YBN UNIVERSITY

Established by the Act of Government of Jharkhand Act 15, 2017
Gazette Notification No. 505, Dated 17th July 2017
As per Section 2(f) of UGC Act. 1956
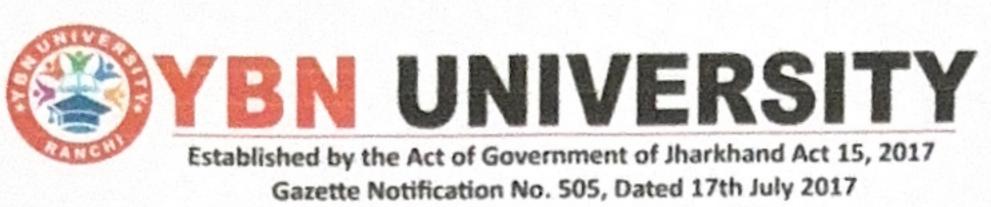
SOP FOR EXAMINATION

1) Before Examination

a) Declare of date of examination 30 days prior to examination.

b) Display the Time Table 15 days prior to the examination.

c) Issue the notice requesting teachers to submit question papers 15 days before Examination.

d) Issue the hall tickets (Supplementary / University Examination)

e) Print the question papers

f) Issue the duty slip / supervision slip to faculty.

g) Prepare the seating arrangement / room allocation and display of same.

2) After Examination

a) Get the masking of answer books done after the examination session.

b) Pack of the masked answer books in bundles with labels.

c) Provide information of the unfair means cases to Unfair Means Inquiry Committee.

d) Apply coding/dummy numbers for blind evaluation.

EXAMINATION CONTROLLER
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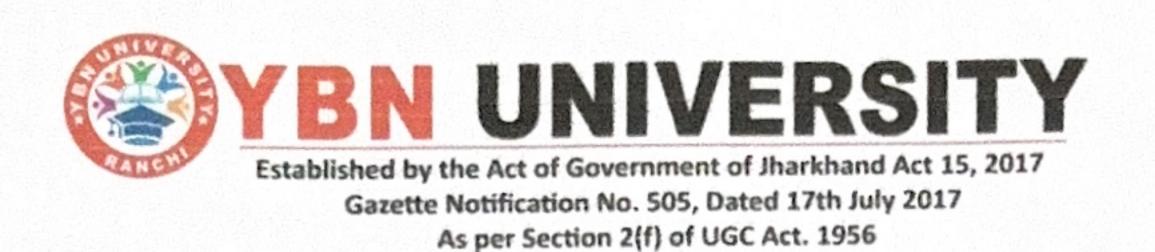As per Section 2(f) of UGC Act. 1956

e) Issue a notice regarding Centralised Assessment Program and Distribute scripts to designated evaluators with deadlines.

f) Track evaluation progress and follow up for timely completion.

g) Issue the notice for submission of Internal marks form all Head of the Department/Dean.

h) Enter marks in the system with double-checking for accuracy.

3) Result Processing and declaration

a) Collect names of the moderators from all Head of the Departments. Moderation committee reviews results for fairness and consistency.

b) Collect the documents required for result processing. The university must share the prescribed format for tabulation and grading along with the date sheet release. The tabulation format will be shared with the examination team.

c) Grade the exams according to pre-established criteria or rubrics in case of descriptive pattern.

d) Compile exam results and submit them to the university on time (between 3-4 weeks after the completion of the exams) and provide feedback to the university.

e) Declaration of the result is carried out after the university's approval.

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f)   Analyse the exam date to evaluate the effectiveness of the exam and to identify the area of improvement

4) Emergency Protocols:

1. **Communication:** Establish clear communication channels to promptly notify students and faculty of any changes or disruptions to the examination schedule.

2. **Regulatory Compliance:** Ensure compliance with relevant regulatory requirements and university policies governing academic integrity and data security.

3. **Quality Assurance:** Conduct regular audits and reviews of the online examination process to maintain quality standards and compliance with established protocols.

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