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देव संस्कृति विश्वविद्यालय
DEV SANSKRITI VISHWAVIDYALAYA

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Criteria 2

2.5.3: Status of automation of Examination division along with approved Examination Manual/ordinance

The report on the present status of automation of examination division including screenshots of various modules of the software.



2.5.3



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Objectives

- Conduct examinations with fairness for all students by maintaining secrecy, security, and integrity.
- Ensure the authenticity of awarded degrees, mark sheets, transcripts, and medals.
- Manage all examination processes with high quality.
- Enhance the overall quality of examinations by implementing a credible evaluation system.

Administrative Structure of Examination

- Examination Committee: Handles initial reporting of examination-related issues.
- Controller of Examination: Oversees the Examination Section.
- Dy. Controller of Examination: Manages the confidential section.
- Dy. Controller of Examination: Manages records and exams.

Pre-Exam Process

- Students fill out examination forms.
- Enrolment and roll numbers are issued.
- Examination dates are finalized by the Controller of Examinations and approved by the Pro-Vice-Chancellor/Vice-Chancellor.

- Examination schedules are announced.
- Question papers are prepared and moderated by subject experts.
- Admit cards and verification cards are printed.
- Instructions are provided to invigilators.

During Exam Process

- The Controller of Examinations opens the question paper 30 minutes before the exam in the presence of faculty members and the Pro-Vice-Chancellor.
- Answer books, attendance sheets, and verification cards are issued.
- Invigilators report to the control room 30 minutes before each examination.
- Students must be seated 15 minutes before the examination starts.
- Warning notes are posted in every examination room.
- Answer books are collected, packed, and handed to the evaluation section immediately after the exam.
- Exams are monitored by the flying squad.

Post-Exam Process

- Answer books are stored at the Central Evaluation Facility.
- Designated faculty members evaluate the answer books.
- Marks given in evaluated answer books are rechecked by checkers.
- Marks are entered into the computer system confidentially.
- A marks tabulation chart is prepared and presented to the examination committee for review.
- Results are announced online and on the university notice board.
- Mark sheets are printed.
- Student petitions regarding result discrepancies are reviewed.
- Scrutiny and UFM cases are handled.
- Data is transferred to the records section.