



SANDRA SHROFF COLLEGE OF NURSING

Recognized by INC, GNC & affiliated to Veer Narmad South Gujarat University-Surat
Plot No. 334, 335, 336 & 338, Near Haria L.G. Rotary Hospital Campus, GIDC, Vapi - 396195. Gujarat,
India
Mobile No: +91-6357647901, +91-6357647902 E. info@sscnvapi.org

Examination Cell 2024-25

Standard Operating Procedures (SOPs)

1. Objective

To ensure the smooth, transparent, and confidential conduct of all internal, sessional, university, and practical examinations for all nursing programs (GNM, B.Sc Nursing, M.Sc Nursing) as per the rules and regulations of affiliating university and Indian Nursing Council (INC).

2. Composition of Examination Cell

Designation	Name	Role
Chief Superintendent (Principal/Vice Principal)	Prof Mr Samuel Fernandis Dr Anita Nawale	Overall in-charge of all exam related activities.
Exam Cell Coordinator	Mrs Sheba Joverse	Faculty appointed to manage routine examcell operations.
Members	Mrs Daulat Kuwar Rathod Mrs Ashvini Patel Mrs Dimple Mr Vijay Baria/Mr David	Teaching faculty (UG & PG) Non-teaching staff (for logistics)
Confidential Assistant	Mrs Alka Desai	For secure handling of question papers and documents.

3. SOPs for Examination Cell Functions

3.1 Planning and Scheduling of Examinations

- Obtain academic calendar and exam schedule from affiliating university/nursing council.
- Prepare internal exam schedule (sessional, model exams) in collaboration with class co-ordinators for GNM, B.Sc, and M.Sc Nursing.
- Notify students and staff in advance through notice boards/ website/ circulars.
- Coordinate with departments for practical/clinical exam planning.

3.2 Internal Assessments (Theory & Practical)

- In collaboration with class co-ordinators and HODs:


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I/C. Principal
S.S.C.N. VAPI



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- Conduct theory exams as per academic schedule for all subjects.
- Assign faculty to prepare question papers and evaluate answer scripts.
- Conduct practical exams and maintain clinical evaluation records.
- Compile and maintain records of internal marks for university submission.
- Ensure timely communication of performance to students.

3.3 University Examinations Coordination

- Register eligible students for university examinations in collaboration with class coordinators.
- Upload internal marks as per university portal deadlines.
- Receive and securely store university question papers.
- Arrange seating plan, invigilation duties, and materials.
- Ensure fair and smooth conduct of exams following VNSGU and INC norms.
- Coordinate with external examiners for practical's.
- Submit answer scripts and records as per VNSGU protocols.

3.4 Confidentiality and Security

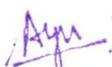
- Maintain strict confidentiality of question papers.
- Keep all examination materials (answer books, records, question papers) under lock and key in a separate room.
- Allow access to authorized personnel only.
- Ensure secure printing/copying of internal exam question papers.

3.5 Result Analysis and Record Keeping

- Maintain record of internal marks, attendance, practical evaluations.
- Analyze student performance and pass percentage after each exam.
- Share performance data with IQAC and HODs for academic review.
- Maintain backup of all exam records (digital and physical) for a minimum of 5 years.

3.6 Malpractice Prevention and Grievance Handling

- Implement strict anti-malpractice measures (identity checks, invigilation).
- Report malpractice cases to Chief Superintendent immediately.


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- Facilitate fair and timely redressal of student grievances related to exams.
- Maintain a grievance register and actions taken.

4. Documentation and Records

- Exam timetables (internal & university)
- Question papers (with approval logs)
- Answer scripts (evaluation records)
- Practical/clinical exam reports
- Internal assessment marks
- Attendance sheets
- Malpractice reports (if any)
- Result analysis reports
- Communication with university/council

5. Review and Reporting

- Internal audit- Conduct periodic review of examination processes and documentation.
- Reporting - Submit reports to Principal and IQAC after each exam session.
- Improvement - Modify SOPs based on feedback from faculty, students, and audit findings.

6. Compliance and Guidelines

The Examination Cell must ensure compliance with:

- Indian Nursing Council (INC)
- State Nursing Council (GNC)
- Affiliating University Examination Rules (VNSGU)
- UGC Guidelines on Evaluation and Assessments
- NAAC Quality Requirements

Examination Chief Superintendent

Exam Cell Co-ordinator




Dr. Anita Nawale
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