean

Sr.no	Activity	Responsibility	Remarks
1.	As per academic calendar and discussion with director, academic dean, exam dates are decided	Controller of Examination, Academic- Dean	Twenty days before the commencement of the exam
2.	Exam department send email request along with question paper format to all faculties to send question papers of their respective subjects	Controller of Examination & Asst. Controller of Examination	Twenty days before the commencement of the exam
3.	Exam department collects all question paper and randomly select any one set for print.	Controller of Examination & Asst. Controller of Examination	Ten days before the commencement of the exam
4.	All question papers are printed with photocopy machine in exam room then paper is kept in exam cupboard	Controller of Examination & Asst. Controller of Examination	Five days before the commencement of the exam
5.	Paper is removed from cupboard on date of exam before 1 hours of exam.	Controller of Examination & Asst. Controller of Examination	Same days of exam
6.	Exam paper packed in sealed envelope is send to exam hall before 10 minutes, then examiner take signature of 2 candidates and open seal	Exam Supervisor	Same days of exam



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SOP FOR ENROLMENT OF STUDENT FOR EXAMINATION

Objective: To do enrolment of students for semester examination

Responsibility:

All faculty
Controller of Examination
Asst. Controller of Examination
Academic Dean
Junior & Senior supervisor
Students

Sr.no	Activity	Responsibility	Remarks
1.	Notification of Examination in college notice board.	Controller of Examination	One month before the commencement of the exam
2.	Notifying students from the admin department	Admin Chief	One month before the commencement of the exam
3.	Submitting Fees within due date	Student	Three weeks before the commencement of the exam
4.	Filling of Examination Form	Student	Three weeks before the commencement of the exam
5.	Clearance of fees and collection hall ticket A) After payment of fees, procure receipt from admin department B) Present receipt to the controller of examination C) Collect the hall ticket to inform the students to collect their provisional admitcard and check if any corrections has to be made	Student, Admin office and controller of examination	Two weeks before the exam

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SOP to solve internal exam related grievance

Objective: To solve the issue or concern of candidate for Internal Exam

Responsibility:

All faculty
Controller of Examination
Asst. Controller of Examination
Students

Sr. no	Activity	Responsibility	Remarks
1.	Student should contact exam department with concern and give written application signed with academic Dean	Student	After declaring of exam result
2.	Student should report to exam department with all documents and submit to exam department.	Student	After declaring of exam result
3.	Exam department along with concern of Academic-Dean and appoint the moderator to re-assess the paper.	Controller of Examination	3 working days after receiving grievance application of students
4.	Moderated is requested to assess the paper and share the result with the exam department.	Moderator & Controller of Examination	2 working days after Moderator is appointed
5.	Exam Department declare result on notice board.	Controller of Examination	Immediately after assessment marks get with moderator



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SOP to solve external/University exam related grievance

Objective: To solve the issue or concern of candidate for External/ University Exam

Responsibility:

All faculty
Controller of Examination
Asst. Controller of Examination
Students

Sr. no	Activity	Responsibility	Remarks
1.	Student should contact exam department with concern and give written application signed with Academic Dean	Student	After declaring of exam result
2.	Student should report to exam department with all documents and submit to exam department.	Student	After declaring of exam result
3.	Exam department along with concern of Academic-Dean & Director writes a concern letter to university about grievance raised by students.	Controller of Examination	2 working days after receiving grievance application of students
4.	College clerk is sent to university exam department with all concern letters	Controller of Examination and Asst. Controller of Examination	2 working days after
5.	Exam department share the resolve or not resolve grievance with students	Controller of Examination	Immediately after any updates get from university

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 SAKET <small>GYANPEETH INSTIGATING POTENTIAL</small>	Saket Gyanpeeth's Pramod Ram Ujagar Tiwari Saket Institute of Management <small>(Affiliated to the University of Mumbai)</small>
SOP FOR PRINT OF UNIVERSITY EXAM PAPER (SEM- III/ IV)	

Objective: To print question paper for mid-term test and semester examination

Responsibility:

All faculty
 Controller of Examination
 Asst. Controller of Examination
 Academic Dean

Sr.no	Activity	Responsibility	Remarks
1.	As per university schedule exam date share with students	Controller of Examination, Academic- Dean	As soon as received notice from university exam related information is shared with students
2.	Exam department do all sitting arrangement in classroom and share sitting arrangement details at entrance gate.	Controller of Examination & Asst. Controller of Examination	One day prior to exam
3.	Exam department download question paper exam room PC.	Controller of Examination & Asst. Controller of Examination	On day of exam 1 hrs. prior to start of exam
4.	All question papers are printed with photocopy machine in exam room.	Controller of Examination & Asst. Controller of Examination	On day of exam
5.	Exam paper packed in sealed envelope is send to exam hall before 10 minutes, then examiner take signature of 2 candidates and open seal	Exam Supervisor	Same days of exam



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