

Standard Operating Procedure (SoP): Handling Out-of-Syllabus Question Paper Cases

In order to ensure academic integrity and address contingencies during examinations, this Standard Operating Procedure (SoP) outlines the immediate steps to be taken when a question paper is found to be out of syllabus. The procedure ensures swift rectification to minimize disruption and confusion among students. It also mandates timely accountability through a formal enquiry mechanism.

Step No.	Responsible Authority	Action	Timeline	Remarks
1	Invigilator / Any Student	Report out-of-syllabus issue immediately to Centre Superintendent and CoE	Immediately	Complaint should be specific and mention the part(s) of the paper suspected to be out of syllabus
2	CoE	Inform the concerned Dean Academics, Dean and initiate immediate review	Within 2 minutes	
3	Dean + HoD + Subject Teachers	Verify the genuineness of the complaint with subject teacher(s)	Within 10 minutes	Dean must identify and mark exact question(s)/component(s) that are out of syllabus
4	Dean + Alternate Subject Teacher	Prepare alternative questions to replace the out-of-syllabus questions	Within next 10 mins	New questions should match the cognitive level and marks of the original questions
5	Dean	Finalize the revised version of the paper and send to CoE	Within next 10 mins	
6A	CoE	Up to 20% of the paper is changed: Dictate only the replaced questions in the classroom	Concurrently	Centre Superintendent to coordinate this within the examination room
6B	CoE	If 20-40% of the of the paper is changed: Get the new paper printed and circulated/ Dictate only the replaced questions in the classroom	Within 20 minutes	Ensure proper secrecy and logistical arrangements for quick circulation
7	CoE	More than 40% paper is out of syllabus		Postpone the paper



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8	Centre Superintendent	Meanwhile, instruct students to continue attempting the rest of the paper	Immediately	Helps in avoiding confusion, panic, or walkouts
9	CoE	Constitute an Enquiry Committee with Vice Chancellor's approval	Same day	
10	Enquiry Committee	Conduct a detailed investigation and submit report	Within 03 days	Must fix accountability and recommend preventive actions

Note: Dean Academics at all steps should be kept in loop.