Vidyalankar Institute of Technology

Standard Operating Procedure Development

Module: Examination

Version 1 : May 2012
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5. PROCESS: INTERNAL ASSESSMENT

Pre-requisites	
1.	▪ Internal Assessment Timetable is prepared
2.	▪ Internal Assessment papers are set by the subject teachers

5.1: SUB PROCESS – CONDUCTING TERM TEST/ INTERNAL ASSESSMENT	
Key Objectives	▪ Conduct Internal Assessment paper as per academic calender
Key Inputs	▪ The criteria for panel selection(Decided by the Academic council)

PROCESS DESCRIPTION	
Key Activities	**Description**
1. Receipt of Internal Assessment(IA) Paper ,Audit form & solutions	1.1 Each subject teacher have to prepare IA papers in TLP activity (Refer process 'Academics' for the details)
	1.2 The set of Internal Assessment(IA) papers along with Audit form and solution should be submitted to the exam cell in sealed envelope atleast a week before start of semester
	1.3 Exam In Charge /Department exam co-ordinator should keep these sealed envelopes in Exam safely.
	1.4 The papers should be photocopied and kept ready for distribution two days before the exam date.
	1.5 Exam In-charge / Department exam co-ordinator should handover the sealed envelopes to subject teacher as per schedule.
2. Mark compilation	2.1 The subject teacher should evaluate the papers in the same week of the exam show the papers to the students in the next scheduled lecture , get the signature of the student on the answer sheet and submit the answer sheet to exam cell and mark sheet to the department co-ordinator.
	2.2 The co-ordinator submits all the originals marksheets to the exam cell at the end of the semester.
	2.3 Student must enter his / her final IA marks in the Student diary.
	2.4 The exam cell should include these marks at time of final result preparation.

5 A. PROCESS:THEORY PAPER SETTING

Pre-requisites	
1.	▪ The Exam Committee is constituted for the academic session by Principal prior to the commencement of academic session for a minimum period of 3years ▪ Principal appoints the Exam In-charge prior to commencement of academic session for a minimum period of 3 years
2.	▪ The broad schedule as mentioned in the academic calendar

5.2: SUB PROCESS – PANEL SELECTION (ASSESSMENT & MODERATION)	
Key Objectives	▪ Appoint panel for smooth conduct of examination as per University guidelines ▪ Ensure confidentiality is maintained on the names of paper setter & moderators
Key Inputs	▪ The criteria for panel selection(Decided by the Academic council of the University of Mumbai)

PROCESS DESCRIPTION

Key Activities	Description
1. Academic Committee Meeting	1.1 The Principal should appoint at least 2 faculty as members (Exam In-charge) of exam cell for smooth conduct of Institute Examination. The exam In-charge should conduct meeting with HODs within a week of appointment
	1.2 Department coordinators for exam should be nominated and finalized in this meeting
	1.3 The meeting of Department Heads with exam cell should be convened by Principal. As part of the discussion, the following things should be decided for examinations a. Subjects applicable for semester for which theory paper is to be prepared as per University scheme (Old or Revised)
	1.4 HODs/Exam In charge and Principal should discuss the names of the faculty for paper setting/ moderation
	1.5 The names of the faculty for paper assessor / moderator should be proposed for all the subjects as per guidelines of University and the Controller of exam

	1.6 The list should be prepared with the names of faculty against the subjects. The following details should be mentioned in the document
	    o Department
	    o Semester Examination
	    o Date of Meeting
	    o List of Subjects
	    o Suggestive name of assessors (VIT/Other Institute)
	    o Suggestive name of paper moderator

	1.1. The list of paper assessors and moderators should be sent to University for approval
	1.2. The University may send the approval for the list. In case its not approved, Institute should refer to their previously approved list.
2. Examination Committee Meeting	2.1 The examination committee meeting should take place 1 month before the commencement of the odd semester
	2.2 The meeting should be chaired by the Principal and attended by HODs, Exam In-charge and other representatives
	2.3 The Principal should appoint the Exam in-Charge for the examination
	2.4 The decision for the following should be taken in the meeting of the examination committee o The timelines for paper assessment, paper

Key Activities	Description
	moderation, and result declaration o The schedule of the examination o Rules & Regulations for the examination o Roles & Responsibilities to be assigned to individuals
	2.5 The decisions taken at the Examination committee meeting should be communicated to the members of the examination cell, in for of minutes of meeting to HODs Principal & Exam In-charge 2.6 HODs should accordingly discuss the examination policies, rules , regulations in their D1 /D2 meetings

PROCESS DESCRIPTION header shown above table.

5B. PROCESS: PRACTICAL EXAMINATION

Pre-requisites	
1.	▪ Schedule for practical examination as per the University calendar and to be prepared by HODs and Exam in-charge
2.	▪ Scheme of Examination given as per University guideline
3.	▪ Eligibility List and provisionally admitted students list
4.	▪ Lab availability and Equipment status ▪ Viva coordinators

5.3: SUB PROCESS –ORAL / PRACTICAL EXAMINATION ARRANGEMENTS AND CONDUCTION

Key Objectives	▪ Ensure that coordination of oral /practical examination is done in a proper way ▪ Division of students in batches for examination are correct ▪ Ensure correct documents to record details of examination
Key Inputs	▪ List of subjects KT/Regular (branch wise), College/University ▪ Number of students eligible to appear for each oral /practical examination

PROCESS DESCRIPTION

Key Activities	Description
1. Schedule Preparation	1.1 Head of Department should nominate one faculty from their department to co-ordinate the oral / practical examination at the beginning of the academic session.
	1.2 The co-coordinators of all departments should meet to decide the schedule of the examination at least one month before the commencement of semester as per Institute / University guidelines.
	1.3 The oral / practical examination should be scheduled in parallel as far as possible, as students would be in batches. Maximum 30-40 students per day.
	1.4 The schedule should be in the form of Semester/ Date of Examination/

PROCESS DESCRIPTION	
Key Activities	**Description**
	Department/ Subject/ Time slot/Section/ Practical Batch and sent to the HOD for approval
	1.5 The HOD can seek clarifications from the coordinators, if required, before approval
	1.6 The final schedule for the oral / practical examination should be forwarded to Exam In-charge after the approval from HOD and Principal.
	1.7 A copy of the schedule should be sent to the lab in-charge of the labs in the departments
2. Examiner	2.1 The coordinators in consultation with HODs should decide at least 3 Internal and 3 External examiners for every subject exam from examiners panel. o Internal examiner should not conduct oral/practical exam of not more than 2 in one semester and 1 branch o HOD should finalize the names of the examiners
	2.2 Appointment letters signed by Principal should be sent to the list of the external and internal examiners by Exam In-charge through viva coordinators
	2.3 Any change in date should be approved by Principal
3. Lab Arrangements	1.1. The lab in charge/ HOD/Subject In-charge is responsible for preparation of lab for practicals.
	1.2. The checks required for lab preparation should be a. Number of instruments in working condition – Required to decide the number of students in one batch b. Availability of required materials in labs
	1.3. In case the instrument is not in working condition, it should be repaired or if budget permits the instrument should be purchased
	3.4 The availability of the required materials should be ensured by purchasing them before the commencement of examination
	3.5 The back-up options for instruments should also be available in case the instrument stops working in due course of examination
4. Lab Invigilators	4.1 The subject teacher undertaking the practical should be the internal examiner for the examination. If required the internal examiner can be decided by the Department Head
	4.2 The examiner attendance should be recorded by the department coordinator. It should have a. Date of examination b. Lab Name c. Time Slot d. Internal & External examiner's Name (Lab +Viva) e. Signature space to mark the attendance of the examiners
	4.3 In case an external faculty is assigned, he/she should be present in the lab

PROCESS DESCRIPTION	
Key Activities	**Description**
	4.4 In case a scheduled examiner is not present, Exam coordinator should report the matter to exam cell. The exam in-charge in consultation with concerned HOD may initiate a procedure for alternative arrangements
	4.5 Principalmay appoint an alternate examiner for the same or suggest an alternative option
5. Student Batch Division	5.1 A class should be divided into batches of 20/30 students in sequence of exam seat numbers for semester 3,4,5,6 and college roll numbers for 1,2,7 and 8 semester
6. Question Preparation	6.1 The required number of answer sheets for the lab examination should be collected from the Exam In charge

	6.2 Question slips with the name and scope of lab examination should be prepared by internal examiner covering the entire scope of the subject (as per University syllabus) and kept in an envelope (separate envelope for each batch). The envelope should have following details
	   a. Name of the Lab
	   b. Time slot
	   c. Batch (Start & End Roll Numbers)
	   d. Signature of subject teacher undertaking the lab

	6.3 Buffer question slips should be prepared (No of question slips> No of students in a batch) in order to take care of last minute contingencies
	6.4 The envelope should be sealed and kept with the department coordinator at least one day before the commencement of practical examination.
7. Schedule Information	7.1 The schedule for the practical examination should be displayed on the department notice board by HODsa week before the practical examination. The schedule should contain details of time slots and roll numbers in a batch assigned to the time slot
8. Student Attendance	8.1 The students should be dressed formally having valid I-Card and are required to bring along , their practical journals /e-journalsfor the practical examination .
	8.2 The students should marks their attendance in "Students Attendance Sheet" provided by Internal/external examiner as soon as he/she enters the hall
	8.3 Students should be asked to pick up a chit from the envelope by the internal/external examiner for practical
	8.4 The picked chit should be removed from the envelope so that it is not available for the other students to pick
	8.5 In case a student is not sure about the scope, clarification can be sought from the internal/external examiner.
9. Lab Examination Conduction	9.1 Students should start the lab examination only when permitted by the examiner
	9.2 Internal examiner should record the start /end time on a given date of the examination in the Feedback sheet provided to them by the exam cell

PROCESS DESCRIPTION	
Key Activities	**Description**
	9.3 Internal Examination should also maintain start/end time of the viva/practical examination on the answer book issued to the student
	9.4 The lab assistants should be present in the lab during the lab examination in order to provide any assistance to the students in terms of practical material/equipments required
	9.5 In case the equipment stops working during the course of examination, it should be replaced with the working piece. If not possible then o Student should be allowed to use the instrument with other student once his practical examination is complete o Student should be given another question slip and time should be marked from the time when new slip is issued
	9.6 Students should be informed 10 minutes before the finish of lab examination by the examiner and the answer sheets should be collected on time completion by the internal examiner.
10. Examination Sheets Collection	10.1 The internal examiner should verify attendance sheets issued to her/him by examination cell,and match and collect the answer sheet. The examiner should handover mark sheets/attendance sheets in sealed envelope to exam cell on end of exam
11. Mark list	11.1 The exam cell should collect the mark list along with the feedback on end of said exam of the subject o Mark list of sem 3,4,5,6 should be entered in examination database o Mark List of1, 27, 8 semester mark lists should be submitted tothe University within 7 days from date of commencement of examination.
12. Special Instructions	12.1 The orals should start at 10am and end at least 4 pm. 12.2 Only 2 students will be allowed at one time for the Orals. 12.3 15-20 minutes time for each set of students for orals. 12.4 Ensure that the Internal and the External examiner are seated during the orals and practical exam. 12.5 No other faculty should be present at that time during the orals exam. 12.6 Practical exam should be conducted in the lab. 12.7 Orals and project exam should be conducted in the classrooms. 12.8 Maximum 30 to 40 students per day for the oral and practical exam. 12.9 Internal examiner will remind the external examiner one day prior to the exam. 12.10 Internal examiner should collect the mark list from the exam cell on the same day of the exam. 12.11 Check correctness and signatures on the mark list very strictly. 12.12 Ensure the written answer books are submitted to the exam cell after the exam is over. 12.13 Submit the mark list in a sealed condition to the exam cell on the last day of the exam.

Key Outputs	- Batch wise schedule of the examination - List of examiners - Question slips containing the examination name and scope - Attendance of the students - On time completionof lab examination
KPIs	100% availability of equipments and materials for the lab examination - Adherence to the timelines for the examination preparation % turn up of the external faculty - Zero error in preparation of examination recording sheets - Adherence to the examination schedule for the practical batches

5.4: SUB PROCESS –PROJECT VIVA EXAMINATION CONDUCTION

Key Objectives	- Ensure viva examination are completed properly within specified time frame - Ensure there is no use of unfair means during the examination - Students are assessed over their subject knowledge
Key Inputs	- Batch wise list of students - Viva examination schedule

PROCESS DESCRIPTION

Key Activities	Description
1. Schedule Preparation	1.1 Principal /Head of Department in consultation with coordinators and exam cell should plan the Project Viva schedule
	1.2 The co-coordinators of all departments should meet to decide the schedule of the project viva. Minimum 4 internal/ 4 external examiners should be selected for class of 60.
	1.3 The schedule should be in the form of Semester/ Date of Examination/ Department/ Subject/ Time slot/Section/ Practical Batch and sent to the HOD/Principal for approval
	1.4 The coordinators should contact externals and fix dates. A pair of Internal and External examiner shall handle not more that 6 projects
	1.5 The exam cells should print the appointment letters of Internal and External examiners and coordinators should issue the same to concerned examiners
2. Viva Examination Conduction	2.1 Time Table for viva should be displayed atleast 1 week prior to schedule
	2.2 Internal examiner should record the details of viva

	2.3 Marks alongwith attendance should be compiled by the department clerk.
	2.4 The coordinator should:
	    a. Ensure that exam starts at given time.
	    b. Ensure that no exam is conducted without presence of Internal

PROCESS DESCRIPTION	
Key Activities	**Description**
	and External examiner. c. Project Guide must be present.
	2.5 The exam cell should submit 7 and 8 semester mark lists to University within 7 days from date of commencement of examination..
	2.6 The end time of the examination should be recorded in the attendance sheet
3. Remuneration	3.1 Attendance certificate should be printed and remuneration bill should be prepared by exam coordinators and presented to accounts team for payment

Key Outputs	▪ % Attendance of the students ▪ % Students able to complete lab examination on time ▪ 100% recording of examination monitoring sheets
KPIs	▪ Adherence to the examination schedule for the practical batches

5.5: SUB PROCESS – PRACTICAL EXAMINATION EVALUATION	
Key Objectives	▪ Evaluate students on all components for practical subjects ▪ Compile marks of all components to prepare final marks
Key Inputs	▪ Lab examination evaluation marks ▪ Viva examination marks ▪ Performance of student during lab classes ▪ Project Diary

PROCESS DESCRIPTION	
Key Activities	**Description**
1. Lab Examination Evaluation	1.1 The lab examination evaluation should be done by the internal and external examiners
	1.2 The marks given in the lab examination should be based on a. Completion of the lab examination b. Accuracy of results c. Methodology adopted for the lab examination d. Description writing of the lab examination e. Any other factor which subject teacher undertaking considers important
	1.3 The marks for lab examination should be recorded on the "Practical Marks Sheet" provided by exam cell
	1.4 The lab examination evaluation should be completedon the same day of practical examination for the set batch of students on day
2. Viva Voce	2.1 The marks for the viva examination should be marked in the "Practical Marks Sheet" immediately after the completion of viva examination

PROCESS DESCRIPTION	
Key Activities	**Description**
Evaluation	and collect the answer books
	2.2 Once the viva is complete the viva voice marks should be entered into MIS.
	2.3 Marks list should be signed by internal and external examiner (average , internal,external and attendance)
	2.4 The signed copy should be put in an envelope and should be sealed. Once this is done, it should be sent to exam in-charge
3. Continuous Lab Performance (Report Evaluation) / Term Work	3.1 The continuous lab performance (report evaluation)/Term Work should be based on a. Attendance in the lab b. Students' preparedness for the lab classes c. Approach adopted during lab classes d. Results in the lab classes e. Completion of lab file on time f. File submission for correction on time g. Any other factor which subject teacher undertaking considers important
	3.2 The component wise marks should be entered into the system by the subject teacher undertaking the lab 15 days before the commencement of practical examination. The internal practical marks should be submitted to Department Head with a copy to Exam Cell
4. Marks Submission to Exam Cell	4.1 The total marks (Lab / Viva voice) for the examination should be submitted to the Exam In charge on the same day of completion of the practical examination.

	4.2 The total marks should include marks for
	o Continuous Lab Assessment (Report Evaluation)
	o Practical Examination
	   ➢ Performance of experiment
	   ➢ Result and interpretation
	o Viva Voice Examination

Key Outputs	▪ Component wise marks of the student in practical subjects ▪ Total marks of the student in the practical subjects ▪ Detailed recording of the practical examination
KPIs	▪ Zero error in compilation of marks ▪ Adherence to timelines for uploading the marks in the system

5C. PROCESS: THEORY EXAMINATION CONDUCTION

Pre-requisites	
1.	▪ The annual academic calendar

| 2. | ▪ The theory question papers (Procedure mentioned in Examination paper setting module) |
| 3. | ▪ Student Eligibility List |

5.6: SUB PROCESS – APPOINTMENT OF EXAMINATION CELL	
Key Objectives	▪ To appoint a team for smooth conduction of theory examination
Key Inputs	▪ The number of staff required to manage the examination process

PROCESS DESCRIPTION	
Key Activities	**Description**
1. Appointment of Examination Cell	1.1 The appointment of Chief conductor (CC)Exam In-charge and CAP in-charge is to be done at the beginning of the academic session by thePrincipal
	1.2 Support staff to be appointed as part of the examination cell to manage the day to day activities

| Key Outputs | ▪ List of members of Examination cell |
| KPIs | ▪ Adherence to timelines in appointment of CC, Exam In-charge, CAP In-charge and support staff |

5.7: SUB PROCESS – EXAMINATION CENTRE ARRANGEMENTS	
Key Objectives	▪ Ensure proper arrangements for the conduction of examination
	▪ Stop any use of unfair means by the students
Key Inputs	▪ Number of students eligible and appearing for the examination (Semester wise / Branch wise / Subject wise)

PROCESS DESCRIPTION	
Key Activities	**Description**
1. Answer Sheet Arrangements	1.1 The answer sheets would be printed by the college at least 1 month before the commencement of examination
	1.2 The Exam In charge would be responsible for printing of the answer sheets
	1.3 An estimate of the number of answer sheets can be made by number of students X No of subjects + 10% buffer for re-examination / pilferage
	1.4 The printed answer sheets would be stored with exam cell in the storeroom. The required number of answer sheets to be put in envelopes by examination cell staff according to Invigilator's duty sheet at least 2 working days before the commencement of examination
2. Seating	2.1 The seating arrangement should be decided by Officer in charge of the college. This would be done keeping in mind the number of

PROCESS DESCRIPTION	
Key Activities	**Description**
Arrangements	students appearing for examination (Exclude detained students list)
	2.2 The seating should be alternate such that students of different branches sit together
	2.3 The roll numbers should be pasted on each table to ensure that students sit on the right table and during attendance the invigilator can verify the seating
	2.4 The seating plan should be displayed on the notice board on the day of examination. The seating plan should contain (Classroom Number – List of roll numbers in the classroom) the roll numbers seated in a particular classroom
	2.5 In case of last minute clearance of student, he should be made to sit at the end of his class mates (Refer Admit Card Issuance)
	2.6 The seating arrangement on the notice board should have rules regarding the timings for the examination hall ○ The students would not be allowed to enter the examination hall 60 minutes after the commencement of examination ○ They cannot leave the examination hall within last 15 minutes of examination ○ The students are required to sit at least for 2 hours in the examination ○ No supplementary sheet would be issued in the last 10 minutes of examination ○ Students are not allowed to carry mobile phone, pagers and other communication devices to the examination hall
3. Invigilator Arrangements	3.1 The invigilators would be internal to college and can be faculty or staff of the college
	3.2 The faculty / staff to be part of the invigilation team would be decided by the examination cell and informed in writing 5 working days in advance of the conduction of examination. (unless except in case of re-exams or date change by University of Mumbai) The information would be given to them in the form: ○ Date of invigilation ○ Shift of invigilation The invigilators should be given an instruction sheets (To Do) things along with the letter. The "To Do" should provide information on ○ The invigilation forms to be filled and pertaining instructions to fill the forms ○ Rules pertaining to unfair means and breaks allowed during the examination ○ Rules pertaining to distribution of question papers and collection of answer sheets
	3.3 In case the faculty/staff is unwilling to be an invigilator due to some reason, he/she has to seek an approval from the Principal and submit the same to the Examination cell
	3.4 A meeting of all the invigilators to be convened by Exam Incharge to

Key Activities	Description
PROCESS DESCRIPTION	
	instruct them about "To Do" things and the time of reporting for the examination. The reporting time for the invigilators should be 30 minutes before the commencement of the examination

	3.5 A list is to be prepared by the examination cell which should contain the following details
	    o Name of the Invigilator
	    o Class room of invigilation
	    o Shift of Invigilation
	    o Roll numbers / Number of students under invigilation
	    o Serial number / Count of answer sheets provided
	    The sheet to be called as "Invigilators' Duty Sheet"

	3.6 The invigilators should be informed about the classrooms on their reporting before the commencement of examination
	3.7 A flying squad should also be appointed by the Principal and they should also be informed about the classrooms on their reporting before the commencement of examination. They should be asked to report the cases of unfair means discovered to Exam cell
4. Examination Recording Sheets Arrangements	4.1 The "Student's Attendance Form" & Invigilator's record sheet would be used to record the details of the examination. (Refer 4.2 and 4.3)

	4.2 The "Student Attendance Form" is part of the examination form. It is verified and stamped by the Students section and submitted to the Exam Cell at least 3 working days before commencement of examination. Supplementary forms would only be provided of the students who have been issued admit card (Exclude detained students list). It would contain
	    a. Student's name
	    b. Roll number
	    c. Semester
	    d. List of papers appearing
	    e. Column for answer sheet number against each subject
	    f. Column for signing attendance against each subject
	    g. 3 columns for supplementary sheet number
	    h. Admit card produced (Y/N)

	4.3 The Invigilator's diary would be used by the invigilator to record the attendance and the count of answer sheets issued to the invigilator. It would contain
	    a. Class room
	    b. Name of the invigilator
	    c. Date
	    d. Shift of examination
	    e. Semester
	    f. List of roll numbers
	    g. Column for writing answer sheet numbers against roll numbers

PROCESS DESCRIPTION	
Key Activities	**Description**
	h. Answer Sheets Issued / Used i. Students Assigned / Present/Absent j. Start/End time of the examination
	4.4 The Students Attendance form of the students sitting together in a room should be bundled together. The Invigilator's diary can have the roll numbers pre-printed and attached to the answer sheet bundle
5. Time Keeping Arrangements	5.1 A bell should be rung to indicate the start of examination
	5.2 An indication should be given 10 mins before the end of examination paper and also for the end of examination paper

Key Outputs	▪ Invigilator's Duty Sheet mentioning the details of invigilation ▪ Seating Plan for the examination
KPIs	▪ % answer sheets printed with correct coding ▪ % answer sheet envelope prepared correctly ▪ Error free seating arrangement ▪ Error free assignment of duty to the invigilators ▪ Adherence of timelines ▪ % Complete Students' attendance form

5.8: SUB PROCESS –HALL TICKET ISSUANCE	
Key Objectives	▪ Issue admit cards to students eligible for the examination ▪ Issue duplicate admit cards in case of lost/damage admit cards/ by producing college ID card
Key Inputs	▪ List of students who are eligible to appear for examination as per the norms ▪ Detained Students' list ▪ List of student with no dues clearances

PROCESS DESCRIPTION	
Key Activities	**Description**
1. Clearance of Students	1.1 The department should check if the student is not in the detained student list (Refer Sub-Process 6.7)
	1.2 The department/accounts should check if there is any dues pending for the student
	1.3 In case any of the dues is pending against the student, the list of such students should be displayed on the notice board. The students should be asked to clear the due by a given date. The admit card should be issued only if the student clears all the dues and submits the receipt amount to students section
	1.4 The exam cell should check if the student is eligible to appear for the semester examination and does not have a backlog which does not permit him to appear for the examination

PROCESS DESCRIPTION	
Key Activities	**Description**
2. Issue of Hall Tickets	2.1 The hall tickets should be issued only to students whose name do not appear in the detention list, dues pending list and backlog list
	2.2 The students section should verify the details printed on the hall ticket before distributing it to students. In case of any error on hall ticket, it should be re-printed
	2.3 The hall tickets should be sent to the respective departments to distribute the hall tickets
	2.4 The acknowledgement sheet should be collected by Exam Cell from the department and verify if all the hall tickets have been distributed. In case of pending hall tickets, student section should take them into their custody
	2.5 In case the student finds any error on the hall tickets after receipt, he should report the matter immediately to the exam cell. The exam cell after verification, should issue an acknowledge slip to the student. The exam cell should issue another hall ticket to the student within 2 days or at least two days before the commencement of examination (whichever is earlier)

	2.6 The hall tickets can be issued up to one day before commencement of examination if
	   a. The no dues is cleared and proof is submitted to student section
	   b. The student's name is removed from the detained list of student with the approval from HoD/Principal

	2.7 The list of the student who have been issued hall ticket at the last moment should be sent to the examination cell along with their 'Student Attendance Form
3. Duplicate Hall Ticket	3.1 The duplicate hall ticket should be issued if the existing admit card is lost / damaged / forgotten during examination only after checking the eligibility and college ID
	3.2 The student should fill a form, with an application and submit it to exam cell along with the duplicate hall ticket fee

Key Outputs	▪ List of students that have received hall ticket ▪ List of hall tickets not issued along with the reasons ▪ List of duplicate hall tickets issued
KPIs	▪ Zero errors in printing the hall tickets ▪ Zero reporting of errors by students ▪ Adherence to timelines for issue of hall tickets

5.9: SUB PROCESS – EXAMINATION CONDUCTION	
Key Objectives	▪ Ensure smooth conduction of examination ▪ All the incidents during the examination are recorded properly ▪ No use of unfair mean is done by the student

Key Inputs	▪ Seating Plan ▪ Schedule of examination

PROCESS DESCRIPTION	

Key Activities	Description
1. Invigilators Attendance Marking	1.1 The invigilators are required to marks attendance <mark>on the Invigilator's diary for each subject/branch/course wise students of their allotted rooms</mark>
	1.2 In case any invigilator is unable to attend his invigilation duty due to emergency he must give make an alternative arrangement or , a substitute for him/her should be appointed by CC immediately. The matter of absence should be reported to the Principal
2. Stationary Distribution to Invigilators	2.1 The invigilators should be given packed bundle of answer sheets, Student Attendance form, Invigilator's diary and seating arrangement, 15 minutes before the examination. The Jr supervisors after collecting the material, should go to the classroom and make arrangements
3. Question Paper Distribution	3.1 The question paper should be downloaded from University website and printout and required no. of Photocopies must be taken half an hour before the commencement of the exam. The SS,CC and Exam I/Cmust be present in the designated room for this work .
	3.2 The questions papers should be put in the envelopes according to seating arrangements and delivered to the classrooms by the CC/Sr. Supervisor (SS)
	3.3 Signatures of 2 students are to be recorded for proof purpose before opening these sealed packets in the classroom.
	3.4 The questions papers should be distributed to the students only after the bell is rung to indicate the start of the examination shift
4. Student's Attendance Marking	4.1 The students should produce admit card during the examination. In case a student has not brought the admit card, he has to sign an undertaking and "No" is marked in the admit card column in student's attendance form
	4.2 The student's are required to mark their attendance on Student's Attendance form along with the answer sheet number and any supplementary sheet, if taken
5. Question Paper Discrepancy Handling	5.1 In case, a student feels discrepancy in the question paper, he can report to invigilator. The invigilator should contact CC and in turnCC should contact Exam In chargewho has the original manuscript. The clarifications, if any, should be provided to the students
6. Handling use of Unfair Means	6.1 In case any student is found using unfair means for the examination, he is required to fill an undertaking that he has been caught using unfair means for the examination
	6.2 In case the student refuses to fill the undertaking, the invigilator has the right to take the answer sheet and ask the student to leave.
	6.3 Flying squad appointed by the Principal should also be taking rounds to restrict the use of unfair means during the examination
	6.4 The punishment for the unfair means should be referred to the Exam

PROCESS DESCRIPTION	
Key Activities	**Description**
	Cell / Disciplinary committee
7. Answer sheet collection	7.1 The students' answer sheet should be collected only after bell is rung to indicate the end of examination shift
	7.2 The answer sheets should be collected in reverse order of how they were distributed. The answer sheet should be counted and recorded by the invigilator.
	7.3 The answer sheets should be collected by the invigilator and arranged in sequence of roll numbers. The last written page of the answer sheet should be signed by the invigilator.
	7.4 The invigilator should check for Student's attendance, answer sheets and supplementary sheets and record them in invigilator's diary

Key Outputs	- Answer sheets of the students - Number of students attending the examination - Number of students caught using unfair means for the examination - Filled Students attendance form and invigilator's diary - Number of invigilators present /absent
KPIs	100% attendance of the invigilators - No shortage of question paper, answer sheets and supplementary sheets in the examination hall

5D. PROCESS: THEORY PAPER EVALUATION

PRE-REQUISITES	
1.	- Appointment of CAP in-charge by Principal/Exam In-charge - The schedule for the evaluation work as mentioned in the academic calendar
2.	The exam committee is constituted at the beginning of academic session

5.10: SUB PROCESS – PANEL SELECTION (EVALUATION & MODERATION)	
Key Objectives	Appoint Panel for evaluation and moderation
Key Inputs	- Panel is appointed for evaluation of answer books - The criteria for panel selection(Decided by the Academic council)

PROCESS DESCRIPTION	
Key Activities	**Description**
1. Exam cell Meeting	1.1 The meeting HODs/Principal and Exam In-charge should be convened to decide on the panel of evaluators / moderatorsat least15 days in advance
	1.2 CAP In-charge should be appointed
	1.3 Two Assistant Professors should be appointed for entering marks in

PROCESS DESCRIPTION	
Key Activities	**Description**
	institute database
2. List Compilation& Finalization	2.1 The exam cell should compile prospective list of evaluators / moderators. The format of the list should be in the form a. Name of Evaluator / Moderator b. Semester / Branch / Subject / Section c. Number of papers to be evaluated d. Minimum number of papers (30) to be checked per day
	2.2 The answer books shouldbe evaluated by the subject expert
	2.3 The external faculty could be invited to be part of the panel of evaluators / moderators
	2.4 Only Senior / External faculty should moderateanswer books
	2.5 The final panel list of evaluators should be in the form of Faculty Name / Internal or External / Semester / Subject/date etc as per VIT format
	2.6 In case an external faculty is to be invited, buffer names should be mentioned to act as substitutes in case external is not available for paper evaluation
	2.7 In case the institute does not have the concerned subject teacher, it may invite external experienced faculty for same
3. List Communication	3.1 The list of the evaluators& moderators should be communicated to the CAP in-charge
	3.2 The CAP In-charge should call up the evaluators 15 days before the commencement of examination. The SMS should also be sent
	3.3 The confirmation should be received from external evaluators / moderators within 5 working days
	3.3 In case of denial / confirmation not received from external faculty, buffer list should be contacted
	3.4 It is mandatory for internal faculty to accept invitation, if invited. In case of emergency, prior approval from the Principal is required
	3.5 The final approvals for the panel should be sought before the commencement of examination

Key Outputs	▪ The list of faculty to be on panel of evaluators / moderators
KPIs	▪ Adherence to the timelines for the panel selection ▪ Zero error in sending invites to the internal/external faculty

5.11: SUB PROCESS – EVALUATION PREPARATION	
Key Objectives	▪ Ensure that the students' name remain confidential during evaluation / moderation work ▪ The records of the evaluation work are maintained in a proper way
Key Inputs	▪ List of Evaluator (Semester wise/ Branch wise/ Subject wise/

	Section wise) should be available with CAP In-charge
	▪ Number of answer books collected after conduction of examination

PROCESS DESCRIPTION	

Key Activities	**Description**
1. Schedule Preparation	1.1 The CAPin-charge should prepare schedule for evaluation and moderation work for proper coordination of work

	1.2 The schedule should be under following guidelines
	  a. The evaluation work should start not later than the following day of the completion of theory examination
	  b. The evaluators/moderators should complete atleast 30 papers in a day
	  c. The moderation work should start immediately after paper has been assessed
	  d. The entry of revised marks should happen on the same day of finish of moderation work

	1.3 The schedule should be approved by the Principal
	1.4 Once approved, the schedule should be circulated to HOD/Principal and Exam In-charge and joint CAP In-charge appointed by University
2. Evaluation Centre Arrangements	2.1 The evaluation work can be performed only within the CAP premise of the Institute
	2.2 The entire evaluation work should be performed under the supervision of CAP In-charge and Examination cell

	2.3 The CAP In-charge centre should be assisted by
	  a. Security Officer – responsible for security on CAP premise
	  b. CAP staff – Responsible for checking the total marks and
	  c. 2 Assistant Professors – Responsible for entering the marks ,validating the same and maintaining the confidentiality

3 Packing & Labeling	3.1 The records that should be used for evaluation work are:
	  a. Bundle Receipt Sheet – To record receipt of bundles from centre
	  b. Marks Entry Sheet – To record the students marks
	  c. Bundle Issue Sheet – To maintain record of bundles issued
	  d. Bundle Covering Sheet – To label the bundles

	3.2 The answer sheets should be masked and packed by Chief conductor

	3.3 The bundles should be labeled with the bundle covering sheet with fields as
	  a. Semester/ Branch
	  b. Subject
	  c. Section
	  d. Number of Answer books with Roll no sequence
	  e. Name & Signature of Evaluator / Moderator

	3.4 The bundles should have filled covering sheet pasted on them. Also

PROCESS DESCRIPTION	
Key Activities	**Description**

	the details of each bundle should be recorded in bundle receipt record
	   a. Semester
	   b. Branch
	   c. Subject
	   d. Section
	   e. Date of Exam
	   f. Bundle Number
	   g. Name of Evaluator/Moderator
	   h. No of answer sheets

	3.5 A copy of question paper should be present along with the answer sheets in the bundle
	3.6 The labels on the bundles and the records should be reconciled by a member of exam cell before packing the bundles
	3.7 The packing & labeling work should be performed by the exam cell parallel to the examination conduction
	3.8 The bundles must be kept back in the store room under supervision of Chief Conductor/Exam In-charge/CAP In-charge

Key Outputs	▪ Bundle receipt record containing details of bundles for evaluation
KPIs	▪ Adherence to timelines for arrangements and packing sheets ▪ Zero error in labeling and recording the bundles

5.12: SUB PROCESS – EVALUATION WORK	
Key Objectives	▪ Ensure that evaluation work is complete on time ▪ Monitor the progress of evaluation work
Key Inputs	▪ Model solution

PROCESS DESCRIPTION	
Key Activities	**Description**
1. Faculty Registration	1.1 The evaluators have to report at the time and place mentioned on the invitation letter
	1.2 The absence of internal faculty should be escalated to the Principal
2. Issuing of Bundles	2.1 I-cards to be issued to the external evaluators.
	2.2 The bundles should be issued to the evaluators only after filling details on the 'Bundle Issue Sheet'
3. On Spot Evaluation	3.1 Any discrepancy in the answer sheet should be reported to the CAP in –charge
	3.2 In case a bundle is in-complete, it should be returned back
	3.3 At least one bundle should be issued by the evaluator to mark his

PROCESS DESCRIPTION

Key Activities	Description
	attendance for the day
	3.4 The evaluator should be given flexibility to schedule his work so as to complete 30 papers per day.
	3.5 In case of delay, the matter should be reported by CAP In-charge to the Principal.
4. Bundle Submission	4.1 The answer sheets should be submitted to the CAP In-charge
	4.2 The evaluator after correction of the answer books should enter the marks into the exam MIS
	4.3 The bundles of the evaluated answer sheets submitted should have the hard copy of the marks along with the answer book and signature of the answer sheet evaluator
	4.4 The CAP In-charge should count the number of answer sheets and put his signature on the bundle issue sheet
5. Answer Sheet Scrutiny	5.1 The CAP staff should check for ○ The marks given for each question is not more than maximum marks for the question ○ The number of sections considered for marking are as per rules ○ The totaling in marks is correct ○ Any other discrepancy
	5.2 Any discrepancy during scrutiny should be reported to CAP in-charge and corrections should be made in the answer sheet
6. Reporting	6.1 Daily evaluation progress report should be prepared by CAP In-charge and submitted to the Principal with a copy to exam In-charge a. % Evaluation Complete b. % Moderation Complete c. Evaluators / Moderators absent

Key Outputs	▪ The bundle issue sheet containing details of bundles issued and submitted ▪ Daily reports on the progress on evaluation work ▪ Evaluated answer sheets
KPIs	▪ Adherence to timelines for the evaluation work ▪ % evaluation work completed till the due date ▪ % Faculty present for evaluation ▪ Zero error is marking the bundle issue sheets

5.13: SUB PROCESS – MODERATION WORK

Key Objectives	▪ Ensure that the answer sheets evaluation process is fair ▪ Reduce probability of errors in evaluation of answer sheets
Key Inputs	▪ List of students appeared for the examination

	▪ The marks list of the students

PROCESS DESCRIPTION

Key Activities	Description

1. Moderation Work	1.1 The moderation work should be performed as per the timelines decided by CAP In-charge (Refer: Sub-Process 8.14)
	
	 The criteria for selecting sheets for the moderation should be
	
	        a. 0-29 marks (No Moderation)
	        b. 30- 39 marks (All Moderation)
	        c. 40-69 (5% moderation)
	        d. 70-100 (Full Moderation)

	1.2 All the recording for moderation work should be made in "Mark sheet"
	1.3 A copy of "this mark sheet" should be sent to CAP In-charge
	1.4 3.3 Any change in the marks during moderation should be entered into the system by the APs
2. Answer Sheet Storage	2.1 The answer books and the mark sheetsmust be in custody of the CAP In-charge
3. Evaluator Remuneration	3.1 The attendance sheet of evaluation centre should be maintained by CAP In-charge
	3.2 The remuneration bill as per University norms should be prepared by CAP In-charge for both internal and external examiner
	3.3 The remuneration should be sent to the Accounts section by CAP In-charge for the payout

Key Outputs	▪ Moderated answer sheet ▪ Revised marks as per moderation
KPIs	▪ Zero error in the answer sheet moderation ▪ Adherence to the timelines of moderation process

5.14: SUB PROCESS – MARKS ENTRY

Key Objectives	▪ Ensure there is no mistake in addition of marks
Key Inputs	▪ Question wise marks in answer sheets ▪ Total marks on the answer sheets

PROCESS DESCRIPTION

Key Activities	Description
1. Reconciliation	1.1 The reconciliation work for the bundles should be performed to ensure that all the bundles have been received by the CAP In-charge
	1.2 The answer sheets should be checked for totaling by the CAP Staff

PROCESS DESCRIPTION

Key Activities	Description
	1.3 The bundle issue list should be checked for the submission signatures and verified with the count and bundle number
2. Marks Compilation	2.1 The marks should be entered into the system by the APs against the Roll numbers
	2.2 The marks should be reconciled by the another person in the exam cell to ensure no error occurs in entering the marks
	2.3 The entry of marks should be completed within 10 days of completion of the semester examination
3. Answer Sheet Dispatch	3.1 Once the marks are entered into the system by the APs, the mark sheets should bereturned back to the CAP In-charge

Key Outputs	▪ Subject wise marks of the students for theory semester examination
KPIs	▪ % of answer sheets with incorrect totaling ▪ Adherence to timelines for completing the marks entry

5E. PROCESS: RESULT PREPARATION

PRE-REQUISITES

1.	▪ The Theory Examination Conduction & Evaluation work is complete
2.	▪ The Practical Examination & Internal Assessment of Students is complete
3.	▪ Tabulation committee should be appointed by Principal

5.15: SUB PROCESS – RESULT PREPARATION

Key Objectives	▪ Preparation of error free results
Key Inputs	▪ The internal assessment marks obtained by the students ▪ The theory and practical examination marks obtained by the students ▪ List of Students appeared for the examination (Semester wise / Branch wise / Subject Wise

PROCESS DESCRIPTION

Key Activities	Description
1. Marks Compilation	1.1 The Component wise marks of all the examination (Theory, Term Work, Oral, Practical etc) should be entered exam database
	1.2 The CAP In-charge should ensure that all marks are entered before taking rough draft of the result. Any discrepancy should be addressed immediately.
2. Marks are verified	2.1 The draft of result is verified with marks on answer books and marks on the mark sheet
	2.2 Any discrepancy should be reported to CAP In-charge or Exam In-

PROCESS DESCRIPTION	
Key Activities	**Description**
	charge
3.	3.1 After verification the institute should print 2 Gazette copies. Exam Cell and CAP staff should verify the gazette for correctness of marks.
	3.2 Both the copies are sent to University for verification and approval.
	3.3 Post approval , the results are declared on same day on the college notice board and scanned copy is uploaded on Vidyalankar Live
4. Mark sheet printing	4.1 The mark sheets should be printed by the Exam Cell within 4 days of result declaration

Key Outputs	▪ Subject wise marks of the students
KPIs	▪ Zero error in marks compilation

5F. PROCESS:RE-EVALUATION AND BACKLOG CLEARANCE

PRE-REQUISITES	
1.	▪ Result should be declared

5.16: SUB PROCESS – REVALUATION & CLEARANCE	
Key Objectives	▪ Register student for the re-evaluation
Key Inputs	▪ Examination Attendance of the student for previous semesters ▪ Examination results of the student for previous semesters ▪ Rules for revaluation as per ordinance

PROCESS DESCRIPTION	
Key Activities	**Description**
1. Re-evaluation of answer sheets	1.1 The students can apply for revaluation/Xerox copies of answer sheets within 15 days of declaration of results if not satisfied with their results. The revaluation form is available with the exam cell.
	1.2 The filled form needs to be submitted at the exam cell along with the mark sheet and requisite fees
	1.3 The exam cell should prepare a list of "revaluation forms received with semester / subject / branch (stating University /Institute share in Fees) and send it to the Accounts.
	1.4 The Accounts section will prepare cheque and submit it to University
	1.5 The Exam In-charge should get the Xerox copies of answer sheets as per the list given.
	1.6 The Xerox copy of the answer sheet should begiven to students within 15 days of application. In case no discrepancy is seen nothing is done. In case of discrepancy, the student can apply forre-evaluation within 5 days of getting the Xerox copies. Besides student

PROCESS DESCRIPTION	
Key Activities	**Description**
	can apply for revaluation within stipulated timelines
	1.7 The exam In-charge should send the answer sheets to exam cell of other Institutes who should re evaluate the answer sheet.
	1.8 The re evaluated answer sheets with revised marks should be submitted back to the institute
	1.9 The exam cell should enter the revised marks in the database
	1.10 Mark-sheet should be printed and given to the student
	1.11 The necessary changes should be made to gazette and revised result should be displayed (Refer process ** for details)
2. Backlog Paper Form Filling	2.1 The students not able to clear examination should re-appear for the KT examination after 6 months
	2.2 The student should fill KT formas per the institute's schedule and as per University guidelines (usually within week from declaration of result)
	2.3 The following details should be mentioned in the examination form o Students Name o Branch / Semester o Subjects for examination (Passed and appearing for)
	2.4 The attested marks sheet along with the requisite fees needs to be submitted
3 Validation by Students Section (As per "Allowed to Keep Time")	3.1 The exam cell should validate the forms for all the details and enter the list of submitted forms into the system with the roll numbers
4 Validation by Examination Section	4.1 The validated forms by the exam cell should be sent to University
	4.2 The ATKT examination should be conducted University rules and regulations and timelines

Key Outputs	▪ List of students appearing for the KT examination
KPIs	▪ Adherence to timelines for registration, validation and conduct of KT examination as per University

Report usage limitations

This report is intended solely for the information and use of the management of VIT and is not intended to be and should not be used by anyone other than these specified parties. Ernst & Young therefore assumes no responsibility to any user of the report other than VIT Management. Any other persons who choose to rely on our report do so entirely at their own risk.

Limitations of procedures

As it is practically not possible to study all aspects of a process in its entirety thoroughly during the limited time period of a review, based on our methodology for conducting the exercise, we conducted a review of the process and held discussions with the process owners and other key people in the process during the planning stage of audit which helped us in identifying specific areas where control weaknesses & process gaps may exist, opportunities for process improvement and/or cost reduction/revenue enhancement. Our subsequent test work, study of issues in detail and developing action plans are directed towards the issues identified. Consequently this report may not necessarily comment on all the function / process relatedmatters perceived as important by the management.

The issues identified and proposed action plans in this report are based on our discussions with the people engaged in the process, review of relevant documents/records and our physical observation of the activities in the process. We made specific efforts to verify the accuracy and authenticity of the information gathered only in those cases where it was felt necessary. The work carried out and the analysis thereof is based on the interviews with the personnel and the records provided by them.

The identification of the issues in the report is mainly based on the review of records, sample verification of documents / transactions and physical observation of the events. As the basis of sample selection is purely judgmental in view of the time available, the outcome of the analysis may not be exhaustive and representing all possibilities, though we have taken reasonable care to cover the major eventualities.

VIT Vidyalankar Institute of Technology	*FYPQA-Project Audit and Monitoring Form 1 20__-20__*

1. Project Group details:

Name of the Guide		Project id	

Project Title:		
Sr. No.	**Roll No.**	**Name of the Student(s)**

2. Project details:

2.1 Problem definition

2.2 List of reference papers

2.3 Analysis
 <Include system diagram, use cases, class diagram, DFD, ER, etc.. models to illustrate the working of project>

"Please refer to Point 3 on next page which is to be filled by the panel members"

(To be filled by panel members)

3. Project Monitoring report:

3.1 Literature survey details:

Number of papers surveyed: _____

Number of papers relevant to project (references): _____

Feedback on papers referred (tick whichever applicable)

Excellent (A)	Good (B)	Sufficient (C)	Not Sufficient (Repeat Review)

Percentage of Work Done (Considering entire project as 100%) : _____

3.2 Overall Comments by Guide and Expert regarding Abstract, Problem Definition and Analysis:

Comments by Guide :

Comments by Expert Panel :

4. Individual member monitoring report:

Roll Number	Excellent	Good	Sufficient	Not Sufficient

Project Guide   **Expert1 (Name and Signature)**   **Expert 2(Name and Signature)**

Project Guide   **Expert1 (Name and Signature)**   **Expert 2(Name and Signature)**

Date :

1. Project Group details:

Name of the Guide		Project id	

Project Title:		
Sr. No.	**Roll No.**	**Name of the Student(s)**

2. Project details:

2.1 Abstract:

2.1 Problem definition:

2.2 Literature Survey: <Only mention list of relevant cited papers/ reports and web sites>

2.3   Analysis

2.4 Design

- **Attach separate sheets for Point 2.**
- **Please refer to Point 3 on next page which is to be filled by the panel members**
- **Point 3 must be printed as a separate page (last page)**

(To be filled by panel members)

3. Project Monitoring report:

3.1 Overall Feedback (tick whichever applicable)

Excellent (A)	Good (B)	Sufficient (C)	Not Sufficient (Repeat Review)

Percentage of Work Done (Considering entire project as 100%) : _____

3.2 Overall Comments by Guide and Expert regarding Abstract, Problem Definition and Analysis:

Comments by Guide :

Comments by Expert Panel :

4. Individual member monitoring report:

Roll Number	Excellent	Good	Sufficient	Not Sufficient

Project Guide   **Expert1 (Name and Signature)**   **Expert 2(Name and Signature)**

Date :

1. Project Group details:

Name of the Guide		Project id	

Project Title:		
Sr. No.	**Roll No.**	**Name of the Student(s)**

2. Project Status:

Brief Description of Implementation done:

Planned Work :

Attach separate sheet (if required).

(To be filled by panel members)

3. Project Monitoring report:

3.1 Overall Feedback (tick whichever applicable)

Excellent (A)	Good (B)	Sufficient (C)	Not Sufficient (Repeat Review)

Percentage of Work Done (Considering entire project as 100%) : _____

3.2   Overall Comments by Guide and Expert regarding Abstract, Problem Definition and Analysis:

Comments by Guide :

Comments by Expert Panel :

4. Individual member monitoring report:

Roll Number	Excellent	Good	Sufficient	Not Sufficient

Project Guide   **Expert1 (Name and Signature)**   **Expert 2(Name and Signature)**

Date :

1. Project Group details:

Name of the Guide		Project id	

Project Title:		
Sr. No.	**Roll No.**	**Name of the Student(s)**

2. Project Status:

Brief Description of Implementation done:

Planned Work :

Attach separate sheet (if required).

(To be filled by panel members)

3. Project Monitoring report:

3.1 Overall Feedback (tick whichever applicable)

Excellent (A)	Good (B)	Sufficient (C)	Not Sufficient (Repeat Review)

Percentage of Work Done (Considering entire project as 100%) : _____

3.2   Overall Comments by Guide and Expert regarding Abstract, Problem Definition and Analysis:

Comments by Guide :

Comments by Expert Panel :

4. Individual member monitoring report:

Roll Number	Excellent	Good	Sufficient	Not Sufficient

Project Guide   **Expert1 (Name and Signature)**   **Expert 2(Name and Signature)**

Details to be filled by project guides for each group

1. **Project Guide: _____**

2. **Project Title: _____**

3. **Project Group code:_____**

4. **Project Group Members <Roll No - Name>:**

   a. **_____**

   b. **_____**

   c. **_____**

   d. **_____**

5. **Project Meeting Schedule: <Weekday, Time and Venue>**

6. **Project Category: <Theoretical Study / Survey / Applied / Other, Specify>**

7. **Project Approach: <New Concept / Newer Approach for existing concept / Other, Specify>**

8. **Inhouse/External: <Inhouse / External, specify external agency with its**

   role>

9. **Project Usefulness:**

10. **Social Impact:**

11. **Project display: <Do you plan to display/present the project to any**

   external agencies?>

12.Project Productization: <Do you wish/think that the project can be converted as a product?>

13.Project Objective:

14.Resources Needed:

15.Resources Availability:

16. **Project Methodology: <Give details about technology / platform being used with relevance / justification>**

17. **Project Cost:**

18. **Funding Agency:**

19. **Literature Survey Plan: <Give details along with external agencies / organisations / experts / locations you plan to meet/visit with respect to project work>**

20.International Connect: <Give details, if any>

21.Project Planning: <Give activity plan indicating activities on time (days of

months) scale>

22.Project end date: <Deadline: 30th January 2018>

Vidyalankar Institute of Technology

Standard Operating Procedure Development

Module: UG Final Year Projects

Version 1: March 2012
Version 2: March 2017(Current Version)
Version 3: To be updated in March 2019

Table of Contents

6. PROCESS: UG FINAL YEAR PROJECTS

Key Outputs	▪ Successful and timely completion of Final Year Project activities in UG
KPIs	▪ No of Commercial products both in-house and out-house ▪ No. of projects displayed to external agencies ▪ No. of project related achievements

6.1: SUB PROCESS – ORIENTATION PROGRAM

Key Objectives	▪ To ensure Third Year Students understand the UG Final Year Project Processes ▪ To make Students and Guides aware about the Department Goals for upcoming Final Year Projects ▪ To ensure the Project Guides know their roles and responsibilities
Key Inputs	▪ Department Project Domains and Themes ▪ Faculty Area of Specialization ▪ Pool of Project Ideas ▪ Timeline Chart/ Roadmap

PROCESS DESCRIPTION

Key Activities	Description
1. Definition of Department Goals	1.1 Brainstorming with all Project Guides in the Department to define the Domains in which all projects must be aligned
	1.2 Theme(s) on which Projects will be based should be finalized
	1.3 In the brainstorming sessions, following points need to be assessed • Objectives and quantitative measures of the Department to improve Project Quality • Percentage of projects to be approved per Domain • Department budget for Project Activities and Project Lab • Percentage of out-house projects targeted • Inviting Industry Mentor for Project ideas/ inputs to improve quality
	1.4 The Organogram of FYPQA Committee (Department Level) and allocation of roles to Project Coordinators is defined by the HOD
2. Collection of Pre-Project Data From Guides	2.1 The Project Guides must furnish following data to their respective Project-Coordinators • Area of Specialization/ Interest • Project Ideas
3. Orientation Program	3.1 Division-wise Orientation program is scheduled by Project Co-ordinator
	3.2 Presentation to Third Year Students with following agendas are given • Need for Orientation • Introduction of FYPQA Committee • Roadmap for Academic Year Project Activities

PROCESS DESCRIPTION	
Key Activities	**Description**
	• Department Policy • Communication Medium • Introduction to Project Guides • Department Project Domains & Theme • Faculty Areas of Specializations • Project Ideas

Key Outputs	▪ Third Year Students understand the UG Final Year Project Processes ▪ Vision of Department for Project related activities
KPIs	▪ Targeted project domains and percentage of out-house projects

6.2: SUB PROCESS – PROJECT GUIDE ALLOCATION

Key Objectives	▪ To allocate Project Guide to Project Groups
Key Inputs	▪ Student Groups formed ▪ Student Project Domain Preference ▪ Faculty Area of Specialization/ Interest

PROCESS DESCRIPTION	
Key Activities	**Description**
1. Collection of Pre-Guide allocation Data from Students	1.1 After the Orientation Program, students should submit a Groups form containing the following details • Group members (No cross division members are allowed) • Domain preference Rating (Domains will be aligned as per Department Project Domains only) • Theme preference if any • Guide preference if any
2. Guide Allocation Activity	2.1 Mapping of Guide area of specialization/ interest and Domain preference submitted by students should take place 2.2 The HOD must define the maximum number of projects a Guide can adopt 2.3 Student Groups and their respective Guides should be finalized 2.4 Highlighting areas/ domains/ themes where Department lacks expertise and suggesting measures to bridge that gap

Key Outputs	▪ List of Student Project Groups and their Project Guides
KPIs	▪ Every student has a group ▪ Every project group has a Guide ▪ No Project Guide exceeds the maximum number of projects allowed

6.3: SUB PROCESS – PROJECT APPROVAL PROCESS	
Key Objectives	▪ To approve Project Ideas/ Titles
Key Inputs	▪ Pool of Project Ideas ▪ In case of out-house projects, a letter of intent permitting a project group to work in their premises on their project idea

PROCESS DESCRIPTION	
Key Activities	**Description**
1. Pre-Approval Process	1.1 Project Groups and Guides should collaborate and come up with as many Project Ideas as possible and preliminary feasibility should be checked by the Guide itself 1.2 This process can be re-iterated till three best project ides are decided upon 1.3 An Expert panel of Faculties within the Department should be setup to monitor the progress of Project Approval Process. It is their responsibility to provide constructive feedback to Project Groups and Guides for enhancing project quality. 1.4 Project Approval Form consisting of below information must be made ready • Project Groups, Guide and Project Title • Status of Acceptance/ Rejection of Project Idea • Abstract • Domain of the Project • In-house/ Out-house (If Out-house then details of organization and Letter of Intent required) • References • Feedback/ Review from Expert Panel 1.5 Schedule of division-wise Project Approval Process should be displayed along with members in the Expert Panel
2. Approval Day	2.1 Project Groups present their ideas in front of Expert panel and their Project Guide 2.2 Project Approval Form should be submitted 2.3 Based on the complexity, novelty, feasibility and usefulness of the project idea, the idea is either accepted or rejected • If project idea is accepted, then project title is fixed and respective guide is informed • If project idea is rejected, then an iterative cycle starts until an Idea is accepted

Key Outputs	▪ Finalized Project Titles ▪ List of in-house and out-house projects and its percentage ▪ Percentage of Project Ideas in different Project Domains
KPIs	▪ Every Project Group has a do-able Project Idea

6.4: SUB PROCESS – MONITORING PROGRESS OF PROJECTS	
Key Objectives	▪ To track and monitor progress of completion of each Final Year Project ▪ To track non-compliance and delays in project activities and lay down procedures to

	bring them back on track
	▪ To adhere to Quality Standards defined by the Department Policy
Key Inputs	▪ Review Forms
	▪ Weekly Report of Attendance to Project Guides

PROCESS DESCRIPTION

Key Activities	Description
1. Continuously Monitoring Project Progress by Guides	1.1 Project Day allocated in Student Timetable 1.2 Guide to decide dedicated Meeting time for project activities on said Project Day for respective divisions 1.3 Weekly attendance to Guide for discussing completed tasks and understanding the action to be taken for next week. This is an iterative process. 1.4 Guide should evaluate each student in the group individually based on their contribution to the Project for that week. This is an iterative process.
2. Monthly Reviews	2.1 Schedule of Monthly Reviews should be done division-wise on respective Project Days 2.2 Expert panel members should be nominated to validate project group presentations and to provide valuable suggestions/ improvements 2.3 Expert panel should evaluate groups based on parameters as defined by Departmental Policy
3. Handling Non-compliances	3.1 Delayed, challenged projects should be identified during monthly reviews 3.2 Defaulter list should be displayed 3.3 Counseling to be provided to Project Groups as well as Project Guides after thorough root cause analysis

Key Outputs	▪ Successful Completion of Final Year Projects
	▪ Publication of Paper
KPIs	▪ Improvement in quality of Projects
	▪ Achieving 100% project completion status for all projects