

**Mahatma Education Society's
Pillai HOC College of Arts, Science and
Commerce, Rasayani**

(NAAC Accredited & ISO 9001:2015 Certified)

**2.5.1 (QLM)
MECHANISM OF
INTERNAL/EXTERNAL
ASSESSMENT**

(FROM AY 2017-18 TO AY- 2021-22)



A handwritten signature in blue ink, appearing to read "Deetaru", with a horizontal line underneath.

Principal
Mahatma Education Society's
Pillai's HOC College of Arts
Science and Commerce
HOC Educational Campus,
Rasayani, Tal. Khalapur,
Dist. Raigad, PIN - 410 207

**Mahatma Education Society's
Pillai HOC College of Arts, Science and Commerce
Rasayani**

Guidelines for Invigilators

Internal Examination

The assessment of students and the integrity of our examination process are of paramount importance. Examination Invigilators play a central role in helping us to ensure that security is maintained and examinations are conducted in a fair and appropriate manner and all students are able to attempt examinations in a suitable environment.

All Invigilators are required to familiarize themselves with the document on Rules Governing the Conduct of Examinations before the commencement of the examination.

RESPONSIBILITIES OF INVIGILATORS:

A. Invigilators:

1. Report to the Examination Cell half an hour before the commencement of the examination, collect the respective bundles and sign in the Invigilators Attendance Register.
2. Report to the appointed examination block 15 minutes prior the commencement of the examination.
3. There will be one floating invigilator and one peon on each floor. In case of any requirements the invigilators can approach any of the two.
4. Sitting is not allowed during Invigilation duty.
5. In case of emergency or for break, the invigilator can exchange duty with the Floating Invigilator.
6. Before distributing Question Papers, the invigilator should check the details of the question paper as to whether it is of the correct date, subject and time.
7. Every Invigilator is required to fill in an Invigilator's Report in a register that will be provided after 10 min of the commencement of the Examination.
8. No Invigilator will remain absent from duty without the prior approval of the Principal taken in writing preferably a day in advance of the scheduled examination and the concerned department will be responsible for replacement.

9. Once the invigilator collects the answer sheets on the completion of Examination, he/she is required to immediately report in the Examination Cell and arrange the Answers sheets roll no wise in the examination Cell.
10. There will be Course wise desks for answer sheets collection. The Invigilators are required to submit the collected Answer Sheets at the respective desk.
11. After Submission of Question Papers the invigilators should sign out in the Attendance Register and check the next day's Invigilators Duty Allocation.
12. No candidate should be allowed to leave the Examination hall after the warning Bell.
13. Extra Question papers, Answer Sheets and Supplementary Sheets to be submitted back in the Examination Cell at the respective desk.



D. Patil
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Guidelines for Invigilators

External Examination

- 1 Reporting time in the Exam Cell is half an hour before the examination time.
 - 2 In case of emergency absence please inform Principal and Exam Cell Convener
 - 3 Supervisory and Supplementary Report should be filled by the Invigilator.
 - 4 Invigilation duty ends after submitting the bundle, entry in the register and acknowledgement of the Senior Supervisor
 - 5 Reliving will be available to the invigilator only once per duty for 10 minutes.
 - 6 Mobile phones of invigilators are prohibited during the invigilation in the examination hall.
 - 7 Exam Cell won't take any responsibility of the mobile phones of faculty members
 - 8 All faculty members are requested to wear their I Card during invigilation.
 - 9 Following are the responsibilities of the invigilator.
 - a. Make entry in the Attendance and Answer paper supplement record register
 - b. Count & Collect Answer papers and Supplements
 - c. Ensure that the students occupy the seats as per the seating arrangement
- 10 **Give following instructions to the students**
- a. No Mobile phones, Writing Pad, Pouch, Caps, sunglasses inside the exam hall.
 - b. Transparent Water bottles will be allowed
 - c. Fill up all the columns on Answer sheet and Supplement and also count of supplements on Main sheet of answer paper

Instructions to Examiners and Verifiers

- 1 On the day of examination the respective examiner can collect the bundle at prescribed time declared by the exam cell.
- 2 All the examiners and verifiers are requested to assess or verify the bundles **only in the CAP Cell**.
- 3 All are requested to fill the **Answer Paper assessment** and **Verification records in time**.
- 4 Verifiers are expected to get the rectifications made by the Examiner on answer sheet, mark sheet and softcopy.
- 5 The verification work ends when Verifier and examiner make the entries in files together in presence of exam cell member.

Instructions to Reliver/Reserve

- 1 Reporting time in the Exam Cell is half an hour before the examination time.
- 2 Reliver's duty ends at the end of examination duration.
- 3 Reliver is expected to inform his/her location in exam cell and expected to be easily available by remaining accessible on intercom.
- 4 Reliver are expected to make entry in the register block wise.
- 5 Reliving Time is 10 minutes per block.

Instructions to Collectors

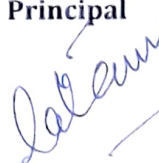
1. All the collectors shall report on all the days of examination.
2. The collectors shall collect answer booklet bundles of all streams and not confine themselves to any one or more specific course/(s).
3. Reporting time 10 minutes before the final bell indicating the end of the paper. Collectors who are invigilators will report after invigilation and commence duty after submission of their answer booklet bundles.
4. Responsibilities of collectors include assisting the senior supervisors in verification of answer booklets along with students' attendance sheet, arranging and packing of answer booklet bundles.
5. Collectors are required to affix their dated signature on the students' attendance sheet after verification.
6. Departure time after completion of the packing of answer booklet bundles of all streams.

7. The collectors are expected to contribute their services as per the requirement of time / situation and with the consent of Exam Cell convenor.

Guidelines for Conduction of Online Examination (REGULAR)

1. Exam Cell has provided the list of students for each subject of each programme.
2. Every individual faculty has responsibility that he/she check the examination time table on regular basis to ensure that your subject's examination takes place on time.
3. We have the seating arrangement which consist of Student's Name along with his/her contact number.
4. With the help of this detail, every individual faculty member (those have subject for examination) need to create one WhatsApp group of their respective subject.
5. Once the group has been created, share the link of that group to students to ensure he/she is already aware about examination and further details about examination we need to discuss in the group only.
6. On the day of examination, QP LINK of the subject will be posted by subject teachers in that WhatsApp group before 5 minutes of examination.
7. The subject faculty is expected to stop taking responses after completion of 1 hour and also close the Google form QP LINK. ENSURE all the students have submitted the exam. Faculty members will have to call absent student to check his availability if required.
8. If the student failed to submit his Google form within stipulated time then he/she will inform faculty on that WhatsApp group immediately within 5 to 10 minutes after the examination time gets over i.e. after 1 hour.
9. After the exam is over faculty/subject teacher has to enter marks in MARKLIST and RESPONSE SHEET in the provided folder on Google Drive. Mention ABSENT Students clearly.

Principal



Principal
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Pillai HOC College of Arts, Science & Commerce, Rasayani

EXAMCELL IMPLEMENTATION DETAILS

A.Y 2017-18

1. Entry of marks for all (Internal, Practical & Sem End) Examinations in dropbox _ Second Half 2017

A.Y 2018-19

1. Online form filling for ATKT Examination_ Second Half 2018
2. Availability of Hall tickets in Student Portal_ Second Half 2018
3. Entry of marks for all (Internal, Practical & Sem End) Examinations in software_ First Half 2019
4. Preparation of gazette for First and Second year regular and ATKT Examination. First Half 2019
5. Result will be displayed on student Portal. _ First Half 2019
6. Faculty Portal developed for faculty appraisal _ First Half 2019
7. Online Revaluation process start from _ First Half 2019
8. Online Eligibility status of student from First Half 2019
(Used to promote the students)

A.Y 2019-20

1. Online Result analysis for First and Second year regular from Second Half 2019
2. Online Examination Process (GOOGLE FORM) First Half 2020
3. Entry of marks for all (Internal, Practical & Sem End) Examinations in Google Spreadsheet_ First Half 2020 (Covid-19 situation)

A.Y 2020-21

4. Online Result analysis for First and Second year regular from Second Half 2019
5. Online Examination Process (GOOGLE FORM) First Half 2020
6. Entry of marks for all (Internal, Practical & Sem End) Examinations in Google Spreadsheet_ First Half 2020 (Covid-19 situation)

A.Y 2021-22

7. Online Result analysis for First and Second year regular from Second Half 2019
8. Online Examination Process (GOOGLE FORM) First Half 2020
9. Entry of marks for all (Internal, Practical & Sem End) Examinations in Google Spreadsheet_ First Half 2020 (Covid-19 situation)