

MIT Academy of Engineering (An Autonomous Institute Affiliated to Savitribai Phule Pune University)	NOTICES AND CIRCULARS
Alandi (D), Pune - 412105	
EXAMINATION SECTION	

Date: 12 / 02 / 2025

Standard Operating Procedure (SOP) for Conducting Practical Examinations

1. Purpose:

To ensure the smooth and systematic conduction of practical examinations at MIT Academy of Engineering, an Autonomous Engineering Institute while maintaining fairness, integrity, and compliance with academic regulations.

2. Scope:

This SOP applies to all departments conducting practical examinations for undergraduate and postgraduate programs at the Institute.

3. Responsibilities:

- **Examination Section:** Overall coordination, and logistics.
- **School Dean / Head of Department:** Ensuring the availability of faculty, Lab Assistants/Technicians, Peon and Lab Infrastructure.
- **Examination Coordinator:** Preparation of Timetable for Practical Examination, Duty Chart for Lab Assistants and Peons, circulate stationary material as per requirement, collect final signed copies of Practical Examination marks from the Internal Examiner and submit it to the Examination Section along with External Examiners Remuneration Form filled by the Lab Assistant/Lab Technician and necessary Documents (Bank Details, PAN Card and AADHAR Card copies) required to account section.
- **Internal Examiners:** Appointment Order to the external examiner, Conducting the examination as per schedule, evaluating students, and maintaining fairness.
- **Lab Assistants/Technicians:** Preparing equipment, materials, exam setup and Examination related documentation.
- **Peon:** Providing necessary support to the Internal Examiners and Lab Assistants during the conduction of Practical Examination.
- **Students:** Adhering to rules and regulations during the examination.

4. Pre-Examination Preparations:

4.1. Exam Scheduling and Notification:

- The Examination Coordinator, in coordination with the respective School Dean/HoD, shall schedule the practical exams aligning to the Institutional Academic Calendar.
- Notify students and faculty at least two weeks in advance (Email Notification and Display on Notice Board).

4.2. Appointment of Examiners:

- The School Dean / HoD will appoint Internal and external examiners as per academic regulations.
- External examiners shall be from reputed Autonomous Institute/Private University/IIT/NIT/Industry/Alumni.
- The External Examiner from Academic Background should have minimum 5 years of teaching experience and the External Examiner from Industry Background should have minimum 7-8 years of Industry experience.
- An Alumni as an External Examiner should have minimum 5 years of work experience.
- An appointment order to the external examiner shall be shared by the Internal Examiner keeping in cc to Exam Coordinator, School Dean/HoD and COE.

4.3. Laboratory Setup:

- Lab assistants must ensure that all required equipment, software, and materials are functional and available before the exam.
- Seating arrangements must be organized to avoid malpractice.

5. Examination Day Protocol:

5.1. Student Entry and Verification:

- The students must wear the College Uniform/Formal Dress Code while appearing for the examination.
- Students must arrive at least 15 minutes before the scheduled time.
- Identity verification shall be conducted using student ID cards and admit cards.

5.2. Instructions to Students:

- The examiner shall brief students on the examination procedure and evaluation criteria.
- Any form of malpractice will lead to immediate disqualification.

5.3. Conducting the Examination:

- Students will be assigned tasks/experiments by the examiners.
- Lab assistants must provide necessary materials but should not assist students in performing the experiment.
- Examiner shall sign on the Hall ticket of students in a view of his/her attendance.
- Examiners shall monitor students and clarify doubts only within the permissible academic guidelines.

5.4. Evaluation Process:

- The Internal Examiner should prepare prescribed EOMS format (DI 24_Practical_Examination_Marks) Including complete and correct Course and Student Information by referring to the Examination registration record and keep Three copies of the same.
- Examiners shall assess students based on execution, accuracy, presentation, and viva voce.
- One copy of prescribed format can be treated as an Attendance Record and Remaining two copies shall be used to record the evaluation of students in examination.
- All the copies must be signed by students, both examiners, Course Champion and School Dean/HoD.

6. Post-Examination Procedure:**6.1. Submission of Answer Sheets and Reports:**

- Students must submit their lab records, answer sheets, and required documents before leaving the lab to the Internal Examiner / Lab Assistant.

6.2. Result Compilation and Submission:

- Examiners must finalize the marks and submit them to the Examination Coordinator within the stipulated time.
- Any discrepancies must be reported immediately to the Examination Section.

6.3. Equipment Maintenance and Lab Clean-up:

- Lab assistants shall ensure all equipment is turned off, stored, and the lab is cleaned for future use.

7. Code of Conduct:

- Students must strictly adhere to ethical examination practices.
- Faculty and staff must maintain confidentiality and fairness.
- Any incident of malpractice must be reported immediately to the Examination Cell and disciplinary committee.

8. Emergency Protocols:

- In case of power failure or technical issues, the exam may be rescheduled or continued with alternative arrangements.
- The Examiner should communicate the concern to the Examination Coordinator and report to School Dean/HoD regarding the same.
- If a student faces a medical emergency, immediate assistance shall be provided, and the matter shall be reported to the Examination Section.

9. Compliance and Review:

- This SOP shall be reviewed periodically to incorporate any academic or regulatory changes.
- Feedback from faculty and students may be considered for improvements in future examinations.



Controller of Examinations