



MAHATMA GANDHI MISSION
MOTHER TERESA COLLEGE OF NURSING
MGM Campus, N-6 CIDCO, Aurangabad-431003.

SOPs for examination committee:

1. SOPs for question paper collection & moderation

- Examination committee have to collect question papers from each class and need to maintain class wise question paper file (hard copy and soft copy).
- After receiving question papers from respective subject in-charges, examination committee have to send the question paper to subject moderators. Moderators have to moderate the question paper within two days of receipt of question papers.
- Moderated paper will be sent back to the examination committee.

2. SOPs for conduction of examination

- The whole examination process will be monitored and organized by examination committee.
- Examination committee will arrange the required number of xerox copies of moderated question papers of each subject and then seal it in the envelope as per subject and class.
- One day prior of commencement of examination hall and seating arrangements will be done by examination committee.
- All the necessary arrangements for examination need to be arranged prior the examination. (i.e. Stationary, List of supervisors (Block), Welfare etc.)
- On the day of examination, according to exam time table the question paper envelops will be handed over to the respective block supervisors.
- After conduction of examination answer papers will be sealed by supervisors in plastic envelope and then it will be handed over to the subject in-charges.
- Examination committee will make sure that the answer papers will be evaluated within 10 days of completion of last exam.
- After final evaluation (within four days,) a compiled result sheet will be displayed on the notice board by the class coordinator.


PRINCIPAL

MGM'S MOTHER TERESA COLLEGE OF NURSING
N-6 CIDCO, Aurangabad.