



**GURU NANAK INSTITUTE OF PHARMACEUTICAL
SCIENCE AND TECHNOLOGY
(GNIPST)**

A JIS Group Educational Initiative

157/F, Nilgunj Road, Sodepur, Kolkata – 700114, West Bengal

Approved by PCI | Accredited by NAAC & NBA | Affiliated to MAKAUT, Kolkata

EXAMINATION SOP

ACCURATE. TRANSPARENT. ON TIME.

Standard Operating Procedures governing the conduct, administration and management of examinations at GNIPST

An Institutional Policy Document

Document Title	Examination SOP
Applicable To	All faculty, staff, students and examination personnel involved in examination processes at GNIPST
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1.INTRODUCTION

Preamble:

Guru Nanak Institute of Pharmaceutical Science and Technology is one of the pioneer pharmacy colleges in the state of West Bengal which is accredited by NAAC and NBA. The Institute was established in 2005 under WBUT (presently MAKAUT). Presently, it runs B. Pharm and 3 PG programs in Pharmaceutics, Pharmaceutical Chemistry and Pharmacology. The Academic Committee for this institute has been constituted as per the UGC guidelines and as per MAKAUT to decide upon academic policies and academic activities from time to time.

Proposed Board of Examination

Guru Nanak Institute of Pharmaceutical Science and Technology is a Pharmacy institution affiliated to Maulana Abul Kalam Azad University of Technology (MAKAUT). It follows its own exam rules and regulations prepared by the Board of Examination. The Board of Examination shall have the final authority in matters concerning examinations. The Board of Examination shall have the following members.

- Principal (Chief Controller).
- Controller of Examination (COE, Convener-cum-Member Secretary).
- Registrar.
- HODs of all Departments.
- Two Faculty Members

Proposed Examination Committee

To conduct the end semester examinations, to conduct and monitor the slot tests and to monitor the evaluation of students including continuous evaluation and internal assessment, an Examination Committee shall be formed by the Principal before the commencement of each Academic Session. There shall be one faculty member nominated from each department. They shall be nominated by the Principal in consultation with the HODs on a rotational basis for a term of 2 years. The Principal shall have the authority to discontinue a member in the middle of an academic session. In case of a mid-term vacancy of a nominated member, the newly nominated member shall serve for a full term of 2 years. No nominated member shall serve the committee for two consecutive terms. In addition to these members the Examination Committee shall have the following members.

- Principal (Chief Controller).
- Controller of Examination (Convener).
- Faculty Members

Proposed Examination Planning

UG Course (4 years):

Semester	Commence ment of Course	1 st Slot Test (CA1)	2 nd Slot Test (CA2)	3 rd Slot test (CA3)	4 th Slot test (CA4)	End semester Exam	Tentative Publication of Results
1	1 st wk. of August	2 nd wk. of September	2 nd wk. of September	2 nd wk. of October	2 nd wk. of November	1 st wk. December	1 st wk. February
2	1 st wk. of January	2 nd wk. of February	2 nd Week of March	2 nd wk. of April	2 nd wk. of May	4 th wk. of May	End of June
3	1 st wk. of July	2 nd wk. of August	2 nd wk. of September	2 nd wk. of October	2 nd wk. of November	1 st wk. December	1 st wk. February
4	1 st wk. of January	2 nd wk. of February	2 nd Week of March	2 nd wk. of April	2 nd wk. of May	4 th wk. of May	End of June
5	3 rd wk. of July	2 nd wk. of September	2 nd wk. of September	2 nd wk. of October	2 nd wk. of November	1 st wk. December	1 st wk. February
6	1 st wk. of January	2 nd wk. of February	2 nd Week of March	2 nd wk. of April	2 nd wk. of May	4 th wk. of May	End of June
7	3 rd wk. of July	2 nd wk. of September	2 nd wk. of September	2 nd wk. of October	2 nd wk. of November	1 st wk. December	1 st wk. February
8	1 st wk. of January	2 nd wk. of February	2 nd Week of March	2 nd wk. of April	2 nd wk. of May	3 rd wk. of May	Mid of June

PG Course (2 years):

Semester	Commence ment of Course	1 st Slot Test (CA1)	2 nd Slot Test (CA2)	3 rd Slot test (CA3)	4 th Slot test (CA4)	End semester Exam	Tentative Publication of Results
1	1 st wk. of August	2 nd wk. of September	2 nd wk. of September	2 nd wk. of October	2 nd wk. of November	1 st wk. December	1 st wk. February
2	1 st wk. of January	2 nd wk. of February	2 nd Week of March	2 nd wk. of April	2 nd wk. of May	4 th wk. of May	End of June
3	1 st wk. of July	2 nd wk. of August	2 nd wk. of September	2 nd wk. of October	2 nd wk. of November	1 st wk. December	1 st wk. February
4	1 st wk. of January	RESEARCH WORK				1 ST wk. of June	End of June

2. Activities of Examination cell

Sl. No.	Pre-Examination Activities
1	Student Basic Information (Regd. No, Name, Program Name, DOB, Aadhar, Gender etc.) imported to Exam portal.
2	Preparation of Subject Depository for all programs
3	Student Subject Registration Data imported to exam portal for all programs
4	Preparation of Examination Schedule (Internal & External) as per academic calendar
5	Ensuring answer script supply as per the student count
6	Identifying and sending communication to the question paper setters for preparation of question paper as per pattern
7	Moderation of question paper
8	Printing of question papers as per the student count.
9	Sealing the printed question paper as per the examination date in an envelope with all the details printed above it.
10	Keeping the sealed question paper in a safe custody in the strong room with CCTV surveillance.
11	Sending intimation to each of the campus Examination cell for collection of Answer script & question paper.
12	Appointing Centre Superintendent for each campus along with their role & responsibility

Sl. No.	Activities During Examination
1	Examination subject registration imported to EXAM PORTAL.
2	Examination Schedule imported to EXAM PORTAL.
3	Attendance record imported on daily basis to EXAM PORTAL once exam is over.
4	Barcoding / tagging is done for the received answer scripts
5	Generation of mark foils through EXAM PORTAL
6	Tearing out the student data to hide the identity after barcoding / tagging & keeping answer script ready for evaluation
7	The evaluator list is prepared combining internal & external faculties and advance intimation sent
9	Third-party scrutinizing of answer script is done after evaluation

Sl. No.	Post Examination Activities
1	Internal marks imported to exam portal.
2	External marks entered in exam portal.
3	Mismatch marks is cross checked & verified for further processing.
4	TR presented to Conducting Board for checking and approval
5	Recommendation of the board is incorporated to process the final results in exam portal.
6	Results are approved & published as per the academic calendar.
7	Rechecking requests, if any, received are processed.
8	Publish the rechecking result & scan copy / photocopy of the answer script is provided to the students on request with the applicable fee
9	Answer scripts are kept in store and proper order is maintained as per the rack code assigned.

Sl. No.	Certificates and related activities
1	Processing of result records for the graduating batches
2	The basic information & photographs are processed for student verification.
3	The semester / year wise subject sequence are assigned in exam portal.
4	The program wise credit requirement are set in exam portal for processing grade cards
5	The grade sheets are generated for all eligible students in exam portal once set criteria are matched.
6	The provisional certificates / degree certificates are also generated through exam portal for eligible students.
7	Printing of the grade sheets and provisional certificates
8	Grade sheets are scanned & kept in system for future reference & record.
9	The degree certificates are generated & printed prior to the convocation.
10	The Gold Medal, Merit & Rank list generated through exam portal.
11	Gold, Merit certificates are printed.
12	All certificates are scanned & kept in cloud for record.
13	All degree records & mark sheets are uploaded in NAD portal.
14	Student request for additional / duplicate certificates are processed.
15	Student verification as and when received are processed.
16	Result analysis are done as per the requirements.

Sl. No.	Activities concerning students
1	Issuing Provisional & Grade Sheet Certificate to student.
2	Both semester exam related query from students
3	Issuing Migration Certificate to students
4	Semester report card verification and approval
5	Issuing Re-checking & Re-checking photo copy to student.
6	Registering student complaint in complaint register book for quick service.
7	Announcement of Internal/Semester/Practical Backlog examination.
8	Announcement of Internal/Semester/Practical Backlog examination result/score sheet.
9	Smooth conduct of Semester and continuous assessments
10	Announcement for rechecking of the results.
11	Preparation of Admit card for Semester examination.
12	Guiding the students for Graduation certificate

Sl. No.	Activities concerning staff & faculty members
1	Internal and external mark entry query solved.
2	Dispatching and Receiving hard copy of Lab External & Internal lab mark.
3	Attending all the examination related queries.
4	Reminder emails regarding the last day of instruction, internal and external evaluation
5	Solution for all the exam portal related issues regarding marks

3. Standard Operating Procedure

a. Semester Examination

Examination cell
Student Subject Registration data extracted from portal.
Examination schedule prepared & shared to campus Examination cell for notification.
Question paper request mail & guidelines sent to selected faculties for setting up question papers
Printing, packing & sealing of question papers
Dispatch of answer-booklets and question papers
Examinations conducted as per schedule with quality check by Examination cell
Answer-books received at Examination cell
Answer-books evaluated by maintaining adequate confidentiality
Processing of result by integrating internal, external and practical marks
Presentation of raw result to the Conducting Board for approval
Publication of approved result by Examination cell
Result related grievances addressed within 7 days of receipt of the complaint
Subject registration data download
Practical external sheet preparation
Examination alert email is given by COE, Examinations.
Internal and External practical/project/workshop evaluation email to students and faculties
Internal and External practical/project/workshop evaluation with quality checking
COE, Examinations announces regarding the semester examination schedule to all students, schools and campuses with all the rules, regulations, criteria.
Checking the dues status of the students as shared by Accounts department
Entry of attendance status in portal
Entry of debarred list in portal
Admit card preparation and download
Preparation of invigilation schedule after collection of updated time table

Duty chart shared with all the faculty
Preparation of room allotment, sitting arrangement & room numbering
Examination File Arrangement: Answer booklet, Question papers, Temporary absence form, Malpractice form
Sitting arrangement for notice board and water arrangement before the examination
Opening of the question packet received from Examination cell in front of the Centre Superintendent
Dispatch of the examination files for the examination
Collection of Absent lists at the end of the examination each day
Soft copy entry for total students registered, present, absent
Packing data preparation
Packing of the answer booklets
Dispatch to for copy scanning

b. Internal Examination-Continuous assessment (CA)

Examination cell
Examination cell announces for the internal examination schedule as per the academic calendar
Subject registration data is shared to COE-examination for final verification
Question paper prepared and uploaded in the platform
Instant decision / trouble shooting, for issues encountered, if any during examination
Publication of internal scoresheet
COE Examinations announces regarding the Internal examination schedule to all students, schools and campuses with all the rules, regulations, criteria.
Subject registration data shared by COE Examinations
Dues status shared by COE Examinations
Conduction of online/offline examination
Proctoring during the examination
Maintaining the record of any unfair means observed by the proctors during the examination.

Sharing the Unfair means details with COE, Examinations
Sharing of internal scoresheet by Examination cell to all the students.
Preparation of duty chart after collection of updated time table from every department /school
Duty chart shared with all the faculty
Examination File Arrangement: Answer booklet, Question papers, Temporary absence form, Malpractice form
Sitting arrangement for notice board and water arrangement before the examination
Opening of the question packet received from Examination cell in front of the Centre Superintendent

c. Practical Backlog Examination

Examination cell
Opportunity given to students for appearing practical backlog examination (approved in BOS meeting)
Result processed and sent for the approval of Higher authority.
COE-examination announces for the practical backlog examination to all students indicating the rules, regulations, criteria and last date of online / offline registration.
Preparation of the registration list of students with all the details for verification
Examination cell shares the registration data with all the students for verification with a last date
Internal and External practical/project/workshop evaluation email to students and faculties
Conduct of Internal and External practical/project/workshop evaluation with quality checking
Signature sheet preparation for both internal and external evaluation
Mail to faculties and examination coordinators for collection of signature sheet and deposition of the same after evaluation within the specified time period.
Collection of the evaluation/signature sheets
Dispatch of the evaluation/signature sheets to Examination cell
Sharing of result by Examination cell to all the students.

d. Rechecking Results

Examination cell
Publication of result by Examination cell indicating the time limit for applying for re-checking
Retrieving answer-books of the students, applied for rechecking after receipt of list from the campus Examination cell
Masking of original marks
Re-evaluation of the answer-books by an expert other than the faculty who has actually evaluated the answer-script
Processing result and presenting the result to the grievance committee for approval
Publication of rechecking result. Xerox copies of the answer-books shared to the respective campuses as per received requests
Sharing of result by Examination cell to all the students with rechecking details.
Preparation of student list applied for rechecking
Rechecking list shared to Examination cell
Sharing of rechecking result by Examination cell to the registered students
Receiving the xerox copy of rechecking answer-books from Examination cell
Communication regarding the xerox copy by Examination cell to the registered students
Providing the hard copies to the students at the Examination cell

e. Transcripts and Certificates

Examination cell
Prepare the transcripts for all eligible students & intimate the same to campus exam cell for collection.
All the transcripts are scanned before issuing to the campus
Transcripts are uploaded in NAD-Digi locker portal after the Convocation each year
Transcript to be handed over by Registrar of the college.

4. Role and responsibilities

a. Controller of Examination

- i. Responsible for smooth conduct of internal as well as semester examination in GNIPST
- ii. Preparation and notifying examination schedules, arrangement for the timely issuance/provision of the examination material, instructing the supervisory staff and holding their meetings as and when required.
- iii. Postponement or cancellation of examination, in part or in whole, if needed for whatsoever reason, after approval of Vice Chancellor.
- iv. Appointments of unfair means committee with the prior approval of Vice Chancellor in relation to examination matters for carrying out investigation and convene meeting and issue notices thereof.
- v. Bringing into the notice of the Principal all cases of infringement of rules of examinations.
- vi. Responsible for timely publication of results
- vii. Maintaining over all examinations record of the students.
- viii. Issuance of transcripts and degrees to graduating students.
- ix. Ensuring and maintaining strict secrecy of all information regarding the examinations.
- x. Exercising such other powers and perform such other duties as may be prescribed or assigned by the Principal
- xi. Keep record of program-wise & batch wise results published with publication date.
- xii. Published results- import & consolidate with batch-wise program file
- xiii. Program, batch & semester wise students SGPA / CGPA record.
- xiv. Keeping record of grade-sheet & certificate issue date with hologram / certificate serial number.
- xv. Student wise backlog reports records.
- xvi. Co-ordinate with campus examination for any basic information required w.r.t student.

b. Deputy Controller of Examination and Assistant Controller of examination

1. Preparing Subject Depository
2. Monitoring the evaluation process followed in constituent campuses & quality check.
3. Monitor the central evaluation process
4. Publication & analysis of result
5. Addressing student's grievance on results.
6. Issue of mark sheets & provisional certificates.
7. Issue of Degree certificates.
8. Keeping student record of all results and retrieving the same as and when necessary
9. PhD/ Higher Studies related work.
10. Uploading the Degree Certificates & Mark Sheets on NAD portal.
11. Supporting Director (EXAMINATION) as and when required.
12. Subject & exam registration record compilation
13. Examination scheduling as per academic calendar.
14. Offline/Online internal exam activities
15. Internal & external mark compilation
16. Exam result processing
17. Presenting raw result to conducting board
18. Preparation of result sheet for publication

c. Officer in charge (OIC)

1. Receiving answer books in EXAM PORTAL as per attendance sheets
2. Tagging, Barcoding & Mark Foil generation of answer sheets.
3. Co-ordinating between examiners for smooth evaluation process.
4. Facilitation of scrutinizing the evaluated answer sheets.
5. Process the re-checking requests & scan / photocopy the rechecked answer sheet as required
6. Safe keeping of all evaluated answer sheets once evaluation is over

d. Examination Assistant (Finance)

1. Question paper setter payments records
2. Answer script evaluation & scrutinizer payments
3. Examination remuneration payments
4. Reconsolidation of bank statements.
5. Maintaining of bank & cash book registers of all transactions.
6. Maintaining all the receipt vouchers & other financial documents.

e. Office Assistant

1. Tagging, Barcoding & Mark Foil generation of answer sheets.
2. Assisting in question paper printing & packing.
3. Assisting in printing of grade-sheets & certificates.
4. formatting & printing of documents as and when necessary
5. Maintaining scanned copy of mark-sheets & degree certificates.
6. Maintaining data of transcript & certificate verification.
7. Maintaining and safekeeping of office files.
8. Any other work assigned as per requirement

f. Invigilators

1. Examination duty is compulsory. In case of emergency, alternative arrangement to be made.
2. Invigilators must report at the examination section half an hour before the commencement of examination to receive the examination related materials.
3. Invigilators must enter the examination hall 15 minutes before the scheduled time of examination.
4. Invigilators are required to implement the code of conduct for students during examination.
5. The Invigilators must ensure that no candidate shall carry any type of unauthorized material to the examination hall.
6. Invigilators are required to check that the students have occupied their respective seats according to seating plan.
7. No Candidates must be permitted in the examination hall without admit card. The answer script should be handed over to the candidate who possesses proper admit card only.
8. Invigilators should distribute the answer books to the students 10 minutes before the examination and ask them to fill all the details in the answer book.
9. After properly verifying the student's signature, student's registration number, subject, date etc. on the front cover page of the main answer booklet, the invigilator has to put his/her signature in the space provided there.
10. Invigilators should distribute the question paper to the students 5 minutes before the examination.

11. The Invigilator should be VIGILANT throughout the Examination period. She/he is required to move in the examination hall to prevent indiscipline / copying.
12. Invigilators or any other faculty members should not help any candidate in explaining the questions or giving any hints.
13. The invigilators are required to take attendance of the students after checking the admit card.
14. The invigilator must mark the absentee student with “ABSENT” (in Capital Letters) against his/her name.
15. The counts of student present and student absent in each signature sheet should be recorded and signed by invigilator(s).
16. No student should be allowed to go with question paper to toilet. No more than one student should be allowed to leave for toilet at any time. One can go to toilet at best twice during a sitting of examination.
17. No student should be allowed to enter the examination hall after 15 minutes of commencement of examination. No student should be allowed to leave the hall before one hour. A student leaving after one hour must submit his/her question paper and answer book to the invigilator.
18. Invigilators must prevent unfair means adopted by students, if any, and are required to report cases to the Centre Superintendent separately without any discrimination.
19. It is the primary duty of the Invigilator to ensure the fair conduct of Examinations. Noncompliance shall attract disciplinary action.
20. The Invigilator should announce the time at each hour and at the last half an hour.
21. No Candidate should be permitted to write anything on the Answer Script after the completion of the Examination time.
22. After the completion of examination, the invigilators must arrange the answer books serially according to the roll numbers supplied in the signature sheet and submit them to the examination section along with the signature sheet, remaining question paper and stationary kits.

g. Instruction to the candidates

1. Candidates are required to produce the Admit Card/ Hall Ticket and Registration Certificate during examination.
2. Carefully read the instructions given below and at the top of the question paper before answering.
3. The answer booklet is of 32 pages (including the cover page). Before writing any information on the top page, check the answer booklet. You can change the booklet if it is found to be defective.
4. Write all the information in the space provided and darken the circles on the answer booklet.
5. Do not write your name or put any special mark in the answer booklet (except where they are needed) that may disclose your identity.
6. Any violation in this regard may cause disqualification.
7. While signing the attendance sheet, enter the booklet's number in the space provided.
8. Do not forget to write the corresponding question number while answering. Write on both sides of the pages in the answer booklet.
9. Any Candidate found copying, helping others in any unfair means and indulging in improper behavior towards official that may disturb others in examination hall will be subject to disciplinary action under relevant rules of the Institute/University.
10. Use of mobile phones and programmable calculator is strictly prohibited in the examination hall. Any student found with mobile phone in switch on or switch off mode in the examination hall during the examination shall be disqualified.
11. Writing anything beyond the left margin is strictly prohibited.
12. You should return the answer booklet to the invigilator at the end of the examination and should not take any page of this booklet with you outside the examination hall, which may lead to disqualification.
13. Rough work, if necessary, is to be done in this booklet only, but it must be crossed.
14. No additional sheets are to be used and no loose paper will be supplied.

Trouble shooting

ISSUES	REDRESSAL MECHANISM
Question paper related issues (out of syllabus/less number of questions / wrong full marks / wrong time according to full mark)	Immediately report to COE for necessary directions indicating subject code
Answer-book related issues (Improper stitching of answer booklets / Answer booklet number is missing or not clearly printed/ Page numbers are not in sequence)	Wherever possible replace with a fresh answer-book. Report back to Examination cell for necessary documentation
Answer-book pages are missing from the middle	An additional copy may be given to the student, if he/she has already written. If the student would not have started, then new book to be issued by discarding the previous one. Report of the same to be sent to Examination cell.
First page is printed twice	Only fill-up the front page and invigilator to put a big cross mark indicating additional page
Publication of wrong grades	A written communication to be sent to Examination cell indicating the nature of complaint, student registration number and subject code
Transcript related issues (Printing of incorrect name / registration number)	Verification of the same and necessary correction to be carried out. A written communication to be sent to Examination cell indicating the nature of complaint, student registration number and subject code with the applicable fee.

EXAMINATION PROCESS OF GNIPST

