RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY, JAIS
(An Institute of National Importance Established Under Act of Parliament)
(Jais, Amethi, Uttar Pradesh: 229304, India)

Phone No. +91-535-270-4565/4566/4568 Email: academic@rgipt.ac.in

Office of the Dean (Academic Affairs)

Ref No.: RGIPT Jais/EP/2019-20/1 **7th August 2019**

NOTIFICATION

The following protocol to conduct the mid-semester and end-semester examinations at RGIPT shall be followed from 2019-20 academic year, odd semester onwards. This is circulated to the Heads of Departments for notice and compliance.

- An Examination incharge shall be appointed by each Head of the Departments to ensure smooth functioning of an Examination session and to monitor the overall process of mid-semester and End-semester examinations.
- The Examination incharge shall circulate an Examination Timetable at least ten days before the commencement of Mid-semester or End-semester examinations as notified in Academic Calendar. The Institute core course monitoring committee shall circulate the Examination Timetable for core courses prior to the individual departments. The Timetable will include the date and timing of examination for different papers floated by the Department, and seating arrangement of students in examination halls. General conduct Rules associated with the Examination shall be circulated along with the Timetable.
- The Examination incharge shall subsequently circulate an Invigilation Duty chart to the faculty members. Each examination hall shall have at least two invigilators; of which at least one shall be a faculty member, to perform the invigilation duty of one examination (2 h for mid-semester and 3 h for end-semester examination). The duty chart shall ensure that at least one invigilator is available for around 30 students in an examination hall.
- The Examination incharge shall coordinate among the course conveners to ensure that the sealed envelopes containing requisite number of question papers reaches the examination hall before 10 min of the starting of examination.
- The Heads of Departments shall collect appropriate number of stamped answer books and supplementary copies from the Academic office well in advance. Requisite number of answer books and supplementary copies shall reach the examination halls at least 10 min before the start of the examination.
- The invigilators shall authenticate the answer books distributed to the students during the course of the examination by putting the signature on the cover page. At the end of the examination, the invigilators shall collect all the answer books, verify the number of answer books as per the attendance taken and seal the answer books for each paper separately in envelopes. The sealed envelopes shall be labelled with the paper name, department, and number of copies.
- The Examination incharge shall make provisions to collect the sealed answer books from each examination hall after completion of examination and hand over the same to the course convener in a confidential manner.

- Any report of use of unfair mean by students during examination shall be brought to the notice of Dean Academic affairs by the Examination incharge for further action as per the protocol described in "Rules for Unfair Mean" during examination.
- The course convener shall ensure that the copies are checked and shown to the students within stipulated time period. Subsequently, the course convener shall submit the grade sheet to the Academic section for tabulation purposes. The time limit for submission of grade sheets will be communicated in the mean while.

The guideline issues with the approval of Director of the Institute.

Umaprasana Ojha
Dean (Academic Affairs)

Copy forwarded to the following for information and necessary action:

- Office of the Director for kind information
- All the Heads of the Departments
- Registrar, RGIPT