



Institute of Business Management

Policy & Operational Manual

EXAMINATION DEPARTMENT

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VISION & MISSION STATEMENTS

Vision of IoBM

The Institute of Business Management aspires to be one of the leading institutions, nationally and internationally, for learning, research, innovation and adding value to society.

Mission of IoBM

The Institute of Business Management (IoBM) is committed to cater to the demands of the evolving challenges of learning and teaching by enabling and leveraging technology in the pursuit of scholarship. Insightful as well as relevant research is undertaken that creates economic and societal impact.

IoBM tutors innovative mindsets by providing a supportive environment to nurture entrepreneurship and intrapreneurship. IoBM aims to foster the ability of critical thinking through experiential learning, inquiry-based learning and case teaching across several dimensions. Aiming to prepare for the challenges of inclusive growth and sustainability, it advocates the development of future leaders to meet the economic challenges emanating from the evolving local and global paradigms.

Vision of Examination Department

To be the Center of Excellence in Quality Education Assessment System.

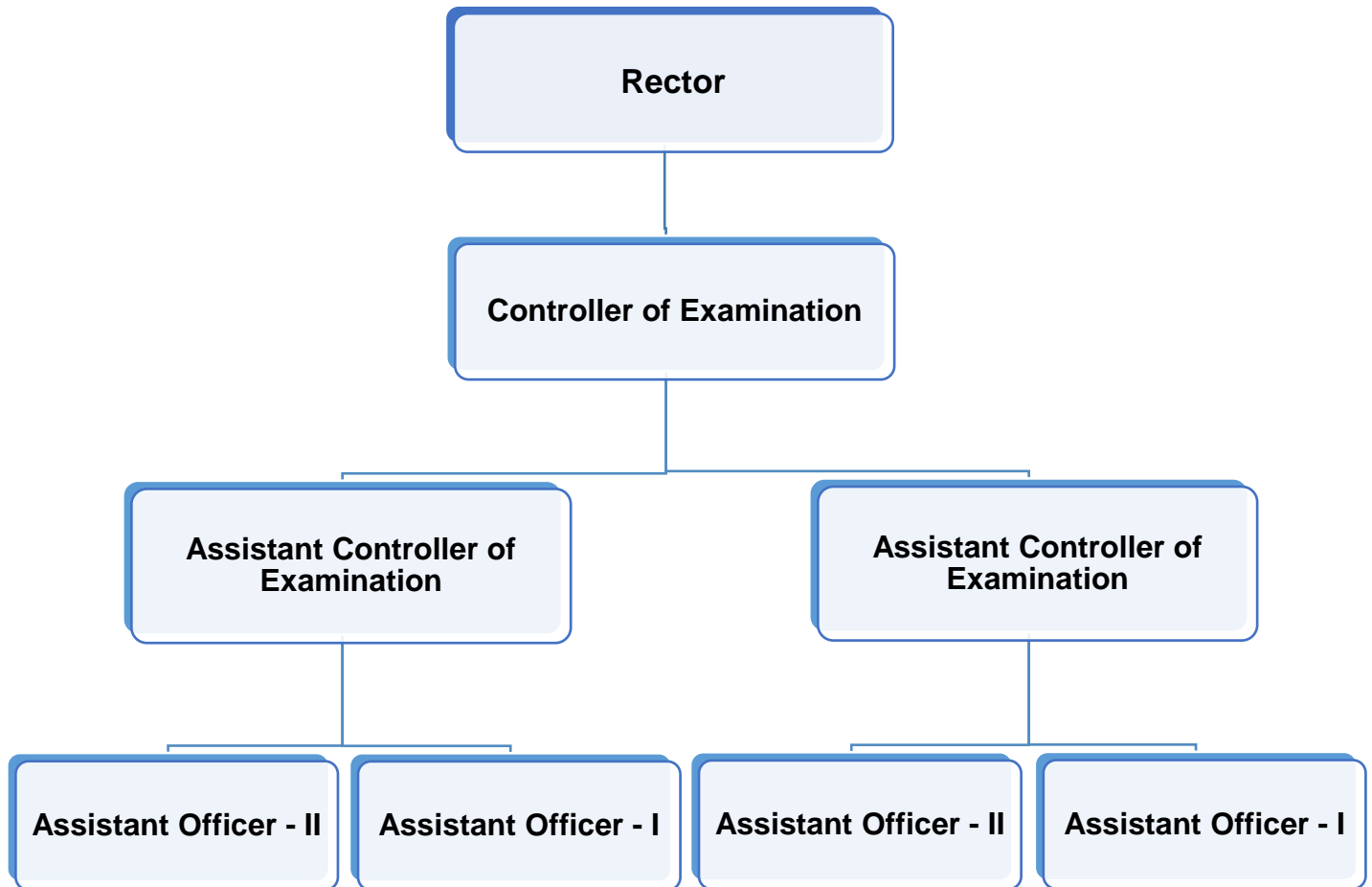
Mission of Examination Department

To create efficient and effective management of examination system to generate a true and fair process of assessments based on integrity and merit.

Core Values

Integrity	: To act honestly and lawfully.
Ownership	: To accept accountability of our actions, deeds and performances.
Brilliance	: To respond accurately, effectively, and efficiently.
Motivation	: To strive consistently on merit for the excellence in every task.

ORGANOGRAM



Examination Department

1. Pre-Examination Activities

		Ref. No. /Pg. No.
1.1	Preparation of examination schedule of following examinations in all three semesters namely Fall, Spring and Summer of all the programs offered in weekdays, evening and on weekend. 1 st hourly exam; 2 nd hourly exam; Single Midterm and Final examination.	SOP-1-(3.1)/Pg.11
1.2	Preparation of conducting examinations. Following activities take place:	
1.2.1	Obtaining class schedule from Academics Department.	SOP-1-(4.1)/Pg.12
1.2.2	Preparation of examination schedule.	SOP-1-(4.2)/Pg.12
1.2.3	Checking of examination schedule.	SOP-1-(4.3)/Pg.12
1.2.4	Seeking approval of the ED.	SOP-1-(4.4)/Pg.12
1.3	Uploading of examination schedule at the IoBM website ten days prior to examinations.	SOP-1-(4.5)/Pg.12
1.4	Sending Examination Code of Conduct to students before every examination through email.	SOP-1-(4.6)/Pg.12
1.5	Sending Printing schedule with attachments of Question Paper Header and Printing Instructions through email to permanent/visiting faculty Member(s) and relevant departments.	SOP-1-(4.7)/Pg.12
1.6	Preparation of Examination Seating Plan for all types of examinations.	SOP-1-(4.8)/Pg.12
1.7	Displaying seating layout drawing at the entrance of SSKCE and in the lobby of examination department.	SOP-1-(4.9)/Pg.12
1.8	Banners preparation; includes typing, arranging as per schedule, printing and placing at the start of each column as per seating plan for each exam.	SOP-1-(4.10)/Pg.12
1.9	Printing & sorting student attendance sheets according to the examination schedule.	SOP-1-(4.11)/Pg.12
1.10	Change of section due to genuine reason for appearing in examination with another section of the same faculty or any other faculty subject to consent of both the faculty members.	SOP-6/Pg.21
1.11	Process of printing question papers is supervised by the Security Department as follows:	SOP-3/Pg.15
1.11.1	Faculty Member(s) visit the printing room in person and get the required number of question papers.	SOP-3-(3.2.3)/Pg.15
1.11.2	Faculty Member(s) will ensure the quality and quantity of the printed question papers prior to placing original and copies into envelope(s) provided by the examinations department.	SOP-3-(4.10)/Pg.16
1.11.3	Faculty Member(s) will fill in the details printed on the examination envelope(s), seal the envelope(s) and put signature on the envelope(s) in indelible ink.	SOP-3-(4.7)/Pg.16
1.11.4	Faculty Member(s) will drop the sealed envelope(s) in the Strong Room located in the Examinations Department.	SOP-3-(4.9)/Pg.16
1.11.5	Faculty Member(s) are allowed to avail the printing facility of IoBM as per the printing schedule or opt for self-printing. In case of self-printing, faculty needs to inform examinations department through email and report the examination venue 30 minutes before the examination time.	SOP-3-(3.1.12)/Pg.15
1.12	CoE will act as the Custodian of the Strong-room.	SOP-4-(3.2)/Pg.17
1.12.1	Custodian will label the strong-room's pigeon holes in accordance with the examination schedule.	SOP-4-(3.2.3)/Pg.17
1.12.2	Custodian will arrange the sealed examination envelope(s) in the Pigeonholes as per the date and time mentioned on each envelope on daily basis.	SOP-4-(3.1.2 & 3)/Pg.17
1.12.3	Custodian will visit strong-room twice a day during examinations to place the question papers of the Strong Room.	SOP-4-(3.2.4)/Pg.17
1.12.4	Custodian will hand over the sealed envelope(s) to Examinations Assistant for distribution 25 minutes before the scheduled time for examination.	SOP-4-(4.6)/Pg.17
1.12.5	Custodian will Keep the answer scripts in the strong-room of the faculty who didn't show up on the day of scheduled examinations.	SOP-4-(3.2.7)/Pg.17
1.13	Logistics requisition send to Central Stores/Purchase Department for the supply of answer scripts, paper reams, tonner, ink cartages, master rolls etc.	SOP-5-(3.1)/Pg.19

2. During Examination Activities

		Ref. No. /Pg. No.
2.1	Standard announcements are made by the Senior Assistant CoE regarding Code of Conduct before the start of each examinations.	SOP-1-(3.1.11)/Pg.11
2.2	Mobile phone counter manned by staff of Sports Department collects the mobile phone/electronic gadgets. Students fill up the information and sign the sheet and receive a numbered token to retrieve the deposited belongings at the end of examination.	SOP-1-(3.6)/Pg.12
2.3	Students keep their bags in the racks available in the lobby of the examinations department.	
2.4	Students will check their course, Wing and column number from the seating plan displayed in the lobby of the examinations department.	SOP-1-(4.9)/Pg.12
2.5	Students are allowed to enter the examination floor 15 minutes prior to the examination.	SOP-1-(3.2.1)/Pg.11
2.6	Peons standing at the entrance of both the Examination Halls allow students' entry subject to following: a) Showing valid Student Identity Card; b) Showing palms are cleaned; c) Bearing transparent stationary pouch; d) Does not carrying mobile phone; e) Does not carrying smart watch; f) Does not wearing P-cap; g) Does not wearing slippers. 2.6.1 Examination Officer will also observe the compliance of the above points by the students at the entrance.	SOP-1-(3.7)/Pg.12
2.7	Distribution of answer scripts among the students three (3) minutes before the start of each examination.	SOP-1-(3.1.11-f)/Pg.11
2.8	Peons will be instructed to close the doors of both the Wings and ask late comers to form a queue.	SOP-1-(3.1.11-g)/Pg.11
2.9	Students arriving late in examination are allowed to enter as soon as the faculty complete distribution of question papers.	
2.10	Peons will distribute the answer scripts to late comers at the entrance.	SOP-9-(3.1.2)/Pg.26
2.11	Recitation from the Holy Quran one (1) minute prior to the scheduled time.	SOP-1-(3.1.11-h)/Pg.11
2.12	Sr. Assistant CoE will make the announcement for faculty to start distributing question papers soon after the recitation from the Holy Quran.	SOP-1-(3.1.11-i)/Pg.11
2.13	Sr. Assistant CoE will announce to start the examination right on time as scheduled.	SOP-1-(3.1.11-j)/Pg.11
2.14	Responsibilities of Examination Assistant during examinations:	
	2.14.1 Take down the attendance of the faculty member(s).	SOP-1-(3.1.12)/Pg.11
	2.14.2 Handover the examination envelope and attendance sheet of students to the concerned faculty member.	SOP-1-(3.1.13)/Pg.11
	2.14.3 Prepare a list of absent and late coming faculty member(s).	SOP-1-(3.1.14)/Pg.11
	2.14.4 Distribution of question papers among the students on behalf of late arriving/absent faculty member(s).	SOP-1-(3.1.15)/Pg.11
	2.14.5 In case of Faculty member(s) does not show up for the scheduled examination, Examination Assistant will phone the concerned faculty member(s) and inform CoE. The CoE will communicate to HoD/Dean/President and decide the cancellation or postponement of the examination.	SOP-1-(3.1.16)/Pg.11
	2.14.6 Invigilation during the examinations.	SOP-1-(3.1.17)/Pg.11
	2.14.7 Examination Assistants will monitor CCTV cameras to check the use of unfair means by students.	SOP-1-(3.1.18)/Pg.11
	2.14.8 Collection of attendance sheets of students and a copy of question paper from faculty on the day of examination.	SOP-1-(3.1.19)/Pg.11
	2.14.9 Collection of answer scripts from students at the end of examination of absent faculty Member(s) and keeping same in sealed envelope(s). These envelopes are handed over to Strong Room Custodian for safe keeping.	SOP-1-(3.1.20)/Pg.11
	2.14.10 Time check announcements two minutes before the examination ends.	SOP-1-(3.1.21)/Pg.17
2.15	Responsibilities of Faculty Member(s) during examination:	
	2.15.1 Faculty Member(s) are required to report to examination department 15 minutes earlier than the scheduled time.	SOP-1-(3.2.1)/Pg.11

	2.15.2	Faculty Member(s) will mark their attendance at the Examination Desk in Wing “A” and receive back the examination envelope deposited in the examinations department earlier. Examination Assistants will be available to assist the faculty members.	SOP-1-(3.2.2)/Pg.11
	2.15.3	Faculty Member(s) checks the examination envelope(s) for tempering and then request the Examination Assistant to unseal the envelope.	SOP-1-(3.2.3)/Pg.11
	2.15.4	Distribution of question paper to students following the announcement.	SOP-1-(3.2.4)/Pg.11
	2.15.5	Attend queries of students related to question papers in the first 10 minutes of the examination.	SOP-1-(3.2.5)/Pg.11
	2.15.6	Announce clearly at the Public Addressing System any correction in the question paper, if any.	SOP-1-(3.2.6)/Pg.11
	2.15.7	Invigilate to check use of unfair means by the student.	SOP-1-(3.2.7)/Pg.11
	2.15.8	Faculty member(s) are not allowed to use mobile or laptop during the examinations.	SOP-1-(3.2.8)/Pg.11
	2.15.9	Provide duly signed Supplementary Sheet to student, if required.	SOP-1-(3.2.9)/Pg.11
	2.15.10	Collect and count the answer scripts at the end of the examination.	SOP-1-(3.2.10)/Pg.11
	2.15.11	Return the duly signed attendance sheet of students along with the copy of question paper to Examination Assistant for record.	SOP-1-(3.2.11)/Pg.11
2.16	Violation of Examination code of conduct during examination:		
	2.16.1	Student caught talking/showing/copying/peeping.	SOP-21-(3.1.1)/Pg.52
	a)	Examination Assistants will monitor students in each examination through CCTV camera surveillance.	SOP-21-(3.1.1.1)/Pg.52
	b)	While monitoring CCTV camera if Examination Assistants observe any of the violations above, will note down the time and column number of the student on the Monitoring Sheet.	SOP-21-(3.1.1.2)/Pg.52
	c)	Examination Assistants will visit the location physically.	SOP-21-(3.1.1.3)/Pg.52
	d)	Examination Assistants will change the seat of the student without creating disturbance.	SOP-21-(3.1.1.4)/Pg.52
	e)	Take the student ID card.	SOP-21-(3.1.1.5)/Pg.52
	f)	Note down the course code and name of faculty.	SOP-21-(3.1.1.6)/Pg.52
	g)	Examination Assistants will ask the student to fill-up the prescribed form for Violation of Examination Code of Conduct.	SOP-21-(3.1.1.7)/Pg.52
	h)	Examination Assistants will verify the information on the Form with the student ID card and return the same.	SOP-21-(3.1.1.8)/Pg.52
	i)	In case of any aggression shown by student, he may be advised politely to visit CoE office after the examination.	SOP-21-(3.1.1.9)/Pg.52
	2.16.2	Student caught in possession or using mobile phone/smart watch or found written material.	SOP-21-(3.1.2)/Pg.52
	a)	Examination Assistants will collect the answer script and mobile/smart phone of the respective student and take him to the CoE Office.	SOP-21-(3.1.2.1)/Pg.52
	b)	Examination Assistants will search the mobile/smart phone storage for any relevant material.	SOP-21-(3.1.2.2)/Pg.52
	c)	In case of discovering any material, CoE will take the feedback of the faculty and then record the statement of the student and faculty at the back of the answer script.	SOP-21-(3.1.2.3)/Pg.52
	d)	On clearing admission by the student that the mobile phone/smart watch contained relevant material in writing CoE will return the mobile phone/smart watch and obtain acknowledgement.	SOP-21-(3.1.2.4)/Pg.52
	e)	Examination Assistant will prepare the report in coordination with CoE and submits it to the Secretary, Disciplinary Committee.	SOP-21-(3.1.2.5)/Pg.52
	f)	Secretary DC will maintain record and convey the decision of the Disciplinary Committee to the concerned student(s) through email.	SOP-21-(3.1.2.6)/Pg.52
2.17	Use of washrooms for students during examination:		
	2.17.1	Washroom facility during hourly examination is not allowed.	SOP-1-(3.8.1) Pg.12
	2.17.2	It is allowed during final examination for 3 minutes only.	SOP-1-(3.8.2) Pg.12
	2.17.3	Student should deposit any belonging at the Mobile Collection Counter prior to availing the facility.	SOP-1-(3.8.3) Pg.12

3. Post Examination Activities

		Ref. No. /Pg. No.
3.1	Violation of Examination Code of Conduct incidents referred to Disciplinary Committee (DC).	SOP-21-(3.1.1)/Pg.51
	3.1.1 CoE will review the CCTV footage and advise Examination Assistants to prepare a report to be submitted to the Secretary, DC.	SOP-21-(3.1.1.10&11) Pg.51
	3.1.2 Secretary DC will consult EDA and arrange meeting by informing other members of the Committee.	SOP-21-(3.1.1.12) Pg.51
	3.1.3 Secretary DC will prepare schedule and send email to students for appearing in the DC	SOP-21-(3.1.1.13) Pg.51
	3.1.4 DC probe students and takes the decision.	SOP-21-(3.3.1)/Pg.52
	3.1.5 Secretary DC issues letter of the decision to students with copy to examination department.	SOP-21-(3.3.2)/Pg.52
	3.1.6 Secretary DC Maintains record of the decision taken by the DC.	SOP-21-(3.1.2.6) Pg.51
3.2	Students missing examinations (hourly, single midterm, final) may avail the following facilities subject to policy conditions available at IoBM website in the examination section.	SOP-10-& SOP-11/ Pg.30 & Pg. 32
	3.2.1 Weightage; I-Grade; Special I-Grade.	
	3.2.2 Grade Improvement.	
	3.2.3 Rechecking.	
	3.2.1 Weightage; I-Grade; Special I-Grade:	
	a) Student will send an email to CoE within one week of the examination held.	SOP-10-(3.1.1)/Pg.28
	b) CoE will forward the email to Sr. Assistant CoE for evaluation and necessary action	SOP-10-(3.2.1)/Pg.28
	c) Student has to provide documentary proofs.	SOP-10-(3.1.2)/Pg.28
	d) Sr. Assistant CoE will check the eligibility criteria.	SOP-10-(3.2.2)/Pg.28
	e) Student has to submit processing fee in the virtual account subject to meeting eligibility criteria.	SOP-10-(3.1.3)/Pg.28
	f) Student will appear in the Final Exam of the subsequent semester in the course that was awarded I-Grade or Special I-Grade.	SOP-11-(3.1.4)/Pg.28
	g) Examination Assistant will prepare documents for CoE's approval.	SOP-10-(3.2.3)/Pg.30
	h) Examination Assistant dispatch complete set of documents to the office of the EDA for recommendations.	SOP-10-(3.2.4)/Pg.28
	i) EDA will review the documents and send recommendations to the Rector for his approval.	SOP-7-(3.3.1)/Pg.22
	j) Rector will review EDA's recommendations and take necessary action.	SOP-10-(3.4.1)/Pg.30
	k) In case of approval, Rector will authorize CoE for the award respective grade.	SOP-10-(3.4.1)/Pg.28
	l) CoE upload (I-Grade/ Special I-Grade/ Weightage) the respective grade into the System as approved by the Rector.	SOP-12-(3.2.5)/Pg.32
	m) Examination Assistant convey the decision to student through an email.	SOP-22-(3.2.6)/Pg.54
	3.2.2 Grade Improvement:	
	a) Student will obtain approval from the Rector for Grade Improvement.	SOP-12-(3.1.1)/Pg.32
	b) Student will take the permission of CoE to reappear in the examination.	SOP-12-(3.1.2)/Pg.32
	c) Student will submit processing fee in the virtual account.	SOP-12-(3.1.3)/Pg.32
	d) CoE will allow student to reappear in the examination as per the schedule.	SOP-12-(3.2.1)/Pg.32
	e) Examination Assistant will collect the checked answer scripts of the student from the concerned faculty.	SOP-12-(3.2.2)/Pg.32
	f) Examination Assistant will process and forward the papers to CoE for review.	SOP-12-(3.2.3)/Pg.32
	g) CoE will forward the rechecked grades to the office of the EDA for recommendations.	SOP-12-(3.2.4)/Pg.32
	h) EDA will review the documents and send recommendations to the Rector for his approval.	SOP-12-(3.4.1)/Pg.32
	i) Rector will review EDA's recommendations and take necessary action.	SOP-12-(3.5.1)/Pg.32
	j) In case of approval, Rector will authorize CoE to upload the approved grade into the system.	SOP-12-(3.5.1)/Pg.32
	k) CoE will upload improved grade into the System as approved by the Rector.	SOP-12-(3.2.5)/Pg.34

	l) Examination Assistant convey the decision through an email.	SOP-22-(3.2.6)/Pg.54
	3.2.3 Rechecking:	SOP-13/Pg.36
	a) Student will collect Rechecking Application Form from the Examinations Department.	SOP-13-/Pg.34
	b) Student will submit duly filled in Application Form in the Examinations Department and pay the processing fee.	SOP-13-(3.1)/Pg.34
	c) Examination Assistant will retrieve Answer Script from Record Room.	SOP-13-(3.2.1)/Pg.34
	d) Examination Assistant will dispatch Answer Script to the concerned HoD for rechecking.	SOP-13-(3.2.2)/Pg.34
	e) HoD will designate a neutral faculty member for rechecking the Answer Script.	SOP-13-(3.3.1)/Pg.34
	f) HoD will return the rechecked answer script to the examinations department.	SOP-13-(3.3.2)/Pg.34
	g) In case of NO change in the result, the process will stop and CoE instructs Examinations Officer to inform the student and keep the Answer Script in the Record Room.	SOP-13-(3.2.4)/Pg.34
	h) In case of CHANGE in the result, CoE verifies and forward the case to the EDA.	SOP-13-(3.2.5)/Pg.3
	i) EDA will review the documents and send recommendations to the Rector for his approval.	SOP-13-(3.4.1)/Pg.34
	j) Rector will review EDA's recommendations and take necessary action.	SOP-13-(3.5.1)/Pg.34
	k) In case of approval, Rector will authorize CoE to upload the rechecked grade into the system.	SOP-13-(3.5.2)/Pg.34
	l) CoE will upload rechecked grade into the System as approved by the Rector.	SOP-13-(3.2.6)/Pg.34
	m) Examination Assistant convey the decision through an email.	SOP-13-(3.2.7)/Pg.34
	n) Examination Assistant will place back the checked Answer Script to the Record Room.	SOP-13-(3.2.3)/Pg.34
3.3	Maintaining the record of answer scripts of Fall, Spring and Summer semesters of an academic year.	SOP-17/Pg.46
3.4	Maintaining the record of rechecking cases includes forms, answer scripts and results.	SOP-16/Pg.43
3.5	Correction in marks and grade due to errors occurred during uploading the result on PS/SMARTZ.	SOP-14/Pg.38
3.6	Rechecking of answer scripts.	SOP-13/Pg.36
3.7	Visiting faculty clearance at the end of semester after submission of answer scripts envelope(s) and uploading the result on PS/SMARTZ as per SOP.	SOP-20/Pg.52
3.8	Disposal of old checked answer scripts placed in Record Room as per policy.	SOP-19/Pg.50
	3.8.1 Examination Assistant will maintain records of answer scripts and place them in the storeroom.	SOP-19-(3.1.1)/Pg.47
	3.8.2 Examination Assistant will dispose one year or more old answer scripts from the storeroom.	SOP-19-(3.1.2)/Pg.47
	3.8.3 Peon will detach the cover page of each answer script to keep as record prior to be shredded.	SOP-19-(3.2.1)/Pg.47
	3.8.4 Examination Assistant will coordinate with Housekeeping Department to arrange shredding machine and manpower.	SOP-19-(3.1.3)/Pg.47
	3.8.5 Housekeeping Assistant will shred all the cover pages of the answer scripts.	SOP-19-(3.2.2)/Pg.47
	3.8.6 Housekeeping Assistant will pack all the shredded cover pages of the answer scripts into cellophane bags.	SOP-19-(3.2.3)/Pg.47
	3.8.7 Examination Assistant will hand over packed cellophane bags to Housekeeping Department for disposal.	SOP-19-(3.1.4)/Pg.47
	3.8.8 Housekeeping Department will acknowledge receipt of cellophane bags.	SOP-19-(3.2.4)/Pg.47
	3.8.9 Examination Assistant will keep record of shredded answer scripts.	SOP-19-(3.1.5)/Pg.47
3.9	Signing of Notification and Examination reports of MS/MPhil/PhD thesis.	SOP-15 (1.0.2)/Pg.38
	3.9.1 Coordinator of the concerned College will send the thesis of the candidate in a standard binding to CoE for signatures.	SOP-15 (3.2.1)/Pg.38
	3.9.2 CoE will stamp on respective pages and sign them subject to the recommendations of the Coordinator, Supervisor and concerned Dean.	SOP-15 (3.3.10)/Pg.38
3.10	Conducting Comprehensive exams (at least twice a year). (MBA/PhD).	SOP-16/Pg.40
3.11	Activities of conducting MBA comprehensive examination given below:	SOP-16-(3.1.3)/Pg.43
	3.11.1 Email notification to graduating students with attachment of Google Form at Website.	SOP-16-(3.1.3)/Pg.40
	3.11.2 Responding to email queries.	SOP-16-(3.1.6)/Pg.40
	3.11.3 Email to HoDs, requesting question paper for comprehensive examination.	SOP-16-(3.1.4)/Pg.40

	3.11.4 Preparation of list of registered students.	SOP-16-(3.1.5)/Pg.40
	3.11.5 Receiving question paper from HoDs.	SOP-16-(3.1.13)/Pg.40
	3.11.6 Preparation of list of registration fee received (semester wise) in coordination with Finance Dept.	SOP-16-(3.1.5)/Pg.40
	3.11.7 Verification of eligible graduates.	SOP-16-(3.1.7)/Pg.40
	3.11.8 Display list of eligible graduates at the website.	SOP-16-(3.1.8)/Pg.40
	3.11.9 Arrangement of logistics / equipment / manpower (purchase/H-keeping/Security); (Ans. Scripts, stationary, peons, guards, AC, light, fan, PA Sys. Wall clock, phone collection).	SOP-16-(3.1.10)/Pg.40
	3.11.10 Sending email to Security/Maintenance/General Administration.	SOP-16-(3.1.11)/Pg.40
	3.11.11 Preparation of seating plan, attendance sheet and banners.	SOP-16-(3.1.9)/Pg.40
	3.11.12 Physical arrangement of the exams wings.	
	3.11.13 Printing and securing question papers.	SOP-16-(3.1.14)/Pg.40
	3.11.14 Invigilation.	SOP-16-(3.1.15)/Pg.40
	3.11.15 CCTV camera monitoring.	SOP-16-(3.1.16)/Pg.40
	3.11.16 Counting and sorting answer scripts.	SOP-16-(3.1.17)/Pg.40
	3.11.17 Unchecked answer scripts to be sent to the concerned faculty (Memo).	SOP-16-(3.1.18)/Pg.40
	3.11.18 Receiving answer scripts envelope(s) from faculty.	SOP-16-(3.1.19)/Pg.40
	3.11.19 Checking answer scripts received from faculty (Vetting of results by faculty).	SOP-16-(3.1.19)/Pg.40
	3.11.20 Collection and preparation of results of successful graduates.	SOP-16-(3.1.20)/Pg.40
	3.11.21 Seeking Rector's approval of successful graduates.	SOP-16-(3.1.21)/Pg.40
	3.11.22 Uploading results of successful graduates at the website.	SOP-16-(3.1.22)/Pg.40
	3.11.23 Sending emails to failed students (individually).	SOP-16-(3.1.23)/Pg.40
	3.11.24 Preparation of up-to-date record file of comprehensive exams with all relevant documents (i.e attendance, results etc).	SOP-16-(3.1.24)/Pg.40
3.12	Activities of Conducting PhD comprehensive examination given below:	
	3.12.1 PhD comprehensive examination is divided into two parts	SOP-16-(3.1.25)/Pg.40
	a) Written	
	b) Viva	
	3.12.2 Concerned Dean/HoD will inform CoE for conducting comprehensive examination	SOP-16-(3.1.26)/Pg.40
	3.12.3 Concerned Dean/HoD will send question paper to CoE	SOP-16-(3.1.27)/Pg.40
	3.12.4 CoE notify date, time and venue to the candidate for appearing in the comprehensive examination	SOP-16-(3.1.28)/Pg.40
	3.12.5 CoE advise Examination Assistant to arrange examination as per the notification	SOP-16-(3.1.29)/Pg.40
	3.12.6 Examination staff invigilate 5 to 6 hours' examination (as may be instructed).	SOP-16-(3.1.30)/Pg.40
	3.12.7 On completion of examination, examination staff collect the answer script & question paper and give it to CoE.	SOP-16-(3.1.31)/Pg.40
	3.12.8 CoE send the question paper, supported by a covering letter, to the concerned Dean for checking and marking	SOP-16-(3.1.32)/Pg.40
	3.12.9 Concerned Dean arrange checking and marking of answer script and return it to CoE	SOP-16-(3.1.33)/Pg.40
	3.12.10 Examination Assistant compile the result and forward it to CoE	SOP-16-(3.1.34)/Pg.40
	3.12.11 CoE notify President, EDA, Rector concerned Dean & HoD, OGS and the candidate.	SOP-16-(3.1.35)/Pg.40
	3.12.12 CoE send the script to Examination Assistant to maintain the record and place the script in Record Room	SOP-16-(3.1.36)/Pg.40
3.13	Convocation:	
	3.13.1 Checking of student's files before Convocation.	
	a) Incoming and outgoing students' files are recorded in a register maintained by Examination Assistant.	SOP-15-(4.1)/Pg.40
	b) Any error/omission identified in checking is recorded in excel sheet maintained in computer by Examination Assistant.	SOP-15-(3.3.7)/Pg.40
	c) Sr. Asstt. CoE and Examination Assistants will check and verify the graduating students' files as follows:	
	i. Check student ID Number as printed on the student's record file	SOP-15-(3.3.1)/Pg.38
	ii. Check student name as printed on SSC / O'LEVEL / EQUIVALENCE Certificate	SOP-15-(3.3.2)/Pg.38

	iii. Check date of admission and program as mentioned in the Admissions Letter	SOP-15-(3.3.3)/Pg.38
	iv. Match grades printed on the draft transcript corresponds with the grades sheet obtained from the PS/SMARTZ.	SOP-15-(3.3.4)/Pg.38
	v. Verify any changes on the draft transcript supported by Audit Reports and relevant documents.	SOP-15-(3.3.5)/Pg.38
	vi. Calculate credit hours required; credit hours earned; total points and CGPA by using standard formula	SOP-15-(3.3.6)/Pg.38
	vii. Put signatures on the draft transcripts	SOP-15-(3.3.8)/Pg.38
	viii. Return student's record file to the Transcript Section.	SOP-15-(3.3.9)/Pg.38
	3.13.2 Degrees on hold:	
	a) Examination Assistant will prepare the list of students whose degree will be on hold 30 days prior to the date of convocation. List includes information; S. No./Student ID/Name/Program/commencement date/reason for degree on hold.	SOP-15-(4.9)/Pg.39
	b) Examination Assistant will send an email 3 week prior to convocation to those students who have neither apply nor appeared in the comprehensive examination.	SOP-15-(4.11)/Pg.3+9
	c) Examination Assistant will show the list to CoE for approval.	SOP-15-(4.10)/Pg.39
	d) Examination Assistant will forward the above list to Transcript Section for their information.	SOP-15-(4.12)/Pg.39
	e) Examination Assistants will check and verify the following 30 days prior to the date of convocation:	SOP-15-(4.13)/Pg.39
	i. That the students have appeared and pass the comprehensive examination.	SOP-15-(4.13-a)/Pg.39
	ii. That students work experience certificates have been verified from the respective companies/industries. (In specialized programs only subject to students registered before Fall Semester 2016).	SOP-15-(4.13-b)/Pg.39
	iii. Examination Assistant will contact the concerned companies/industries through email.	SOP-15-(4.13-c)/Pg.39
	iv. Examination Assistant will visit the companies/industries physically, if required.	SOP-15-(4.13-d)/Pg.39
	v. That the students are exempted to appear in the comprehensive examination. (subject to students registered before Fall Semester 2016).	SOP-15-(4.13-e)/Pg.40
	3.13.3 Checking of transcripts and signature of CoE on transcripts.	
	a) Transcript Department prepare and print the transcripts and forward it to CoE and concerned Dean for signatures.	SOP-15-(4.5)/Pg.39
	3.13.4 Verification of documents by CoE; including transcripts and degrees on the recommendation of Transcript Section in Registrar Office.	SOP-15-(4.2)/Pg.39

4. Hourly/Midterm and Final Examinations Procedure

1.0 Purpose:

To conduct examinations according to the class schedule and implement rules & regulations of examinations.

2.0 Scope:

Hourly/Midterm/Final examinations are to be conducted as per the schedule and supervised professionally.

3.0 Responsibility:

3.1 Examinations Department:

- 3.1.1 Preparation of examination schedule for all programs in accordance with the class schedule operational in the current semester.
- 3.1.2 Uploading examination schedule in the IoBM Website
- 3.1.3 Sending examination code of conduct to students
- 3.1.4 Sending printing schedule to faculty members
- 3.1.5 Preparation of seating plan and course information banners
- 3.1.6 Displaying seating plan and course information banners
- 3.1.7 Printing and sorting students' attendance sheets
- 3.1.8 Printing question papers in coordination with Security Department
- 3.1.9 Process students change of examination section
- 3.1.10 Secure printed question papers in the strong room
- 3.1.11 Making standard announcement and communicate students the following examination code of conduct prior to start of each examination.
 - a) Showing valid student ID Card at the entrance
 - b) Showing palms are cleaned
 - c) Does not carrying mobile phone/smart watch/programmable calculator
 - d) Does not wearing slippers/P-cap
 - e) Bearing transparent stationary pouch
 - f) Distribution of answer scripts
 - g) Closure of doors of examination halls
 - h) Recitation of Holy Quran
 - i) Distribution of question papers
 - j) Start of examination
- 3.1.12 Take down the attendance of the faculty member(s).
- 3.1.13 Handover the examination envelope and attendance sheet of students to the concerned faculty member.
- 3.1.14 Prepare a list of absent and late coming faculty member(s).
- 3.1.15 Distribution of question papers to students on behalf of late arriving/absent faculty member(s).
- 3.1.16 Contact faculty member(s) who does not show up for the scheduled examination and inform CoE for further action.
- 3.1.17 Invigilation during the examinations.
- 3.1.18 Monitor CCTV cameras to check the use of unfair means.
- 3.1.19 Collection of attendance sheets of students and a copy of question paper from faculty on the day of examination.
- 3.1.20 Collection of answer scripts from students at the end of examination of absent faculty Member(s) and keeping same in sealed envelope(s). These envelopes are handed over to Strong Room Custodian for safe keeping.
- 3.1.21 Time check announcements two minutes before the examination ends.

3.2 Faculty Members:

- 3.2.1 Report to examination department 15 minutes prior to scheduled examination.
- 3.2.2 Mark attendance at the Examination Desk in Wing "A" and receive back the examination envelope deposited in the examinations department earlier.
- 3.2.3 Check the examination envelope(s) for tempering and then ask the Examination Assistant to unseal the envelope.
- 3.2.4 Distribute question paper to students following the announcement.
- 3.2.5 Attend queries of students related to question papers in the first 10 minutes of the examination.
- 3.2.6 Announce clearly at the Public Addressing System any correction in the question paper, if any.
- 3.2.7 Invigilate to check use of unfair means by the student.

- 3.2.8 Faculty member(s) will not use mobile phone or laptop during the examinations.
- 3.2.9 Provide duly signed Supplementary Sheet to student, if required.
- 3.2.10 Collect and count the answer scripts at the end of the examination.
- 3.2.11 Return the duly signed attendance sheet of students along with the copy of question paper to Examination Assistant for record.

3.3 Academics Department:

Academics Department required to extend full support by providing the up-to-date soft/hard copy of the current class schedule.

3.4 Purchase Department:

Purchase Department is responsible to provide required logistics e.g. answer scripts, paper reams, tonner, ink cartages, master rolls etc.

3.5 Information Technology (I.T.) Department:

I.T department is responsible to coordinate with Academics and Examinations department for providing data and uploading examination schedule.

3.6 Sports Department:

Provide assistance to students for collecting mobile phones/smart watches/electronic gadgets at the Mobile Phone Counter.

3.7 Students Affairs Department:

Nominate peons to assign duties at both examination wings

3.8 Security Department:

Depute security guards at the entrance of the SSKEC and examination lobby

3.9 Use of washrooms for students:

- 3.8.1 Washroom facility during hourly examination is not allowed.
- 3.8.2 It is allowed during Midterm/Final examination for 3 minutes only.
- 3.8.3 Student should deposit any belonging at the Mobile Collection Counter prior to availing the facility.

4.0 Tasks & Responsibilities:

<u>S.No</u>	<u>Tasks</u>	<u>Department</u>	<u>Responsibility</u>	<u>Deadline (PRIOR TO EXAMS)</u>
4.1	Obtaining Class schedules	Academics	Exams. Asstt.	3 week
4.2	Preparing examination schedules	Examinations	Exams. Asstt.	2 week
4.3	Checking examination schedule	Examinations	Sr. Asstt., CoE	12 days
4.4	EDA's approval to finalize examination schedule	Examinations	CoE	10 days
4.5	Uploading examination schedule at the IoBM Website	Examinations	Exam. Assistant	10 days
4.6	Sending Examination Code of Conduct to Students	Examinations	CoE	10 days
4.7	Sending printing schedule with attachments of Question paper Header and printing instructions through email to faculty members and Security Department.	Examinations	CoE	10 days
4.8	Preparation of examination seating plan	Examinations	Exam. Assistant	12 days
4.9	Displaying seating plan at the entrance of SSKCE and in the lobby of examination department	Examinations	Exam. Assistant	5 days
4.10	Preparation and pasting course information banners prior to each examination	Examinations	Exam. Assistant	5 days
4.11	Printing & Sorting students attendance sheets	Examinations	Exam. Assistant	
4.12	Printing question papers	Security & General Administration	Security Guard & Photocopy machine operator	2 days
4.13	Process examination change of section	Examinations	Exams. Asstt.	2 days
4.14	Securing printed question papers in the strong room	Examinations	Sr. Asstt. CoE	2 days

4.15	Collection of mobile phones/smart watches/electronic gadgets	Sports	Sports staff	On each exam day
4.16	Making standard announcements	Examinations	Sr. Asstt. CoE	20 minutes
4.17	Take down the attendance of faculty members at the desk in Wing 'A'	Examinations	Exams. Asstt.	20 minutes
4.18	Handover the examination envelope and attendance sheet of students to concerned faculty	Examinations	Exams. Asstt.	15 minutes
4.19	Check the examination envelope for tempering	Concerned faculty	Concerned faculty	immediately after receiving the envelope
4.20	Distribution of question papers to students	Concerned faculty	Concerned faculty	Followed by announcement
4.21	Prepare a list of absent and late coming faculty	Examinations	Exams. Asstt.	30 minutes after the start of examination
4.22	Distribution of question papers on behalf of late arriving/absent faculty	Examinations	Exams. Asstt.	Followed by announcement
4.23	Inform CoE about faculty who did not show up	Examinations	Exams. Asstt.	30 minutes after the start of examination
4.24	Invigilation	Concerned faculty & Examinations	Faculty members & staff members	During each examination
4.25	Attend queries related to question paper	Concerned faculty	Concerned faculty	In the first 10 minutes of each examination
4.26	Announce for any correction in the question paper	Concerned faculty	Concerned faculty	Immediately after identification
4.27	CCTV Camera monitoring	Examinations	Exams. Asstt	During each examination
4.28	Collection of duly signed students' attendance sheet and copy of question paper from faculty	Examinations	Exams. Asstt.	One hour after the start of examination
4.29	Collection of answer scripts from students of absent faculty and place them in the strong room	Examinations	Exams. Asstt.	At the end of examination
4.30	Collection and counting answer scripts of students	Concerned faculty	Concerned faculty	At the end of examination
4.31	Time check announcement	Examinations	Sr. Asstt. CoE	2 minutes before the examination end

5.0 Equipment / Software:

4.1 MS Office; SMARTZ

6.0 Forms and Record:

- 5.1 Class Schedule
- 5.2 Examination Schedule
- 5.3 Printing Schedule
- 5.4 Examination Seating Plan
- 5.5 Students attendance sheets
- 5.6 Course Information Banners
- 5.7 Faculty attendance sheets

7.0 Attachment:

None

8.0 Related Documents:

None

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Ver. 1.1	May 13, 2025	Revised Issue
Prepared by	Reviewed by	Approved by
Muhammad Kamran Assistant Controller of Examinations	Fesal Bin Naseem Controller of Examinations	Dr. Tariq Rahim Soomro Rector

5. Conducting Examination in the Computer Labs Procedure

1.0 Purpose:

To facilitate students with computers while appearing in the computer related examinations.

2.0 Scope:

Students are provided with the computers as required to them during examinations.

3.0 Responsibility:

3.1 Faculty Member

- 3.1.1 Inform Examinations Department by email for conducting exams in Labs and stating software requirement, if any.
- 3.1.2 Inform student the venue, date and time of the examination
- 3.1.3 Collect all the required materials from examination department (i.e. question papers envelope, answer sheets, supplement sheets, statistical or other tables, students' attendance sheet)

3.2 Examinations Department

- 3.2.1 Allocate Labs according to the number of students
- 3.2.2 Send Lab allocations to I.T. department for necessary arrangements
- 3.2.3 Send seating plan to faculty member

4.0 Tasks & Responsibilities:

S. No	Tasks	Department	Responsibility	Deadline
4.1	Inform Examinations Department by email for conducting exams in Labs and stating software requirement, if any.	Concerned	Faculty	10 days
4.2	Inform student the venue, date and time of the examination	Concerned	Faculty	8 days
4.3	Collect all the required materials from examination department	Concerned	Faculty	2 days
4.4	Allocate Labs. according to the number of students	Examinations	Office Assistants	10 days
4.5	Sends Lab. allocations to I.T. department for necessary arrangements	Examinations	Office Assistants	10 days
4.6	Send seating plan to faculty member	Examinations	Office Assistants	8 days

5.0 Equipment / software:

- 5.1 MS Office

6.0 Forms and record:

- 6.1 Lab. allocation
- 6.2 Seating Plan

7.0 Attachment:

Nil

8.0 Related documents:

Nil

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6. Printing Question Papers Procedure

1.0 Purpose:

Facilitate students with question papers in printed form as provided by the respective faculty member(s).

2.0 Scope:

The process of printing question papers was confidential and foolproof.

3.0 Responsibility:

3.1 Faculty Member (s)

Faculty member of the concerned department / course is responsible to provide question paper in a standard format of the IoBM and must be dropped down in the Strong-room, Examinations Department in a sealed envelope marked as follows:

- 3.1.1 Day, Date and Time of the Examinations
- 3.1.2 Name of the faculty, Mobile Phone No. & email address
- 3.1.3 Semester (*Fall / Spring / Summer*)
- 3.1.4 Exam (*1st hourly, 2nd hourly, Mid-term, Final*)
- 3.1.5 Course Code / Course Description / Department
- 3.1.6 Number of registered students in the course
- 3.1.7 Required number of answer sheets (*16 pages, 8 pages*)
- 3.1.8 Results to be uploaded by whom?
- 3.1.9 Check and ensure any error/omission in the printed question papers
- 3.1.10 Keep the printed question papers in an envelope and seal it in the presence of Security Officer.
- 3.1.11 Drop down the sealed envelope in the strong room.
- 3.1.12 Faculty member(s) are allowed to avail the printing facility of IoBM as per the printed schedule or opt for self-printing. In case of self-printing, faculty needs to inform examinations department through email and report the examination venue 30 minutes before the examination time.

3.2 Security Department

- 3.2.1 Printing Staff will be comprised of one (1) Security Officer, one (1) Security Guard and one (1) Photocopy Machine Operator.
- 3.2.2 Security Officer is responsible to maintain confidentiality of the question papers at any cost and ensures foolproof printing and packing process.
- 3.2.3 Security Officer will receive the question paper from the faculty. He will sign and stamp the question paper and then handover to machine operator for printing.
- 3.2.4 Security Officer will check and ensure the number of copies printed are in accordance with the required number of copies.
- 3.2.5 Master Roll used in printing question papers should be destroyed/burnt as soon the printing process completed on daily basis.

3.3 Examinations Department

- 3.3.1 Controller of examinations (CoE) will prepare a printing program by assigning the activities and roles of people involved in the printing process
- 3.3.2 CoE will notify the printing program to faculty members, security department through email with cc to the President, EDA, Rector, Deans, HoDs and examination team
- 3.3.3 Examination Assistant will prepare a requisition form mentioning the material required for printing and forward it to the Procurement Department to ensure the supply on time. (*material includes: paper reams A3 & A4 size; staples; markers; highlighters and examinations envelopes*)

3.4 Purchase & Procurement Department

- 3.4.1 Purchase & Procurement Department is responsible to supply printing material, stationary and deliver it to examinations on or before the date as mentioned on the requisition form

4.0 Tasks & Responsibilities:

S.No	Tasks	Department	Responsibility	Deadline (PRIOR TO EXAMS)
4.1	Preparation of printing program	Examinations	CoE	30 working days
4.2	Sending printing notification to all concerned through email	Examinations	CoE	30 working days
4.3	Sending printing material requisition to purchase department	Examinations	Exams. Asstt.	12 working days
4.4	Receiving question papers for printing	Security	Security Officer	As per printing program
4.4	Signing & stamping question papers	Security	Security Officer	Immediately after printing
4.5	Supervision of printing process	Security	Security Officer & Security Guard	Throughout during printing
4.6	Printing Question Papers	General Administration	Photocopy machine operator	As per printing program
4.7	Checking quantity of printed question papers, fill in the details printed on the examination envelope and put signature on the on the envelope in indelible ink.	Concerned faculty	Concerned faculty	Immediately after printing
4.8	Packing & securing original and printed question papers in the examination envelope	Security	Concerned faculty & Security Officer	Immediately after printing
4.9	Drop down the sealed envelope in the strong room	Concerned faculty	Concerned faculty	Immediately after packing and signing
4.10	Visit the printing room in person and get the required number of question papers	Concerned faculty	Concerned faculty	As per printing program
4.11	Placing secured question papers in the allocated pigeonholes at the Strong-room	Examinations	Sr. Asstt. CoE & Exams. Asstt.	Daily
4.12	Destroying / burning Master roll after printing question papers	Security	Security Officer & Security Guard	Daily

5.0 Equipment / software:

- 5.1 Photocopy Machine
- 5.2 RESO Graph
- 5.3 Rubber Stamp of Examination
- 5.4 Adhesive Tape
- 5.5 Standard printed envelopes

6.0 Forms and record:

- 6.1 Printing Program

7.0 Attachment

None

8.0 Related documents:

None

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Ver. 1.1	May 13, 2025	Revised Issue
Prepared by	Reviewed by	Approved by
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7. Keeping printed question papers in the Strong-room Procedure

1.0 Purpose:

To ensure the question papers placed in the Strong-room with strict confidentiality and are safe & secure.

2.0 Scope:

Confidentiality and security of Examination Papers maintained.

3.0 Responsibility:

3.1 Faculty Members

- 3.1.1 Drop question paper(s) in a specific sealed envelope(s) with labels as printed on the envelope(s) prior to the scheduled examinations

3.2 Examinations Department

- 3.2.1 CoE will act as the Custodian of the Strong-room
 3.2.2 Label strong-room's pigeon holes in accordance with the examination schedule
 3.2.3 Place question papers in the particular pigeon holes
 3.2.4 Visit strong-room twice a day during examinations to place the question papers
 3.2.5 Mention the last date for uploading the results on the envelope(s) of question papers
 3.2.6 Hand over the question papers and answer scripts to faculty for distribution before the start of examinations every day
 3.2.7 Keep the answer scripts in the strong-room of the faculty who didn't show up on the day of scheduled examinations
 3.2.8 Maintain a register of solved answer scripts taken by the concerned faculty for checking and marking and takes down the name/signatures of faculty, course title, number of answer scripts, date and day of the examination held.

4.0 Tasks & Responsibilities:

S. No	Tasks	Department	Responsibility	Deadline
4.1	Drop question paper(s) for printing prior to the scheduled examinations	Faculty	Concerned faculty	One day before the examination
4.2	Label strong-room's pigeon holes in accordance with the examination schedule	Examinations	Custodian of strong room	Every semester
4.3	Place question papers in the particular pigeon holes	Examinations	Custodian of strong room	Twice a day during exam
4.4	Visit strong-room twice a day (at 2 p.m. & 4:45 p.m) during examinations to place the question papers in pigeon holes	Examinations	Custodian of strong room	Twice a day during exam
4.5	Mention the last date for uploading the results on the envelope(s) of question papers	Faculty	Concerned faculty	On the date of submitting results
4.6	Hand over the question papers and answer scripts to faculty for distribution before the start of examinations every day	Examinations	Office Asstt. I & II	25 minutes before the exam
4.7	Keep the answer scripts in the strong-room of the faculty who didn't show up on the day of scheduled examinations	Examinations	Office Asstt. II	Just after the exam
4.8	Maintain a register of solved answer scripts taken by the concerned faculty for checking/marking and takes down the name/signatures of faculty, course title, number of answer scripts, date and day of the examination held.	Examinations	Office Asstt. II	During exam

5.0 Equipment / software:

5.1 MS Office

6.0 Forms and record:

6.1 Examination schedule (Hourly/Mid-terms/Final)

6.2 Records keeping register

7.0 Attachment:

Nil

8.0 Related documents:

Nil

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8. Store-room Procedure

1.0 Purpose:

To keep the stationaries, examination material and equipment in storeroom properly and ensure availability promptly.

2.0 Scope:

Inventory of the material available and consumed in the Examinations Department are maintained satisfactorily.

3.0 Responsibility:

3.1 Examinations Department

3.1.1 Place order to Purchase Department through Material Requisition Form (MRF)

3.1.2 Maintain a Stock Register of the materials received from Purchase Department

3.1.3 Maintain an Inventory Register of the materials used and issued

4.0 Tasks & Responsibilities:

S.No	Tasks	Department	Responsibility	Deadline
4.1	Place order to Purchase Department through MRF	Examinations	Office Asstt. II	30 days prior to examination
4.2	Maintains a Stock Register of the materials	Examinations	Office Asstt. II	Daily
4.3	Maintains an Inventory Register of the materials	Examinations	Office Asstt. II	daily

5.0 Equipment / software:

5.1 MS Office

6.0 Forms and record:

6.1 Material Requisition Form (MRF)

6.2 Stock Register

6.3 Inventory Register

7.0 Attachment:

7.1 List of materials to be used in the Examinations Department

8.0 Related documents:

Nil

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Ver. 1.1	May 13, 2025	Revised Issue
Prepared by	Reviewed by	Approved by
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9. Change of Examination Section Procedure

1.0 Purpose:

Facilitate students to change section for taking examination, subject to genuine reason.

2.0 Scope:

Students are facilitated to change section on the basis of genuine reason.

3.0 Responsibility:

3.1 Student

- 3.1.1 Apply to CoE for change of section by providing complete details of scheduled examination and reasons of change.
- 3.1.2 Collect the Change of Section Form from Examinations Department subject to approval of CoE
- 3.1.3 Compulsory to fill in the Change of Section Form completely
- 3.1.4 Obtain approval of the concerned faculty member and HoD on Change of Section Form prior to submission in the Examinations Department
- 3.1.5 Mark attendance on attendance sheet manually
- 3.1.6 Write manually the reason of examination (Change of Section).

3.2 Faculty Members

- 3.2.1 Verify Change of Section Form

3.3 Examinations Department

- 3.3.1 Review student's request and take decision
- 3.3.2 Convey student the decision taken
- 3.3.3 Issue Change of Section Form to student, in case of permission granted
- 3.3.4 Approve Change of Section
- 3.3.5 Inform student and keep record updated

4.0 Tasks & Responsibilities:

S.No	Tasks	Department	Responsibility
4.1	Review student's request and take decision	Examinations	CoE
4.2	Convey student the decision taken	Examinations	Office Asstt.II
4.3	Issue Change of Section Form	Examinations	Office Asstt. II
4.4	Verify Change of Section Form	Faculty	HoD & Faculty concerned
4.5	Approve the Change of Section	Examinations	CoE
4.6	Inform student	Examinations	Office Asstt. II

5.0 Equipment / software:

- 5.1 MS Office

6.0 Forms and record:

6.1 Change of Section Form

7.0 Attachment:

7.1 Examination schedule

8.0 Related documents:

Nil

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Ver. 1.1	May 13, 2025	Revised Issue
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10. Conducting early Examination Procedure

1.0 Purpose:

To support faculty member(s) for conducting examinations earlier than the scheduled examination due to certain official or personal reason.

2.0 Scope:

Examinations conducted at the mutual satisfaction of faculty and students.

3.0 Responsibility:

3.1 Faculty Members

- 3.1.1 Get the consent of students in writing for conducting early examinations
- 3.1.2 Obtain approval of the concerned HoD, subject to provide appropriate reasons
- 3.1.3 Inform students upon Rector's approval about the date, time and venue of the early examinations.

3.2 Head of the Department

- 3.2.1 Send recommendations to Dean for his review and further action

3.3 Dean's Office

- 3.3.1 Review HoD's recommendations and proceeds to the Rector for his approval.

3.4 Rector's Office

- 3.4.1 Assess the recommendations of the Dean and takes the decision. Favorable decision will be proceeded to CoE for arrangements.

3.5 Examinations Department

- 3.5.1 Convey Rector's decision to the concerned faculty and make required arrangements

4.0 Tasks & Responsibilities:

S.No	Tasks	Department	Responsibility
4.1	Get the consent of students	Concerned	faculty
4.2	Obtain approval of the concerned HoD	Concerned	faculty
4.3	Send recommendations to Dean	Concerned HoD	Concerned
4.4	Review HoD's recommendations	Dean's Office	Dean
4.5	Assess the recommendations of the Dean	Rector's Office	Rector
4.6	Convey Rector's decision to the concerned faculty	Examinations	CoE
4.7	Make arrangements of early examinations	Examinations	Office Assistants
4.8	Inform students upon Rector's approval about the date, time and venue of the early examinations	Faculty	Concerned

5.0 Equipment / software:

5.1 MS Office

6.0 Forms and record:

6.1 Change of Section Form

7.0 Attachment:

7.1 Examination schedule

8.0 Related documents:

Nil

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Muhammad Kamran Assistant Controller of Examinations	Fesal Bin Naseem Controller of Examinations	Dr. Tariq Rahim Soomro Rector

11. Rescheduling Examination Procedure

1.0 Purpose:

To support faculty member(s) for rescheduling examinations due to certain official or personal reason.

2.0 Scope:

Examinations rescheduled at the mutual satisfaction of faculty and students.

3.0 Responsibility:

3.1 Faculty Members

- 3.1.1 Gather consent of students (in writing) for rescheduling examinations
- 3.1.2 Obtain approval of the concerned HoD, subject to provide appropriate reasons
- 3.1.3 Inform students upon Rector's approval about the rescheduling of examinations.

3.2 Head of the Department

- 3.2.1 Send recommendations to Dean for his review and further action

3.3 Dean's Office

- 3.3.1 Review HoD's recommendations and proceeds to the Rector for his approval.

3.4 Rector's Office

- 3.4.1 Assess the recommendations of the Dean and takes the decision. Favorable decision will be proceeded to CoE for appropriate consideration.

3.5 Examinations Department

- 3.5.1 Conveys Rector's decision to the concerned faculty and makes required arrangements

4.0 Tasks & Responsibilities:

S. No	Tasks	Department	Responsibility	Deadline
4.1	Gather the consent of students	Concerned	faculty	
4.2	Obtain approval of the concerned HoD	Concerned	faculty	
4.3	Send recommendations to Dean	HoD	Concerned	
4.4	Review HoD's recommendations	Dean's Office	Dean	
4.5	Assess the recommendations of the Dean	Rector's Office	Rector	
4.6	Convey Rector's decision to the concerned faculty	Examinations	CoE	
4.7	Make appropriate amendments in the schedule of examinations	Examinations	Office Assistants	
4.8	Inform students upon Rector's approval about the date, time and venue of the rescheduled examinations	Faculty	Concerned	

5.0 Equipment / software:

5.1 MS Office

6.0 Forms and record:

6.1 Examination schedule

7.0 Attachment:

Nil

8.0 Related documents:

Nil

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Muhammad Kamran Assistant Controller of Examinations	Fesal Bin Naseem Controller of Examinations	Dr. Tariq Rahim Soomro Rector

12. Conducting Examination in the Absence of Faculty Procedure

1.0 Purpose:

To ensure the examination schedule must not be interrupted in the event of absence of faculty member(s)

2.0 Scope:

The examination conducted smoothly and achieved the goals of the Institute.

3.0 Responsibility:

3.1 Examinations Department

- 3.1.1 Open the sealed envelope of the question papers in the presence of CoE
- 3.1.2 Distribute the answer scripts
- 3.1.3 Distribute the question papers
- 3.1.4 Take the attendance of the students
- 3.1.5 Collect the answer scripts and question papers from the students at the end of examinations
- 3.1.6 Count the answer scripts and place them into an envelope and seal
- 3.1.7 Note the particulars of the exam in the Record Book
- 3.1.8 Store the sealed envelope in the Strong Room
- 3.1.9 Contact faculty member to collect the sealed envelope of answer scripts for checking and marking
- 3.1.10 In case of faculty member(s) does not show up for the scheduled examination, Examination Assistant will phone the concerned faculty members(s) and inform CoE. The CoE will communicate to HoD/Dean/President and decide the cancellation or postponement of the examination. (If the question paper is not submitted by the faculty)

3.2 Faculty Member

- 3.2.1 Collect the sealed envelope from the Examinations Department
- 3.2.2 Ensure the number of answer scripts correspond to the students' attendance sheet
- 3.2.3 Enter the information as stipulated in the Record Book and put signature.

4.0 Definition:

S. No	Tasks	Department	Responsibility	Deadline
4.1	Open the sealed envelope of the question papers in the presence of CoE	Examinations	Exam. Asstt.	3 minutes prior to exam
4.2	Distribute the answer scripts	Examinations	Exam. Asstt.	2 minutes prior to exam
4.3	Distribute the question papers	Examinations	Exam. Asstt.	1 minute prior to exam
4.4	Take the attendance of the students	Examinations	Exam. Asstt.	First quarter of the exam
4.5	Collect the answer scripts and question papers from the students	Examinations	Exam. Asstt.	At the end of the exam
4.6	Count the answer scripts and places into an envelope and seals	Examinations	Exam. Asstt.	At the end of the exam
4.7	Note the particulars of the exam in the Record Book	Examinations	Exam. Asstt.	At the end of the exam
4.8	Store the sealed envelope in the Strong Room	Examinations	Exam. Asstt.	At the end of the exam
4.9	Contact faculty member to collect the sealed envelope of answer scripts for checking and marking	Examinations	Exam. Asstt.	Within one day
4.10	Collect the sealed envelope from the Examinations Department	Concerned	Faculty	On agreed date

4.11	Ensure the number of answer scripts corresponds to the attendance sheet	Concerned	Faculty	At the time of collection
4.12	Enter the information as stipulated in the Record Book and puts signature	Concerned	Faculty	After collecting the answer script envelope

5.0 Equipment / software:

5.1 MS Office

6.0 Forms and record:

6.1 Sealed envelopes with answer scripts inside

6.2 Attendance Sheet of students

7.0 Attachment:

Nil

8.0 Related documents:

Nil

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13. Awarding Weightage Procedure

1.0 Purpose:

Enable student(s) who has/have not taken scheduled hourly exam. due to genuine reason.

2.0 Scope:

Average grade awarded to student(s) on merit.

3.0 Responsibility:

3.1 Student (Applicant)

- 3.1.1 Submission of application by email to CoE within one week of the examination held
- 3.1.2 Provide documentary proofs
- 3.1.3 Deposit Processing fee through virtual account

3.2 Examinations Department (Processing)

- 3.2.1 CoE will forward the email to Sr. Asstt. CoE
- 3.2.2 Evaluate the application and check eligibility criteria
- 3.2.3 Prepare documents for CoE's approval
- 3.2.4 Dispatch complete set of documents to the office of the EDA for recommendations
- 3.2.5 Posting final grade into the System as approved by the Rector
- 3.2.6 Email intimation to the concerned student(s) of the final accumulated weightage awarded to them.

3.3 Executive Director (Recommendations)

- 3.3.1 Review documents and send recommendations to the Rector

3.4 Rector (Approvals)

- 3.4.1 Review EDA's recommendations and authorize Examinations Department for the award of Weightage

4.0 Definition:

S. No	Tasks	Department	Responsibility	Deadline
4.1	Checking on-time submission of application by the student	Examinations	Asstt-2	On the date of application
4.2	Evaluate the application and check the eligibility criteria	Examinations	Sr. Asstt. CoE	On the date of application
4.3	Verification of documents attached with the application	Examinations	Asstt-2	On the date of receiving application
4.4	Confirmation of receipt of processing fee from Finance Department	Examinations	Asstt-2	Within a day
4.5	Preparation of documents with attachments for processing	Examinations	Asstt-2	One day
4.6	Checking and forwarding documents to CoE for approval	Examinations	SA CoE	One day
4.7	Communicate CoE's approval to the concerned students by email	Examinations	Asstt-2	One day
4.8	Processing/Transforming of approved cases into a Standard Form be to forwarded to EDA's Office	Examinations	Asstt-2	One day
4.9	Review documents and send recommendations to Rector for his approval	EDA's Office	Executive Secretary	One day
4.10	Rector authorize Examinations Department to post the Weightage grade into the System subject to EDA's recommendation.	Rector's Office	Secretary	One day

5.0 Equipment / software:

5.1 MS Office

6.0 Forms and record:

6.1 Examination Schedule

6.2 Students' Attendance Sheet

6.4 Faculty Attendance Sheet

6.5 Question Paper

6.6 Answer Script

6.6 Standard Processing/Transforming Form

7.0 Attachment:

7.1 Eligibility Criteria

8.0 Related documents:

8.1 Reports on cheating incidents (if any)

8.2 Hardcopy of uploaded marks at the website

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14. Awarding Incomplete "I" Grade Procedure

1.0 Purpose:

Enable student(s) who has/have not taken scheduled **Final** exam due to genuine reason.

2.0 Scope:

Student(s) is/are facilitated and allowed to appear in the Final Exam of the subsequent semester in the course that was not taken.

3.0 Responsibility:

3.1 Student (Applicant)

- 3.1.1 Submission of application by email to CoE within one week of the exam held
- 3.1.2 Provide documentary proofs
- 3.1.3 Deposit Processing Fee through virtual account
- 3.1.4 Appear in the Final Exam of the subsequent semester in the course that was missed.

3.2 Examination Department (Processing)

- 3.2.1 Evaluate and check eligibility criteria
- 3.2.2 Prepare documents for CoE's approval
- 3.2.3 Dispatch complete set of documents to the office of the EDA for recommendations
- 3.2.4 Posting Incomplete "I" grade into the System as approved by the Rector
- 3.2.5 Email intimation to the concerned student(s) of the final accumulated grade awarded to student(s).

3.3 Executive Director (Recommendations)

- 3.3.1 Review documents and send recommendations to the Rector

3.4 Rector (Approvals)

- 3.4.1 Review EDA's recommendations and authorize Examinations Department for the award of "I" Grade

4.0 Definition:

S.No	Tasks	Department	Responsibility	Deadline
4.1	Checking on-time submission of application by the student	Examinations	Asstt-2	On the date of application
4.2	Evaluate and check the eligibility criteria	Examinations	Sr. Asstt. CoE	One day
4.3	Verification of documents attached with the application	Examinations	Asstt-2	On the date of receiving application
4.4	Confirmation of receipt of processing fee from Finance Department	Examinations	Asstt-2	Within one day
4.5	Preparation of documents with attachments for processing	Examinations	Asstt-2	Two days
4.6	Checking and forwarding documents to CoE for approval	Examinations	SA CoE	Same day
4.7	Communicate CoE's approval to the concerned students by email	Examinations	Asstt-2	Same day
4.8	Processing/Transforming of approved cases into a Standard Form be to forwarded to EDA's Office	Examinations	Asstt-2	One day
4.9	Review documents and send recommendations to Rector for his approval	EDA's Office	Executive Secretary	Three days
4.10	Rector authorize Examinations Department to post the Incomplete "I" grade into the System subject to EDA's recommendation	Rector's Office	Secretary	One day

5.0 Equipment / Software:

5.1 MS Office

6.0 Forms and Record:

6.1 Students' Attendance Sheet

6.2 Standard Processing/Transforming Form

7.0 Attachment:

7.1 Eligibility Criteria

8.0 Related Documents:

8.1 Reports on cheating incidents (if any)

8.2 Hardcopy of uploaded marks at the website

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15. Awarding Grade Improvement Procedure

1.0 Purpose:

Provide opportunity to below good standing students to reappear in the examinations to improve grades of the courses in which they have secured at least “C -” and “C” grade for undergraduate and graduate programs students respectively.

2.0 Scope:

Students will get a chance to reappear in the examinations and improve their grades.

3.0 Responsibility:

3.1 Student (Applicant)

- 3.1.1 Students will obtain approval from the Rector for Grade Improvement
- 3.1.2 Students will take the permission of CoE to reappear in the examinations
- 3.1.3 Deposit Processing Fee through virtual account
- 3.1.4 Students will reappear in the examinations as per the schedule

3.2 Examination Department (Processing)

- 3.2.1 Permit student to reappear in the examinations
- 3.2.2 Collect checked answer scripts of students from the concerned faculty
- 3.2.3 Process the papers and forwards to CoE for rechecking
- 3.2.4 Dispatch rechecked grades improvement cases to the office of the EDA for recommendations
- 3.2.5 Posting changed grades into the System as approved by the Rector
- 3.2.6 Email intimation to the concerned student(s) about the grades improvement.

3.3 Head of the Concerned Department

- 3.3.1 Designate a neutral faculty member for rechecking the answer script

3.4 Executive Director (Recommendations)

- 3.4.1 Review checked grades improvement cases send recommendations to the Rector

3.5 Rector (Approvals)

- 3.5.1 Grant permission to students to appear in the examinations for improvement
- 3.5.2 Sanction approval and allow examinations department for posting changes in the system.

4.0 Definition:

S.No	Tasks	Department	Responsibility	Deadline
4.1	Approve grade improvement applications	Office of the Rector	Secretary	One day
4.2	Permit students to appear in the examinations	Examinations	CoE	One day
4.3	Collect checked answer scripts from concerned faculty	Examinations	Asstt-2	One day
4.4	Rechecking answer scripts for further submission to EDA	Examinations	CoE	One day
4.5	Review checked answer scripts and send recommendations to the Rector	Office of the EDA	Secretary	One day
4.6	Sanction approval and allow examinations department for posting results	Office of the Rector	Rector	One day
4.7	Communicate CoE's approval to the concerned students by email	Examinations	Asstt-2	One day

5.0 Equipment / Software:

5.1 MS Office

6.0 Forms and Record:

6.1 Improvement of Grade Form

7.0 Attachment:

7.1 Eligibility Criteria

8.0 Related Documents:

Nil

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16. Rechecking Answer Scripts Procedure

1.0 Purpose:

To ensure the questions attempted by the students have been checked and the marks awarded have been calculated correctly.

2.0 Scope:

Errors and omissions rectified to the satisfaction of students.

3.0 Responsibility:

3.1 Student (Applicant)

- 3.1.1 Collect Rechecking Application Form from the Examinations Department
- 3.1.2 Complete the Form and submit the Form in the Examinations Department
- 3.1.3 Deposit Processing Fee through virtual account

3.2 Examination Department (Processing)

- 3.2.1 Retrieve Answer Script from Record Room
- 3.2.2 Dispatch Answer Script to the concerned HoD for rechecking
- 3.2.3 Return the checked Answer Script to the Record Room
- 3.2.4 In case of NO change in the result, the process will stop and CoE instruct Examinations Officer to inform the student and keep the Answer Script in the Record Room
- 3.2.5 In case of CHANGE in the result, CoE verify and forward the case to the EDA
- 3.2.6 Post changed grade into the system as approved by the Rector.
- 3.2.7 Email intimation to the concerned student and convey the result of rechecking

3.3 Head of the Faculty (Processing)

- 3.3.1 Designate a neutral faculty member for rechecking the Answer Script
- 3.3.2 Return the rechecked answer script to the examinations department

3.4 Executive Director (Recommendations)

- 3.4.1 Review the rechecked Answer Script send recommendations to the Rector

3.5 Rector (Approvals)

- 3.5.1 Review the recommendations of the EDA and takes the decision
- 3.5.2 Allow examinations department for posting changes in the system

4.0 Definition:

S.No	Tasks	Department	Responsibility	Deadline
4.1	Issues and collects Rechecking Application Form	Examinations	Office Asstt. II	One day
4.2	Send answer script to the concerned HoD	Examinations	Office Asstt. II	One day
4.3	Assign a neutral faculty for rechecking answer script	Faculty	HoD	One day
4.4	Return the rechecked answer script to his HoD	Faculty	Neutral Faculty	One day
4.5	Review and returns the answer script to CoE	Faculty	HoD	One day
4.6	Verify and forwards to the EDA	Examinations	CoE	One day
4.7	Verify and recommends	Office of the EDA	EDA	One day
4.8	Review EDA's recommendations and take decision	Office of the Rector	Rector	One day
4.9	Allow examinations department for posting changed grade in the system	Officer of the Rector	Rector	One day

5.0 Equipment / Software:

5.1 MS Office / SMARTZ

6.0 Forms and Record:

6.1 Rechecking Application Form

7.0 Attachment:

7.1 Eligibility Criteria

8.0 Related Documents:

8.1 Answer Script

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17. Correction of Errors & Omissions of Uploaded Marks Procedure

1.0 Purpose:

To modify the errors & omissions of marks uploaded in the system by the faculty members.

2.0 Scope:

Errors & omissions of marks uploaded in the system verified and corrected.

3.0 Responsibility:

3.1 Faculty Members

3.1.1 Send an email request to the concerned HoD for correction

3.1.2 Provide documentary proof of the errors

3.2 Head Of The Department

3.2.1 Review the email request and sends recommendations to the Dean

3.3 Dean's Office

3.3.1 Review HoD's recommendations and proceeds to the Rector

3.4 Rector's Office

3.4.1 Assess the recommendations of the Dean and takes the decision. Decision will be proceeded to CoE for appropriate consideration

3.5 Examination Department

3.5.1 Make the appropriate corrections in the system and conveys the final result to the concerned students by email.

4.0 Definition:

S.No	Tasks	Department	Responsibility	Deadline
4.1	Send an email request to the concerned HoD	Concerned	faculty	
4.2	Provide documentary proof of the errors	Concerned	faculty	
4.3	Review the email request of the faculty	Concerned	HoD	
4.4	Send recommendations to the Dean	Concerned	HoD	
4.5	Review HoD's recommendations proceeds to the Rector	Officer of the concerned Dean	Dean	
4.6	Assesse the recommendations of the Dean and takes the decision	Officer of the Rector	Rector	
4.7	Decision will be proceeded to CoE for appropriate consideration	Officer of the Rector	Rector	
4.8	Make the appropriate corrections in the system	Examinations	CoE	
4.9	Convey the final result to the concerned students by email.	Examinations	Office Assistants	

5.0 Equipment / Software:

5.1 MS Office

6.0 Forms and Record:

6.1 Checked answer script(s)

6.2 Result sheet(s)

7.0 Attachment:

Nil

8.0 Related Documents:

8.0 Email request from faculty member(s)

8.1 Evidence of errors & omissions

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18. Checking & Verification of Transcript/Degree and signing MS/MPhil/PhD Thesis Procedure

1.0 Purpose:

- 1.0.1 To ensure the grades obtained by the students in the examinations are correspond to the grades posted in the system and degree issued is authentic.
- 1.0.2 To sign the notification and examination reports of MS/MPhil/PhD these.

2.0 Scope:

- 2.0.1 Grades obtained by the students in the examinations and the degree issued were checked and verified accurately.
- 2.0.2 The notification and examination reports of MS/MPhil/PhD these are signed.

3.0 Responsibility:

3.1 Transcript Section

- 3.1.1 Send student record file along with draft transcript/degree and relevant supporting documents to examinations department

3.2 Office of Graduate Studies

- 3.2.1 Send the thesis in a standard binding to CoE duly signed by the Coordinator, Supervisor and concerned Dean

3.3 Examination Department (Processing)

- 3.3.1 Check student ID Number as printed on the student's record file
- 3.3.2 Check student name as printed on SSC / O'LEVEL / EQUIVALENCE Certificate
- 3.3.3 Check date of admission and program as mentioned in the Admissions Letter
- 3.3.4 Match grades printed on the draft transcript corresponds with the grades sheet obtained from the PS
- 3.3.5 Verify any changes on the draft transcript supported by Audit Reports
- 3.3.6 Calculate credit hours required; credit hours earned; total points and CGPA by using standard formula
- 3.3.7 Any error/omission identified in checking is recorded in excel sheet maintained in computer by Examination Asstt.
- 3.3.8 Put signatures on the draft transcripts
- 3.3.9 Return student's record file to the Transcript Section.
- 3.3.10 Stamp the required pages of the thesis and put signatures
- 3.3.11 Preparation of list of students whose degree will be on hold 30 days prior to the date of convocation.
(List includes information; S. No./Student ID/Name/Program/commencement date/reason for degree on hold)
- 3.3.12 CoE will review the list for approval.
- 3.3.13 Send an email 3 week prior to convocation to those students who have neither apply nor appeared in the comprehensive examination.
- 3.3.14 Send the approved list to Transcript Section for their information.
- 3.3.15 Checking and verification of the following 30 days prior to the date of convocation:
 - a) That the students have appeared and pass the comprehensive examination.
 - b) That students work experience certificates have been verified from the respective companies/industries.
 - c) Contact the concerned companies/industries through email.
 - d) Visit the companies/industries physically, if required.
 - e) That the students are exempted to appear in the comprehensive examination

4.0 Definition:

S.No	Tasks	Department	Responsibility
4.1	Receive students' record files from Transcript Section	Examinations	Exam. Asstt
4.2	Check and verifies draft transcripts/degree	Examinations	Sr. Asstt. CoE
4.3	Calculate CGPA by using standard formula	Examinations	Exam. Asstt.
4.4	Put signatures on checked draft transcripts	Examinations	Sr. Asstt. CoE
4.5	Verify & sign the original transcript/degree	Examinations	CoE
4.6	Return students' record file to the Transcript Section	Examinations	Exam. Asstt.
4.7	Keep record of file transaction (In/Out)	Examinations	Exam. Asstt.
4.8	Stamp and sign the required pages of the thesis	Examinations	CoE
4.9	Preparation of list of students whose degree will be on hold 30 days prior to the date of convocation	Examinations	Exam. Asstt.
4.10	CoE will review the list for approval	Examinations	Exam. Asstt.
4.11	Send an email 3 week prior to convocation to those students who have neither apply nor appeared in the comprehensive examination.	Examinations	Exam. Asstt.
4.12	Send the approved list to Transcript Section for their information	Examinations	Exam. Asstt.
4.13	Checking and verification of the following 30 days prior to the date of convocation:	Examinations	Exam. Asstt.
	a) That the students have appeared and pass the comprehensive examination. b) That students work experience certificates have been verified from the resp companies/industries. c) Contact the concerned companies/industries through email. d) Visit the companies/industries physically, if required. e) That the students are exempted to appear in the comprehensive examination		

5.0 Equipment / Software:

5.1 MS Office

6.0 Forms and Record:

6.1 Student's Record File

7.0 Attachment:

7.1 Draft transcript

7.2 Audit Reports

8.0 Related Documents:

Nil

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19. Comprehensive Examination Procedure

1.0 Purpose:

To evaluate the academic achievements of students and measure their competencies acquired during the course of studies at IoBM.

2.0 Scope:

Students demonstrated an advanced knowledge of the academic disciplines and achieved the goals of the Institute.

3.0 Responsibility:

3.1 Examination Department

MBA

- 3.1.1. Finalize the date of comprehensive exams in coordination with the Rector
- 3.1.2. Preparation of Google Form at IoBM website for registration Purpose
- 3.1.3. Sending email notification to students for registration
- 3.1.4. Sending email to HoDs for preparing question papers
- 3.1.5. Preparation of list of registered students and fee received
- 3.1.6. Responding to email queries made by students
- 3.1.7. Verification of eligible students in coordination with Registrar's office
- 3.1.8. Displaying list of eligible students at the website
- 3.1.9. Preparation of seating plan, attendance sheets and banners
- 3.1.10. Arrangement of logistics / equipment / manpower (purchase/H-keeping/Security); (Ans. Scripts, stationary, peons, guards, AC, light, fan, PA Sys. Wall clock, phone collection).
- 3.1.11. Sending email to Security/Maintenance/General Administration.
- 3.1.12. Physical arrangement of examination wings
- 3.1.13. Receiving question papers from HoDs
- 3.1.14. Printing and securing question papers
- 3.1.15. Invigilation
- 3.1.16. Monitoring CCTV camera
- 3.1.17. Counting and sorting answer scripts after the exams
- 3.1.18. Sending back the unchecked answer scripts to the concerned faculty
- 3.1.19. Receiving and checking answer scripts submitted by the faculty
- 3.1.20. Collecting results of graduates
- 3.1.21. Obtaining Rector's approval of successful graduates
- 3.1.22. Uploading results of successful graduates at the website
- 3.1.23. Sending email to failed students
- 3.1.24. Preparation of up-to-date record file of comprehensive exams along with all relevant documents.

PhD.

- 3.1.25. PhD comprehensive examination is divided into two parts (Written 60% & Viva 40%)
- 3.1.26. Concerned Dean/HoD will inform CoE for conducting comprehensive examination
- 3.1.27. Concerned Dean/HoD will send question paper to CoE
- 3.1.28. CoE notify date, time and venue to the candidate for appearing in the comprehensive examination
- 3.1.29. CoE advise Examination Assistant to arrange examination as per the notification
- 3.1.30. Examination Assistant invigilate 5 to 6 hours' examination (as may be instructed).
- 3.1.31. On completion of examination, Examination Assistant collect the answer script & question paper and give it to CoE.
- 3.1.32. CoE send the question paper, supported by a covering letter, to the concerned Dean for checking and marking
- 3.1.33. Concerned Dean arrange checking and marking of answer script and return it to CoE
- 3.1.34. Examination Assistant compile the result and forward it to CoE
- 3.1.35. CoE notify President, EDA, Rector concerned Dean & HoD, OGS and the candidate.
- 3.1.36. CoE send the script to Examination Assistant to maintain the record and place the script in Record Room

3.2 Faculty Member (s)

- 3.2.1 Preparation of question papers
- 3.2.2 Checking and marking answer scripts
- 3.2.3 Preparation of results
- 3.2.4 Submission of results at the Examinations Department

4.0 Definition:

S.No	Tasks	Department	Responsibility	Deadline
4.1	Finalize the date of comprehensive exams	Exams	CoE / Rector	45 days before the date of examination
4.2	Email notification to students for registration	Exams	CoE	15 days before the date of examination
4.3	Email to HoDs for preparing question papers	Exams	CoE	15 days before the date of examination
4.4	Preparation of list of registered students	Exams	AL	Two days after the closing date of registration
4.5	Responding to email queries made by students	Exams	AL	Daily, within 24 hours
4.6	Verification of eligible students	Exams / Registrar Office	MR/HB	Three days after the closing date of registration
4.7	Displaying list of eligible students at the website	Exams / IT	MR/RK	One week after the closing date of registration
4.8	Preparation of seating plan, attendance sheets and banners	Exams	MR/AL/RK	10 days before the date of examination
4.9	Physical arrangement of both Wings, logistics, equipment & manpower	Exams	MR/AL	10 days before the date of examination
4.10	Printing and securing question papers	Exams / Security	MR/MT	Three days before the examination
4.11	Invigilation	Exams / Faculty	FNM/AbL/MR/AL	During the examination
4.12	Monitoring CCTV camera	Exams	CoE/RK	During the examination
4.13	Counting and sorting answer scripts after the exams	Exams	MR/AL/RK	Soon after the examination is over
4.14	Sending back the unchecked answer scripts to the concerned faculty	Exams	MR	Same day of the examination conducted
4.15	Receiving and checking answer scripts submitted by the faculty	Exams	MR	One week after the examination conducted
4.16	Collecting results of graduates from faculty	Exams	MR/RK	One week after the examination conducted
4.17	Obtaining Rector's approval of successful graduates	Exams / Rector's Office	CoE	Two week after the examination conducted
4.18	Uploading results of successful graduates at the website	Exams / IT	FBN/AbL/MR	One day after the Rector's approval
4.19	Sending email to failed students	Exams	CoE/FBN/AbL	Same day on which the results displayed at website
4.20	Preparation of up-to-date record file of comprehensive exams along with all relevant documents	Exams	RK	One day after the announcement of results
4.21	Send notification of conducting PhD Comprehensive Exam	Concerned Faculty	HoD / Dean	15 days prior to the date of comprehensive examination
4.22	Send question paper to CoE	Concerned Faculty	HoD / Dean	10 days prior to exam
4.23	Notify date, time and venue to the candidate for appearing in the comprehensive examination	Examination	CoE	9 days prior to exam
4.24	Arrangements for conducting comprehensive examination	Examination	Examination Asstt.	8 days prior to exam

4.25	Invigilation (5 to 6 hours, as may be instructed).	Examination	Examination Asstt.	Exam day
4.26	Collection of answer script & question paper and give it to CoE.	Examination	Examination Asstt.	At the end of the exam
4.27	Send the question paper, supported by a covering letter, to the concerned Dean for checking and marking	Examination	CoE	One day
4.28	Concerned Dean arrange checking and marking of answer script and return it to CoE	Concerned Dean	Concerned Dean	One day
4.29	Compile the result and forward it to CoE	Examination	Examination Asstt.	One day
4.30	Notify President, EDA, Rector concerned Dean & HoD, OGS and the candidate.	Examination	CoE	One day
4.31	Send the script to Examination Assistant to maintain the record place the script in Record Room	Examination	CoE	One day

5.0 Equipment / Software:

5.1 MS Office / PA Systems

6.0 Forms and Record:

- 6.1 Question Paper
- 6.2 Answer Script
- 6.4 Schedule of Examinations
- 6.5 Students' Attendance Sheet
- 6.6 Faculty Attendance Sheet
- 6.6 Results sheet

7.0 Attachment:

None

8.0 Related Documents:

None

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20. Keeping examination records in the Record-room Procedure

1.0 Purpose:

Keeping up-to-date record of examinations conducted.

2.0 Scope:

Examination records updated and maintained.

3.0 Responsibility:

3.1 Examination Department

- 3.1.1 Labeling all the cabinets available in the Record room
- 3.1.2 Keeping an updated contents of the labelled cabinets of the Record room
- 3.1.3 Sharing contents of the labelled cabinets with all members of examinations department
- 3.1.4 Keeping semester wise attendance records of students' present/absent in the hourly/midterm/final examinations
- 3.1.5 Keeping semester wise attendance records of faculty conducted the hourly/midterm/final examinations
- 3.1.6 Keeping complete records of all examinations conducted for graduate and post-graduate programs.
Record includes as follows
 - 3.1.6.1 Examination Notifications
 - 3.1.6.2 Examination Schedule (Hourly/Mid-terms/final
 - 3.1.6.3 Correspondence with management/faculty/students
 - 3.1.6.4 List of students registered/appeared/absent
 - 3.1.6.5 Checked answer scripts, theses
 - 3.1.6.6 Results of all examinations
 - 3.1.6.7 Rules and regulations pertaining to examinations.

4.0 Definition:

S.No	Tasks	Department	Responsibility	Deadline
4.1	Labeling cabinets	Examinations	Office Asstt. II	Monthly
4.2	List of contents of labelled cabinets	Examinations	Office Asstt. II	Monthly
4.3	Semester wise students' attendance records of all examinations	Examinations	Office Asstt. II	Every semester
4.4	Semester wise faculty's attendance records of all examinations	Examinations	Office Asstt. II	Every semester
4.5	Examination notifications circulated via email or website	Examinations	Office Asstt. II	Every semester
4.6	Examination schedule	Examinations	Office Asstt. I & II	Every semester
4.7	Correspondence with management/faculty/students	Examinations	Office Asstt. II	Daily
4.8	List of students registered/appeared/absent	Examinations	Office Asstt. I & II	Every semester
4.9	Results of all examinations	Examinations	Office Asstt. II	Every semester
4.10	Rules and regulations pertaining to examinations	Examinations	Office Asstt. II	Every semester

5.0 Equipment / Software:

5.1 MS Office

6.0 Forms and Record:

- 6.1 Examination schedule (Hourly/Mid-terms/final)
- 6.2 List of students registered/appeared/absent
- 6.3 Results of all examinations
- 6.4 Rules and regulations pertaining to examinations

7.0 Attachment:

- 7.1 Examination Notifications
- 7.2 Correspondence with management/faculty/students
- 7.3 Checked answer scripts, theses

8.0 Related Documents:

Nil

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21. Checked Answer Scripts Receiving Procedure

1.0 Purpose:

To ensure the faculty members have uploaded the marks obtained by the students in the examinations and returned the checked/marked answer scripts.

2.0 Scope:

The faculty members have uploaded the marks in the system promptly and returned the checked answer scripts to examinations department for record.

3.0 Responsibility:

3.1 Faculty Members

- 3.1.1 Return checked answer scripts of examination to the examinations department just after uploading the results in the system.

4.1 Examination Department

- 4.1.1 Receives the checked answer scripts, packed in envelopes, from the faculty members and ensures the following:
- 4.1.1.1 Number of checked answer scripts received must be written on each envelope
 - 4.1.1.2 Marks breakup on the cover page of each answer script must be mentioned
 - 4.1.1.3 Checked answer scripts must be signed by the concerned faculty members
 - 4.1.1.4 Overwriting of the cover page must be authenticated by the concerned faculty.
- 4.2.1 Acknowledge receipt of checked answer scripts to faculty members
- 4.2.2 Mark Serial Number (S.No) on the envelopes that corresponds to the S.No. on the cabinets in the Record Room.
- 4.2.3 Arrange envelopes in the Record Room in accordance with the S.No on the envelopes and the cabinets

4.0 Definition:

S.No	Tasks	Department	Responsibility	Deadline
4.1	Return checked answer scripts	Faculty	Concerned faculty	Soon after uploading results
4.2	Receive checked answer scripts from faculty members	Examinations	Office Asstt. II	End of each semester
4.3	Acknowledge receipt of checked answers scripts to faculty	Examinations	Office Asstt. II	Upon receiving
4.4	Marks S.Nos. on envelopes and cabinets in the Record Room	Examinations	Office Asstt. II	End of each semester
4.5	Keep envelopes in the Record Room accordingly	Examinations	Office Asstt. II	End of each semester

5.0 Equipment / Software:

- 5.1 MS Office

6.0 Forms and Record:

- 6.1 Answer Scripts packed in envelopes
- 6.2 Record keeping register

7.0 Attachment:

Nil

8.0 Related Documents:

Nil

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22. Disposal of Old Answer Script Procedure

1.0 Purpose:

Keeping updated answer scripts of the last one year as record only and removal of old answer scripts from the storeroom.

2.0 Scope:

Remain updated and make space for the current answer scripts.

3.0 Responsibility:

3.1 Examination Department

- 3.1.1 Keep record of answer scripts placed in the storeroom
- 3.1.2 Dispose one year or more old answer scripts from the storeroom
- 3.1.3 Coordinate with Housekeeping Department to arrange shredding machine and manpower
- 3.1.4 Hand over packed cellophane bags to Housekeeping Department for disposal
- 3.1.5 Keep record of shredded answer scripts

3.2 Housekeeping Department

- 3.2.1 Detach the cover pages of each answer scripts to keep as record prior to be shredded
- 3.2.2 Shred all the cover pages of the answer scripts
- 3.2.3 Pack all the shredded cover pages of the answer script into cellophane bags
- 3.2.4 Acknowledge receipt of cellophane bags

4.0 Definition:

S.No	Tasks	Department	Responsibility
4.1	Keep record of answer scripts placed in the storeroom	Examinations	Examination Officer
4.2	Take out one year or more old answer scripts	Examinations	Examination Officer
4.3	Detach the cover pages of answer scripts prior to be shredded	Housekeeping	Examination Assistant
4.4	Coordinate with Housekeeping department to arrange shredding machine and manpower	Examinations	Examination Assistant
4.5	Shredding cover pages of the answer scripts	Housekeeping	Examination Assistant
4.6	Packing shredded cover pages of the answer scripts into cellophane bags	Housekeeping	Examination Assistant
4.7	Hand over packed cellophane bags to Housekeeping Department	Examinations	Examination Assistant
4.8	Acknowledge receipt of cellophane bags	Housekeeping	Supervisor
4.9	Keep record of shredded answer scripts	Examinations	Examination Assistant

5.0 Equipment / Software:

5.1 Shredding Machine

5.2 Cellophane bags

6.0 Forms and Record:

6.1 Cover pages of Answer Scripts

7.0 Attachment:

Nil

8.0 Related Documents:

Nil

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23. Visiting Faculty Clearance Certificate Issuing Procedure

1.0 Purpose:

To ensure the visiting faculty members have submitted appropriately the checked answers scripts of all the examinations conducted during the semester and uploaded the results promptly at the IoBM website.

2.0 Scope:

Checked answer scripts received from visiting faculty members are in order and placed properly in the Record Room.

3.0 Responsibility:

3.1 Faculty Members

- 3.1.1 Complete the particulars on the cover pages of the checked answer scripts and puts up his signature
- 3.1.2 Submit the checked answer scripts which corresponds to student's attendance in the particular course and examination

3.2 Examination Department

- 3.2.1 Receive the checked answer scripts from the faculty in envelopes and checks the particulars printed on the envelopes with the materials inside the envelopes, (*i.e. number of checked answer scripts, marks are tabulated on the cover page, Instructor's signature.....etc*)
- 3.2.2 Assign serial numbers on envelopes and registers the entry in the record book
- 3.2.3 Place the envelopes in the record room
- 3.2.4 Acknowledge the receipt of checked answer scripts and verifies the Clearance Certificate Form
- 3.2.5 CoE certify all entries from Office Staff and I.T. Department and endorses the Clearance Certificate.

4.0 Definition:

S.No	Tasks	Department	Responsibility
4.1	Complete the particulars on the cover pages of the checked answer scripts	Concerned	faculty
4.2	Submit the checked answer scripts	Concerned	faculty
4.3	Receive the checked answer scripts from the faculty in envelopes	Examinations	Office Assistants
4.4	Check the particulars printed on the envelopes with the materials inside the envelopes, (<i>i.e. number of checked answer scripts, marks are tabulated on the cover page, Instructor's signature.....etc</i>)	Examinations	Office Assistants
4.5	Assign serial numbers on envelopes	Examinations	Office Assistants
4.6	Register the entry in the record book	Examinations	Office Assistants
4.7	Acknowledge the receipt	Examinations	Office Assistants
4.8	Verify the Clearance Certificate Form	Examinations	Office Assistants
4.9	Certify all entries from Office Staff and I.T. Department	Examinations	CoE
4.10	Endorse the Clearance Certificate.	Examinations	CoE

5.0 Equipment / Software:

5.1 MS Office

6.0 Forms and Record:

6.1 Clearance Certificate Form

6.2 Record Book

7.0 Attachment:

Nil

8.0 Related Documents:

8.0 Envelopes of checked answer scripts

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24. Reporting Violation of Examination Code of Conduct to Disciplinary Committee Procedure

1.0 Purpose:

Apprehend students for using unfair mean during examinations to maintain discipline among students.

2.0 Scope:

Use of unfair means monitored strictly.

3.0 Responsibility:

3.1 Examination Department

3.1.1 Student caught talking/showing/copying/peeping.

- 3.1.1.1 Examination Assistants will monitor students in each examination through CCTV camera surveillance
- 3.1.1.2 While monitoring CCTV camera if Examination Assistants observe any of the violations above, will note down the time and column number of the student on the Monitoring Sheet.
- 3.1.1.3 Examination Assistants will visit the location physically.
- 3.1.1.4 Examination Assistants will change the seat of the student without creating disturbance.
- 3.1.1.5 Take the student ID card
- 3.1.1.6 Note down the course code and name of faculty
- 3.1.1.7 Examination Assistants will ask the student to fill-up the prescribed form for Violation of Examination Code of Conduct.
- 3.1.1.8 Examination Assistants will verify the information on the Form with the student ID card and return the same.
- 3.1.1.9 In case of any aggression shown by student, he may be advised politely to visit CoE office after the examination.
- 3.1.1.10 CoE will review the CCTV footage of talking/looking/copying incidents
- 3.1.1.11 Examination Assistant will prepare the report in coordination with CoE and submits it to the Secretary, Disciplinary Committee
- 3.1.1.12 Secretary DC will consult EDA and arrange meeting by informing other members of the Committee.
- 3.1.1.13 Secretary DC will prepare schedule and send email to students for appearing in the DC
- 3.1.1.14 Examination Assistant will maintain record and convey the decision of the Disciplinary Committee to the concerned student(s) through email.

3.1.2 Student caught in possession or using mobile phone/smart watch or found written material.

- 3.1.2.1 Examination Assistants will collect the answer script and mobile/smart phone of the respective student and take him to the CoE Office.
- 3.1.2.2 Examination Assistants will search the mobile/smart phone storage for any relevant material.
- 3.1.2.3 In case of discovering any material, CoE will take the feedback of the faculty and then record the statements of the student and faculty at the back of the answer script and gets their signatures
- 3.1.2.4 On clearing admission by the student that the mobile phone/smart watch contained relevant material in writing CoE will return the mobile phone/smart watch and obtain acknowledgement.
- 3.1.2.5 Examination Assistant will prepare the report in coordination with CoE and submits it to the Secretary, Disciplinary Committee
- 3.1.2.6 Secretary DC will maintain record and convey the decision of the Disciplinary Committee to the concerned student(s) through email.

3.2 Faculty Member(s)

3.2.1 Witness the incident.

3.3 Discipline Committee (DC)

3.3.1 Enquire the student(s) and takes the decision

3.3.2 Secretary DC will issue letter(s) to the concerned students and send copy(ies) of the letter(s) to examination department.

4.0 Definition:

S.No	Tasks	Department	Responsibility
<u>Caught talking / showing / copying / peeping</u>			
4.1	Monitor CCTV camera and observe any of the violation above	Examinations	Examination Asstt.
4.2	In case of observing violation, note down the time and column number of the student on the Monitoring Sheet	Examinations	Examination Asstt.
4.3	Visit the location physically	Examinations	Examination Asstt.
4.4	Change the seat of the student without creating disturbance	Examinations	Examination Asstt.
4.5	Take the student ID card	Examinations	Examination Asstt.
4.6	Note down the course code and name of faculty	Examinations	Examination Asstt.
4.7	Fill-up the prescribed form for Violation of Examination Code of Conduct at the end of examination	Concerned student	Concerned student
4.8	Verify the information provided by the student on the Form with the student ID card and return the same	Examinations	Examination Asstt.
4.9	Review the CCTV footage of talking/looking/copying incidents	Examinations	CoE
4.10	Preparation of report in coordination with CoE and submits it to the Secretary, Disciplinary Committee	Examinations	Examination Asstt.
<u>Caught in possession of mobile phone/smart watch/ written material</u>			
4.11	Collect the answer script and mobile/smart phone and take the student to the CoE Office	Examinations	Examination Asstt.
4.12	Search the mobile/smart phone storage for any relevant material	Examinations	Examination Asstt.
4.13	In case of discovering any material, take the feedback of the faculty and then record the statements of the student and faculty at the back of the answer script and gets their signatures. On clearing admission by the student that the mobile phone/smart watch contained relevant material in writing, return the mobile phone/smart watch and obtain acknowledgement	Examinations	CoE
4.14	Preparation of the report in coordination with CoE and submits it to the Secretary, Disciplinary Committee	Examinations	Examination Asstt.
4.15	Maintain record and convey the decision of the Disciplinary Committee to the concerned student(s) through email	Disciplinary Committee	Secretary

5.0 Equipment / Software:

5.1 MS Office

5.2 CCTV camera footage

6.0 Forms and Record:

6.1 Statements of the faculty and students at the back of the answer script

6.2 Report prepared by the examination department

7.0 Attachment:

Nil

8.0 Related Documents:

8.0 Cheating materials

8.1 Mobile phone/smart phone/any other electronic gadget

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25. Verification of Work Experience Certificate Procedure

1.0 Purpose:

To ensure the MBA (Executive/Specialized) program students were employed consecutively during the course of their studies at IoBM.

2.0 Scope:

Students of MBA (Executive/Specialized) program are allowed exemption to appear in the Comprehensive Examination to be eligible for the award of degree. *(In case of students registered before Fall Semester 2016)*

3.0 Responsibility:

3.1 Student (Applicant)

3.1.1 Submit the original work experience certificate issued by the employers on their Letterhead

3.2 Examination Department

3.2.1 Check the work experience certificate submitted by the students

3.2.2 Verify the certificate from the concerned employer through email or visiting in person

3.2.3 Prepare verification report

3.2.4 Check verification report

3.2.5 Review and send recommendations

3.2.6 Decision conveyed to students by email

3.3 Rector's Office

3.3.1 Review the recommendations of CoE and takes the decision

3.3.2 Decision conveyed to CoE for appropriate consideration

4.0 Definition:

S.No	Tasks	Department	Responsibility	Deadline
4.1	Submit the original work experience certificate	Student	Applicant	30 days prior to the convocation date
4.2	Check the work experience certificate	Examinations	Exam. Asstt.	One day
4.3	Verify the certificate from the concerned employer	Examinations	Exam. Asstt.	One day
4.4	Prepare verification report	Examinations	Exam. Asstt.	One day
4.5	Check verification report	Examinations	Sr. Asstt. CoE	One day
4.6	Review and send recommendations to Rector	Examinations	CoE	One day
4.7	Review the recommendations of CoE and takes the decision	Rector's Office	Rector	One day
4.8	Decision conveyed to CoE for appropriate consideration	Rector's Office	Rector	One day
4.9	Decision conveyed to students by email	Examinations	Exam. Asstt.	One day

5.0 Equipment / Software:

5.1 MS Office

6.0 Forms and Record:

6.1 Original work experience certificate

7.0 Attachment:

Nil

8.0 Related Documents:

Nil

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Institute of Business Management

Rechecking Policy

After the final exam results have been posted, a student can apply for rechecking of his answer script of final exam or term project if he/she has certain doubt in marking of the said answer script/term project by his faculty member within three weeks after the announcement of result of the examination. Following steps would be required to be taken by the student for rechecking of his/her answer script.

1. The student has to ensure before applying that he/she has scored at least 60% aggregate marks in both the hourlies exams/midterm exam & final exam and has completed 80% class attendance (absences should not exceed the allowed limit as per Absence policy during the semester).
2. The student is required to pay Rs. 1,000 rechecking fees in accounts department that will issue receipt to the student against this payment.
3. The student will collect a rechecking form from examination department, fill in the required information and submit it back to examination department along with original receipt of Rs. 1,000. During rechecking of answer script by the faculty member, if the change in marks is found due to counting or calculation error, the rechecking fee will be refunded to the student.
4. Examination department will attach answer script of final exam required to be rechecked, with the rechecking form and send it to the relevant HOD who will get the answer script rechecked by neutral faculty member.
5. In case of any change in marks of question(s), faculty member will mention question-wise previous marks, corrected (revised) marks, reason for change in marks and grade in the relevant columns of the rechecking form and sign the same. The change in marks and grade if found appropriate, will be reviewed by the HOD and approved by the Dean. They will also sign the rechecking form for having reviewed and approved the change in marks and grade of the student. In case of no change in marks or grade the faculty member will mention “no change in marks.” The rechecking form and the answer script may be sent back to examination department for further action.
6. In case of change in marks and grade, examination department will compile the revised result of the student after the change in a separate rechecking compilation form. This form shows detail of previous marks and grade before rechecking and add to the previous total marks, the updated marks given by faculty member after rechecking to ascertain total revised marks and revised grade. The compilation form is checked, rechecked and signed by the competent authority and sent to Registrar and Rector for approval and to record change in the previous marks and grades.

Note: *The competent authority has the right to accept or reject the Rechecking request/case at any stage without assigning any reason. The decision of competent authority will be final and cannot be challenged in any forum.*

Weightage Policy

A student can apply for Weightage for a course after satisfying the following criteria.

1. If the student misses any of the two hourly exams for a course due to a genuine reason such as, serious illness/death in immediate family or important official assignment may apply for Weightage within a week from the date of missed hourly paper, after submitting sufficient documentary evidence in support of his/her request. Weightage applicability will be determined on the basis of atleast 60 percent marks secured in final exam of the course. No request for weightage will be entertained after two weeks of the date of the paper.
2. The student will mention complete detail of the missed hourly exam including; semester, course, name of faculty, and date of missed hourly exam.
3. Weightage will be applied on the basis of absences as per the Absence Policy by the end of semester and should have obtained at least 60% marks in final exam.
4. The student will be charged Rs.2000. being Weightage case processing fee.
5. After scrutiny and verification of weightage case, the Examinations Department will inform the concerned faculty and student regarding the approval of weightage.
6. Method of applying weightage: Weightage will be calculated on the basis of percentage marks obtained by the student in his/her final exam (40 marks). That percentage will be applied on 15 marks of missed hourly exam.

Illustration:

Suppose a student secures 30 marks out of 40 that is 75%

Student missed first hourly or second hourly exam of 15 marks

Weightage marks for missed hourly will be 75% of 15 marks that is 11.25 ($15 \times .75$)

Another method is $(30/40) \times 15 = 11.25$.

7. Weightage is not allowed on missing single mid-term exam.
8. In case of missing single midterm exam, student may apply for Special 'I' grade as per relevant policy.

Note: *The competent authority has the right to accept or reject the Weightage request/case at any stage without assigning any reason. The decision of competent authority will be final and cannot be challenged in any forum.*

Grade Improvement Policy

Institute provides an opportunity to the students for improvement of CGPA if it is below 2.5 in undergraduate and 3.0 in Graduate program. Student wishing to improve his grade in any course is eligible to reappear in that course with exemption in attendance provided he has secured at least C- in that course in undergraduate and C in Graduate program.

Student will only appear in both hourlies (30 marks) or midterm (30 marks) and final exam (40 marks), of the subject course.

Grade and GPA will be determined on the basis of aggregate marks secured in both the hourlies or midterm (30) and final exam (40) out of total 70 marks.

Previously obtained Marks and grade will be compared with the new one and whichever is greater will be considered for CGPA.

Only courses for which grades C, D or F are received may be repeated for credit. Only one repetition is permitted, unless authorized in writing by the Dean. On repetition of a course, credit hours are applied towards a degree only once.

Duration of graduation period might be extended due to repeat courses.

BBA (Honors) and BS students must maintain a minimum CGPA of 2.0 on a cumulative basis in order to maintain good standing. Any deficiency should be made up in the following semester. Otherwise, the concerned student may be dropped from the rolls of the College. A CGPA of 2.5 is required for conferment of the degree.

MBA and MPhil students are expected to maintain a CGPA of 2.5 to remain in good standing. Any deficiency should be made up in the following semester; otherwise the concerned student may be dropped from the rolls of the College. The cumulative GPA should be 3.0 in order for a student to receive the degree. MBA and MS students are required to repeat those courses in which they receive F and D grades.

Attendance/Absence policy

- If students know they will miss a class (for a valid reason), they should be required to inform the instructor in advance and provide appropriate documentation.
- Students need to submit the required documents for medical reasons, family emergencies, and participation in university-related activities.
- Students must maintain a minimum attendance requirement to be eligible for exams.

Important Note: Regular absences are not to be taken without valid reasons. Exhausting regular allowed absences without justification does not entitle a student to automatic additional absences.

Category	Regular Policy ¹	Umrah Leaves ²	Sports Activities ³	Medical Issues ⁴	Other Issues (Compassionate Grounds) ⁵
Weekday Classes (1.5 hours)	4 absences allowed (Maximum 6 hours)	Included in regular absences (No special Permission)	Regular policy + 1 additional (with Head of Sports approval and proper documentation)	Regular policy + up to 2 additional (with proper medical documentation)	Regular policy + up to 1 additional with documentation
Weekend Classes (3 hours)	2 absences allowed (Maximum 6 hours)				
Summer Session	Maximum 6 hours				

1. Regular Policy¹:

- Weekday Classes (1.5 hours): Students are allowed to avail 4 absences.
- Weekend Classes (3 hours): Students are allowed to avail 2 absences.
- Summer Classes: Students are allowed to avail 6 Hours only.

2. Umrah Leaves²:

- Umrah leave of TWO weeks (FOUR absences) for weekdays and (TWO absences) for weekend are allowable for a course on production of sufficient evidence, and are subject to the approval by the Relevant HoD. Total absences, however, should not exceed the allowed absence limit.
- There are no extra leaves allotted for Umrah. Students need to plan their Umrah within the allowed regular absences.

3. **Sports/Society Activities³:**

- The Head of Sports/society adviser must justify and approve absences due to official sports activities. Student must plan their regular absences accordingly
- For Weekday classes: regular policy 1 additional absence permitted.
- For Weekend classes: regular policy + 1 additional absence permitted.

4. **Medical Issues⁴:**

- Absences due to medical emergencies require hospital documents, lab reports, diagnoses, and prescriptions from registered doctors; diagnoses written on the prescription are not allowed.
- For Weekday and Weekend classes: 2 additional absences may be adjusted, subject to the severity and documentation of the medical emergency.

5. **Compassionate Grounds⁵** (for situations like the death of an immediate family member or marriage (own).

- One additional absence may be considered under compassionate grounds for both Weekday and Weekend classes.

Note:

- If a student accumulates more than the approved number of absences in a course, he/she will automatically be awarded an “F” grade in that particular course.
- A student will not be eligible to apply for weightage/special “I” grade or “I” grade in case the absences exceed the allowed limit.
- In case of the circumstances beyond the control of students, Rector may condone further absences, case to case bases.

Hajj leave:

- Hajj leave of THREE weeks (SIX absences) for weekdays and (THREE absences) for weekend are allowable for a course on production of sufficient evidence, and are subject to the approval by the Dean. Total absences, however, should not exceed the allowed absence limit.

‘I’ Grade Policy

A student can apply for ‘I’ grade for a course after satisfying the following criteria.

1. If the student missed final examination of a course due to a genuine reason for example, serious illness/death in immediate family or important official assignment may apply for ‘I’ grade within three weeks from the date of the final exam held, with sufficient documentary evidence in support of his/her request.
2. Absences should not exceed the allowed limit in the course during the semester, as per students Absence Policy.
3. The students would not be eligible for ‘I’ grade for a course, if aggregate marks in two hourly exams/midterm exam are less than 60%, despite the fact the total marks including sessional marks are more than 60 %. In such case, sessional marks would not be considered. The student has to secure at least 60 % aggregate marks in the two hourly exams/midterm exam in the course, in order to pass the course.
4. Student should not miss 1st or 2nd hourly exam/midterm exam to be eligible for ‘I’ grade.
5. After the above eligibility criteria is satisfied, student will be charged Rs. 1,000 being ‘I’ grade processing fee for changing his/her existing grade to ‘I’ grade after the approval of Controller of Examination.
6. The student being awarded ‘I’ grade will have to appear in the final examination of the subject course in the subsequent semester.
7. Students are not eligible for both the ‘I’ grade and Special ‘I’ grade / Weightage simultaneously in the same course.
8. ‘I’ grade of the student would be changed to letter grade by Rector subject to following two conditions:
 - (i) If he/she scored at least 60% marks in the final exam, these marks would be added to previous aggregate marks of hourly exams and sessional marks to determine the final letter grade.
 - (ii) If the student failed to appear in final exam in the subsequent semester his/her ‘I’ grade will be revoked, and ‘I’ grade would be changed to previous grade.
9. The student will inform the Examination Department through e-mail the name of the faculty and the section of the course for appearing in the exam as ‘I’ graded student.
10. There is no role of the faculty in the ‘I’ grade case. Therefore, student will not be allowed to email/contact directly to faculty for the same.
11. If due to some genuine reasons as specified in point no.1 above, the student was not able to appear in the final exam in the subsequent semester, he/she may apply for extension in ‘I’ grade with sufficient documentary evidence. In case the course is not offered in the next semester the extension will consequently be transferred next to next semester.
12. The extension in ‘I’ grade may be allowed due to clash of date of final exam of current course with final exam of the ‘I’ graded course.

Note: *The competent authority has the right to accept or reject the ‘I’ grade and/or extension in ‘I’ grade request/case at any stage without assigning any reason. The decision of competent authority will be final and cannot be challenged in any forum.*

Special 'I' grade Policy

A student can apply for Special 'I' grade for a course after satisfying the following criteria.

13. If the student missed both the hourlies exams/midterm exam of a course due to a genuine reason for example, serious illness/death in immediate family or important official assignment may apply for Special 'I' grade within two weeks from the date of both the hourlies exams/midterm exam, with sufficient documentary evidence in support of his/her request.
14. Absences should not exceed the allowed limit in the course during the semester, as per students Absence Policy.
15. The student should have secured at least 60 % aggregate marks in both the hourlies exams/midterm exam as Special 'I' graded student.
16. The student should not miss the final exam to be eligible for Special 'I' grade.
17. If the student meets the eligibility criteria, student will be charged Rs. 2,000 being Special 'I' grade processing fee for changing his/her existing grade to revised final grade (after taking the exams of the Special 'I' grade awarded course) in subsequent semester.
18. The student will inform the Examination Department through e-mail the name of the faculty and the section of the course for appearing in the exam as Special 'I' graded student.
19. There is no role of the faculty in the Special 'I' grade case. Therefore, student will not be allowed to email/contact directly to faculty for the same.
20. The status of Special 'I' grade student is subject to following two conditions:
 - (iii) If he/she scored at least 60% marks in both the hourlies exams/midterm, these marks would be added to previous aggregate marks of final exams and sessional marks to determine the final letter grade.
 - (iv) The student could not be considered eligible for Special 'I' grade course, if aggregate marks in two hourly exams/midterm exam are less than 60% (as Special 'I' graded student) and 60% marks in final exam, despite the fact the total marks including sessional marks are more than 60%. In such cases, sessional marks would not be considered
21. If the student fails to appear in the 1st or 2nd hourly exams/midterm exam in the subsequent semester his/her Special 'I' grade would be revoked.
22. If due to some genuine reasons as specified in point no.1 above, the student was not able to appear in both the hourlies exams/midterm exam in the subsequent semester, he/she may apply for extension in Special 'I' grade with sufficient documentary evidence. In case the course is not offered in the following semester the extension will consequently be transferred to next semester.
23. The extension in Special 'I' grade may be allowed due to clash of dates of 1st or 2nd hourly exams/midterm exam of current course with the 1st or 2nd hourly exams/midterm exam of the Special 'I' grade course.

Note: *The competent authority has the right to accept or reject the Special 'I' grade and/or extension in Special 'I' grade request/case at any stage without assigning any reason. The decision of competent authority will be final and cannot be challenged in any forum.*

Rounding off policy

Grading scales as prescribed by the institute are without decimal points and same have to be followed for the grade book in PeopleSoft. Some of the faculty members indicates aggregate marks of a course in the grade book in decimal point that creates confusion in assigning letter grades.

Following method needs to be adopted:

1. In case the number to the right of decimal place is 0.50 or higher than 0.50, round it off and increase the aggregate marks by 1.
2. Where number to the right of decimal place is less than 0.50 drop it off with no change in aggregate marks to left of decimal point.

Please follow this rounding off method invariably for Grade Book in PeopleSoft for convenience in assigning the letter grade.