



TULA'S DEHRADUN INSTITUTE

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Affiliated: * Uttarakhand Technical University * Sri Dev Suman Uttarakhand University * Uttarakhand Board of Technical Education

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
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Vision


- To emerge as an academic centre producing world class professionals promoting innovation and research.

Mission:

- Promote intellectual and skilled human capital generation employment and entrepreneurship.
- Be educational centre of excellence of multi ethnicity and diversity.
- Establish as technology driven teaching learning institution.
- Provide world class platform for research and innovation.
- Inculcate social, environmental, heritage values.

 Dholkoti, P.O. Selaqui, Chakrata Road
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Standard Operating Procedure for Semester End Examination (SEE)

1. SEE will be held on the dates provided by the university.
2. The SEE schedule will be provided by the university and will be shared among the students by their respective departments.
3. Examination cell will prepare the seating arrangement of the students and display it on the notice boards.
4. The Department Head will issue the admit cards to the students.
5. Examination cell will prepare and display the duty chart of the faculty members for the invigilation duty at least one day prior to the examination.
6. On the day of examination, the examination cell will issue the answer sheets and question papers to the invigilators of their respective duty room.
7. After the completion of the examination, the examination cell will collect the answer sheets and the answer sheets are counted and packed and submitted to the university on the same day.



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Standard Operating Procedure for Continuous Internal Evaluation(CIE)

1. Internal Evaluation (IE) will be held on dates as mentioned in the academic calendar.
2. The Centre Superintendent, Assistant Centre Superintendent and Team members for the examination are being decided by the director before the start of each session.
3. The Internal Evaluation schedule will be prepared by the examination cell and will be sent to the respective departments for checking. Once checked by the respective department, the schedule will be disseminated among students.
4. The examination cell will issue a notice regarding the submission of question papers. Faculty members will have to submit two sets of question papers for each subject approved by HODs to the examination cell at least three days before the start of the internal examination. The question papers should be submitted in a sealed envelope.
5. Department Head will ensure the quality of questions papers
6. The examination cell will prepare and display the duty chart of the faculty members for the invigilation duty of the examination.
7. Examination cell will prepare the seating arrangement of the students and display it on the notice boards.
8. The examination is conducted on the scheduled date.
9. After the conduction of the examination, the examination cell will issue the answer scripts of the students to the respective faculty members for evaluation on the same day of examination.
10. Examination cell will keep a record of all answer sheets issued to the faculty members for evaluation.
11. Answer sheets should be shown to the respective students for any discrepancies in evaluation before submitting to the examination cell.
12. IE marks and marks obtained in internal examination by students in each course will be displayed on notice boards.


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Policy Document on Continuous Internal Evaluation (CIE) w.e.f (Session 2018-19)

1. Internal Evaluation (IE) will be held on dates as mentioned in the academic calendar.
2. The Internal Evaluation schedule will be prepared by examination cell and will be sent to the respective departments for checking. Once checked by the respective department, the schedule will be disseminated among students.
3. Faculty members will have to submit two sets of question papers for each subject approved by HODs to the examination cell at least three days before the start of the internal examination. The question papers should be submitted in a sealed envelope.
4. Question papers should be prepared as per outcome based education. Questions should be mapped with course outcomes and level of questions should be as per revised Bloom's taxonomy.
5. The Program Evaluation Review Committee (PERC) will ensure the quality of questions papers.
6. Examination cell will issue the answer scripts of the students to the respective faculty members for evaluation on the same day of examination.
7. Examination cell will keep a record of all answer sheets issued to the faculty members for evaluation.
8. Answer sheets should be shown to the respective students for any discrepancies in evaluation before submitting to the examination cell.
9. IE marks and marks obtained in internal examination by students in each course will be displayed on notice boards.
10. Faculty members will have to submit the evaluated answer sheets to the examination cell within 7 days from the date of last examination.
11. Respective departments will have to submit the internal examination marks to the examination cell within ten days of the last day of examination.
12. Guidelines to be followed by students and invigilators are provided in Annexure I and Annexure II.



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Annexure I (Guidelines for students)

Timings: - Candidates must reach the examination hall at least 15 minutes prior to the scheduled time.

ID. Card: - Candidates must bring their ID card & Admit Card. Students are advised to get it from the exam cell if they don't have either of them.

Dress Code:- Candidates must comply with the dress code of the institute.

Personal Possessions: - You are not reminded not to bring any valuables with you to the examination venue. Institute will not be responsible for anything lost or stolen from the examination venue.

Do's /Don'ts:-

1. Candidates should bring their own drafting instruments and electronic calculators (non-programmable). If required all equipment brought to the examinations must be placed on the candidate's desk.
2. Candidates are not allowed to carry **mobile phones**, books, notes in any form, loose paper, calculator cases, instrument cases, bags, pouches, ear or head phones or other containers inside the examination hall.
3. A candidate caught cheating in examinations is liable to be expelled from the examination.
4. No candidate is allowed to leave his seat without permission from the invigilator.
5. Talking during examinations is strictly prohibited. Raise hands if needed to communicate with invigilators.
6. Candidates must carefully read the instructions printed on answer books and question papers.
7. Candidates are not allowed to write, mark, highlight or deface any reference materials provided for the examination.
8. Candidates are not allowed to leave the exam hall until the answer script has been collected by the invigilator.
9. For internal examination, no candidate is allowed to leave the examination hall during the examination hours.
10. For external examination, no candidate is allowed to leave the examination hall for the first and last 30 minutes of the examination hours.



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Annexure II (Guidelines for Invigilators)

1. Invigilators will report to Exam Cell 30 minutes before the start of exams.
2. Invigilators will reach allotted rooms, 15 minutes before the scheduled start of examination, after collecting the examination material from the exam Cell.
3. Invigilators will ensure that students do not carry their bags upstairs.
4. Invigilators will ensure that students should search their pockets and see that no loose paper or handwritten notes, mobile, any electronic gadgets etc. are there with the students.
5. Invigilators will check the entries on the cover page carefully.
6. After distribution of the question paper, attendance should be taken carefully and an absentee statement submitted to the Exam Cell.
7. Invigilators should ensure that no student will be allowed to leave the exam room before exam time is over.
8. After the exam is over, answer books should be collected, counted and arranged in serial order, before being submitted in the examination office.



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Policy Document on Online Continuous Internal Evaluation(CIE) (As per the revised guidelines from affiliated university)

1. Internal Evaluation (IE) will be held on dates as mentioned in the academic calendar.
2. The Internal Evaluation schedule will be prepared by the examination cell and will be sent to the respective departments for checking. Once checked by the respective department, the schedule will be disseminated among students.
3. The Faculty members will have to submit two sets of question papers in soft copy for each subject approved by HODs to the examination cell at least three days before the start of the internal examination.
4. Question papers should be prepared as per outcome based education. Questions should be mapped with course outcomes and level of questions should be as per revised bloom's taxonomy.
5. PERC will ensure the quality of questions papers
6. As per the recommendation of PERC, the faculty members will upload their question papers of respective subjects at ERP system through their portal before one day of the commencement of examination. While the display timings of the question paper for students must be checked by the examination cell.
7. Question papers will be displayed to the students at their personal ERP portal according to the date and time mentioned in the examination schedule.
8. The students have to complete their work within the time limit and have to upload their answer sheets at predefined time else they won't be able to upload their answer sheets on their ERP portal systems.
9. The examination cell will dispatch the format of evaluation sheet to faculty members for evaluation of soft copy answer sheets on the same day of examination.
10. Examination cell will keep a record of all soft copy answer sheets received at the faculty members ERP portal for evaluation.
11. Evaluation sheets should be shown to the respective students for any discrepancies in evaluation before submitting to the examination cell.
12. IE marks and marks obtained in internal examination by students in each course will be displayed online through ERP portal.
13. Respective departments will have to submit the internal examination marks to the examination cell within ten days of the last day of examination.



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Internal Examination Grievance Redressal Mechanism (w.e.f Session 2015-16)

A student shall be entitled to reevaluate his/her answer books on the basis of application. re-evaluation is done in following conditions-

- If the student is not satisfied with the given marks.
- If the student is marked absent but he appeared in examination.
- If there is any mistake in the totaling of marks.
- If any answer is unchecked by the evaluator.

The grievances related to internal examination is resolved as follows:

- The evaluated answer sheet is shown to the student and if the student is not satisfied with the evaluation, he/she can raise the grievance to the respective faculty member. The faculty member will address his/her grievances and resolve it at their end.
- If the student is not satisfied with the solution provided by the respective faculty member, he/she can raise the grievance to the concerned HOD and he/she will resolve it within his/her delegated domain of power.
- In Case of any doubts after the solution provided by the HOD, the student may contact the examination cell.

Examination cell shall address all the applications pertaining to internal examination grievances against examination/evaluation within 10 days after the display of answer sheets to the concerned students. All applications should be addressed to centre superintendent.

Once received by the centre superintendent, the application of re-evaluation is forwarded to the respective head of the department. The concerned subject faculty member will re-evaluate the answer sheet in presence of centre superintendent. The re-evaluated answer sheet will be forwarded to the examination cell.

The examination cell will show the re-evaluated answer sheet to the concerned student.



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Policy Document on Evaluation (CIE)

1. The evaluation of answer sheets of Internal examination shall be done by the respective subject teacher.
2. The evaluators are required to award step-wise marks for each solved question.
3. The evaluators are required to transfer marks carefully on the front page of the answer sheet and carry out the total of marks correctly.
4. Blank pages should be stricken out by the evaluator of the answer sheet.
5. Evaluator shall put a signature with his/her name in the space provided on the cover page of the answer sheet.
6. Evaluator, who handled the answer sheet later, should hand over evaluated answer sheets to the Exam cell.
7. After all grievances are addressed, the final result will be declared by the respective subject faculty after ten days from the date of the last examination.



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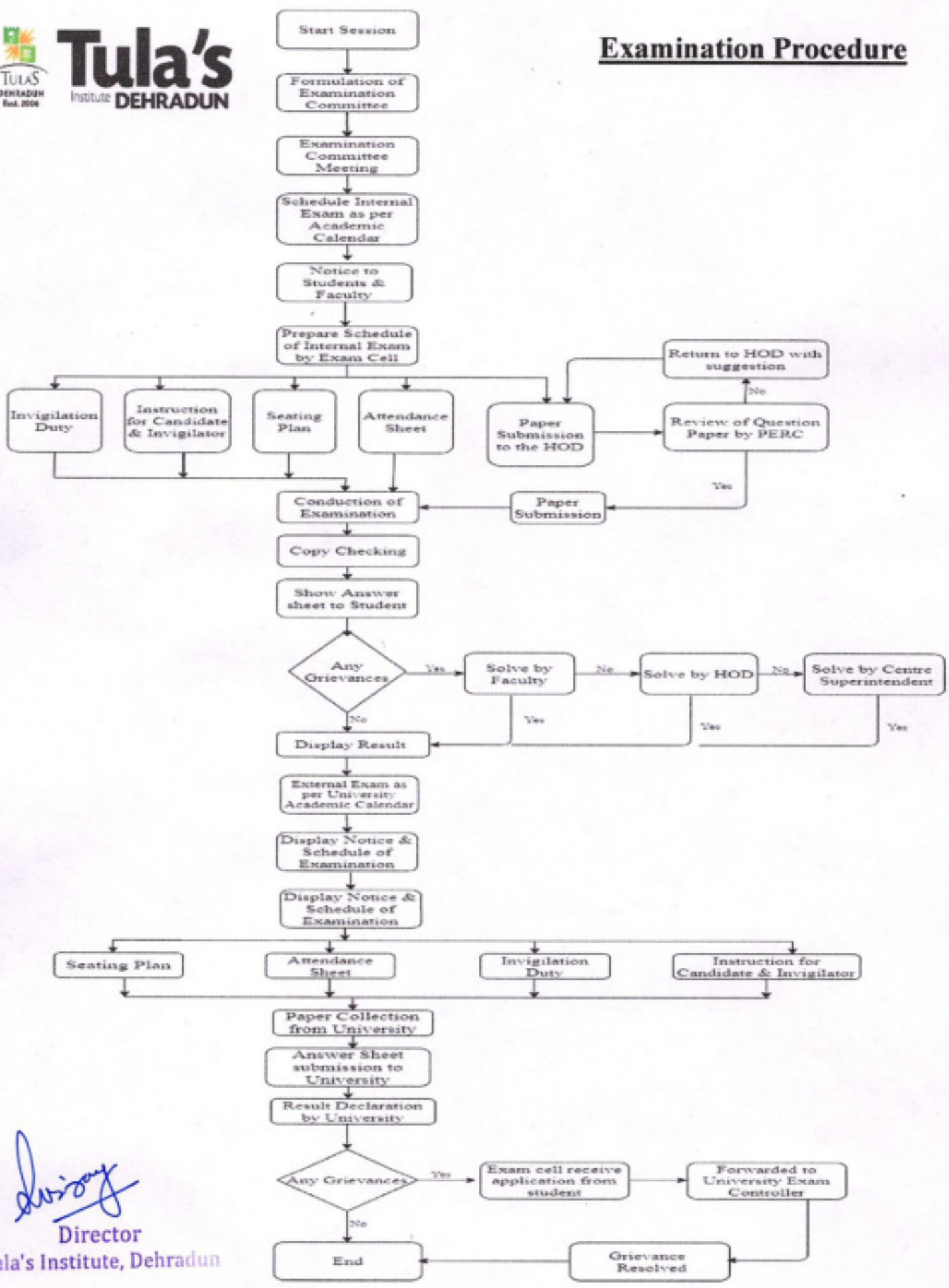
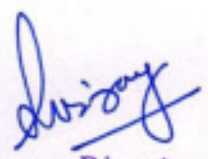


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