Standard Operating Procedure (SOP) for Result Declaration at ITM University, Gwalior

Objective

This SOP outlines the timelines and procedures for the declaration of examination results at ITM University, Gwalior, ensuring timely and accurate processing. The entire process, from the last date of the conduct of written examinations to the declaration of results, is designed to be completed within 30 days, with a minimum possible timeframe of 15 days.

Timeline for Final Result Declaration

1. **Last Date of Written Examination (Day 0)**

   o This marks the starting point for the entire result declaration process.

2. **Copy Checking – 10 days (Day 1 - Day 10)**

   o **Day 1 - Day 10**: Evaluation of answer sheets by the examiners. This includes marking and entering the marks on the answer sheets.

3. **Uploading of Marks – 3 days (Day 11 - Day 13)**

   o **Day 11 - Day 12**: Examiners will submit the evaluated answer sheets to the Examination Department.

   o **Day 13**: Marks will be uploaded to the ERP system by the Examination Department.

4. **Processing of Results by ERP Section – 3 days (Day 14 - Day 17)**

   o **Day 14 - Day 17**: Processing of results, including the calculation of final grades and generation of provisional results.

5. **Examination Committee Meeting for Moderation of Results (Day 18)**

   o The Examination Committee will meet to review and moderate the results, ensuring fairness and accuracy. Any anomalies or discrepancies identified during the processing phase will be addressed in this meeting.

6. **Declaration of Results (Day 19 - Day 21)**

   o **Day 19**: Vetting of results by the Examination Committee.

- o **Day 20**: Approval of results by Hon'ble Vice Chancellor.

- o **Day 21**: Official declaration of results through the university's ERP system and website.

Timeline for Re-evaluation Result Declaration

1. **Application for re-evaluation (Day 0 - Day 7)**

   - o The starting process of re-evaluation will be uploading of results on MIS and website. That will be day 0.

   - o Students who wish to apply for re-evaluation of their answer sheets can submit their applications within this period.

2. **Re-evaluation Process (Day 8 - Day 15)**

   - o Collection of re-evaluation requests and distribution of answer sheets to designated examiners for re-evaluation. Re-evaluation of answer sheets by the appointed examiners. Submission of re-evaluated marks to the Examination Department and updating of the ERP system.

   - o Final verification of re-evaluated marks by the Examination Department.

3. **Declaration of Re-evaluation Results (Day 16 - Day 17)**

   - o **Day 16**: Processing of results by ERP

   - o **Day 17**: Official declaration of re-evaluation results. Students will be notified via the university's ERP system and communication channels.

Roles and Responsibilities

- **Examiners**: Responsible for the timely evaluation of answer sheets and submission of marks to the Examination Department.

- **Examination Department**: Manages the collection, processing, and uploading of marks, as well as the overall coordination of the result declaration process.

- **ERP Section**: Responsible for processing the results, ensuring data accuracy, and facilitating the final declaration of results.

- **Examination Committee**: Moderates and finalizes the results before declaration, ensuring fairness and addressing any discrepancies.

- **Students**: Submit re-evaluation requests within the stipulated timeline if they wish to contest their marks.

Conditions, Compliance and Review

- **Only working days** will be counted for the process. The best course of action will be **declaration of results within 15 days** of final day of examination.

- The result declaration process will be closely monitored by the Examination Department to ensure adherence to the timeline.

- Any delays or issues encountered during the process will be documented, and corrective measures will be implemented to improve future result declarations.

- Delays at different steps may be penalized from Rs. 100/- – Rs. 5000/-.

- The SOP will be reviewed annually to incorporate any necessary changes and improvements.

Conclusion

This SOP for the declaration of results at ITM University, Gwalior, ensures a streamlined, transparent, and timely process. By adhering to the outlined timelines, the university aims to maintain high standards of academic integrity and student satisfaction.