

EXAMINATION MANUAL

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Chapter 1

Examination Cell

Introduction

The Examination Cell is a significant organ of the college headed by Examinations In-Charge (EI). The main function of this Cell is to carry out examinations, publish results and award certificates (provided by the University and College) to the students. It is responsible to keep the record of each and every issue related to the examination, and to organize workshops and seminars for the improvement of the examination system.

Objectives of the Cell

- To ensure smooth conduct of examinations in the college.
- To ensure that there is no incidence of paper leakage or cheating, or use of unfair means.
- To ensure confidentiality in maintaining all documents/records related to examination
- To handle other administrative aspects of the examination
- To ensure that examination preparations are made well in advance
- To ensure timely result publication, and awarding of certificates, and degrees.

A. Composition of Examination Cell

Examination Cell Members:

The composition of the Examination Cell shall consist of the following:

1. The Examination Cell shall be headed by the Independent Examination-In-Charge (EI), appointment by the Director of the college in consent with the Chairman of the college.
2. All HODs of the college.
3. Any three senior faculties of the college (more if required, depending on the quantum of work)
4. One senior member of Information technology team of the college
5. Examination Assistants

Examination Assistants:

There shall be a team of examination assistants, consisting of data entry operators, and other administrative helpers, and a number of faculties from each department, who shall be selected by the EC.

It shall be mandatory for all the members of the EC, including Examination Assistants to abide by the confidentiality terms.

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