

## **STANDING OPERATING PROCEDURE**

### **CONDUCT OF EXAMINATIONS IN ARMY COLLEGE OF NURSING, JALANDHAR CANTT**

#### **GENERAL**

1. Army College of Nursing, Jalandhar Cantt conducts four year B Sc (Nursing) degree course. The examinations are conducted as per the norms laid down by Baba Farid University of Health Sciences, Faridkot.

#### **AIM**

2. The aim of this SOP is to lay down procedure to be adopted for conduct of examinations in Army College of Nursing, Jalandhar Cantt.

#### **LAYOUT**

3. The subject is covered in four parts as under : -

- (a) **Part – I** - Composition of Examination Cell.
- (b) **Part – II** - Setting of Question Papers and Conduct of Examinations
- (c) **Part – III** - Declaration of Results.

#### **PART – I : COMPOSITION OF EXAMINATION CELL**

4. The composition of examination cell will be as under. The members (incl Examination I/C) for examination cell will be changed every year.

- (a) One Lecturer as Examination I/C.
- (b) Two Clinical Instructors as members of Examination Cell.

#### **PART – II : SETTING OF QUESTION PAPERS AND CONDUCT OF EXAMINATIONS**

5. The examinations in the college will be conducted as per the college calendar. The responsibility for setting of subject wise question papers (atleast three) will be given on rotation basis. The teachers so detailed will submit their manuscript copies of question papers at least 07 days prior to commencement of examinations to Examination I/C.

6. After scrutiny of question papers, the same will be computerized under the overall supervision of Examination I/C / members of Examination Cell and will be

under the custody of Examination I/C / Principal. It will be ensured that no extra copy of question paper is made.

7. During the conduct of examinations, procedure to be followed in university examinations will be kept in mind and students should be fluent with the same. The invigilators for examination duty will be detailed on rotation basis.

8. The broad duties of Examination I/C / Examination Cell are as under : -

- (a) Ensure setting of Question Papers.
- (b) Collection of Test Material (Answer Sheets, Stationary etc).
- (c) Making seating arrangements on daily basis.
- (d) Detailment of Invigilators on rotation.
- (e) Collection and safe custody of exam material after conduct of exam.
- (f) Handing Over the test material to concerned Class Coordinator within 24 hrs of conduct of exam.
- (g) Supervise correction of answer sheets and conduct re-checking of answer sheets on random basis. It will be ensured that correction of answer sheets must complete within 07 days.
- (h) Declaration of Result by concerned Class Coordinator within 15 days of conduct of exams.

### **PART – III : DECLARATION OF RESULTS**

9. It will be ensured by the Examination I/C that results are declared as early as possible. In no circumstances, the same will be beyond 15 days after conduct of examinations.

### **SUMMARY**

10. The conduct of examinations, in a fair and transparent manner will be not only the responsibility of Examination I/C but also all the faculty members of the college.

11. This SOP will be read in conjunction with norms laid down by AWES / Baba Farid University of Health Sciences, Faridkot.

12. **This SOP supersedes SOP on the subject issued vide letter No 2001/ACN/SOP01 Jun 2016.**

  
(M Maheswary)  
Principal  
Army College of Nursing  
Jalandhar Cantt

(M Maheswary)  
PRINCIPAL

Army College of Nursing)  
Jalandhar Cantt

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