



# **KOTTAKKAL FAROOK ARTS & SCIENCE COLLEGE**

KOTTAKKAL, PARAPPUR P.O, MALAPPURAM DISTRICT, KERALA, 676503

## **STANDARD OPERATING PROCEDURE EXAMINATION COMMITTEE**

**EXAMINATION COMMITTEE**

## **Functions And Responsibilities:**

- Preparing academic calendar which includes all the academic-related activities.
- Conducting the Internal Examinations and Semester End Examinations.
- Processing and publishing results in time.
- Issuing certificates such as Grade Sheet, Consolidated Statements of Grade,Provisional Certificate and Transcripts

## **STANDARD OPERATING PROCEDURE (SOP) FOR EXAMINATION COMMITTEE**

### **1. Purpose**

The purpose of this SOP is to define the roles, responsibilities, and procedures for the Examination Committee at Kottakkal Farook Arts and Science College (KFASC). The Examination Committee is responsible for conducting internal examinations, semester-end examinations, processing and publishing results, and issuing certificates.

### **2. Scope**

This SOP applies to all members of the Examination Committee at KFASC and covers the following areas:

- Preparation of the academic calendar
- Conducting internal and semester-end examinations
- Processing and publishing results
- Issuing certificates

### **3. Definitions**

Examination Committee: A committee responsible for conducting examinations, processing results, and issuing certificates.

### **4. Responsibilities**

#### **4.1 Examination Committee Chair**

Coordinate Examination Committee meetings and ensure compliance with policies. Oversee the examination process and ensure fairness and integrity.

#### **4.2 Examination Committee Members**

Participate in the examination process by setting examination schedules, preparing question papers, invigilating examinations, and processing results.

Ensure that all examination-related activities are conducted in accordance with college policies and regulations.

## **5. Procedures**

### **5.1 Preparing Academic Calendar**

Develop an academic calendar that includes all academic-related activities, including examination dates, result publication dates, and certificate issuance dates.

Ensure that the academic calendar is approved by the appropriate authority and distributed to all stakeholders.

### **5.2 Conducting Examinations**

Set examination schedules for internal and semester-end examinations.

Prepare question papers based on the syllabus and course objectives. Arrange for the invigilation of examinations to ensure fairness and integrity.

Ensure that all examination procedures are followed, including checking student IDs, distributing and collecting answer sheets, and maintaining exam security.

### **5.3 Processing and Publishing Results**

Collect answer sheets and other examination materials after the examination.

Process the results and calculate grades based on the grading system approved by the college.

Publish the results within the specified timeframe and make them available to students and faculty.

Address any discrepancies or complaints regarding the results in a timely manner.

### **5.4 Issuing Certificates**

Prepare and issue certificates, including grade sheets, consolidated statements of grades, provisional certificates, and transcripts.

Ensure that certificates are issued accurately and in compliance with college policies and regulations.

## **6. Documentation and Reporting**

Maintain records of examination schedules, question papers, answer sheets, results, and certificate issuance.

Prepare reports summarizing the examination process, results, and any issues or discrepancies encountered.

## **7. Review and Revision**

This SOP will be reviewed annually by the Examination Committee. Any changes or updates will be documented and approved by the Examination Committee before implementation.

## **8. Approval**

This SOP is approved by the Chair of the Examination Committee and is effective from [Date].

Chair's Signature:

Date:

## **9. Distribution**

This SOP will be distributed to all Examination Committee members, department heads, faculty, and relevant administrative staff. Copies will be available in the college's digital repository and on the intranet.