

ROLE AND RESPONSIBILITIES

- To educate and update all the stakeholders about the examination rules, regulations, gracing policies, revaluation rules, and ordinances by the examination committee.
- To help ensure the smooth and orderly conduct of examinations in the institute as per guidelines issued by the University of Nagpur from time to time.
- To maintain the sanctity in the process of evaluating the performance of the students in the examination.
- To conduct the Internal/ External/ Practical Examinations for B.Sc. and BCA UG programmes offered in the College.

- The Examination committee shall carryout all the functions related to examination such as evaluators, conduct of examination, maintaining record of attendance of examinees, ensuring timely evaluation of answer books, preparing results and submitting the marks to University and preserving all records for minimum 3 years after completion of examination.
- The Exam Cell shall distribute the Exam Forms of the University of Nagpur to regular and ATKT / Ex-Students (the fees for the same are collected as part of the college fees) and collect them back after having them duly filled in. After verification, the Exam Cell shall forward the same to the University of Nagpur within the stipulated time period.
- The Examination Committee shall work as per the examination time table (Theory and Practical) at least 30 days before the commencement of the winter examination provided by the Nagpur University.
- The committee shall receive the question papers online through email from the university to the authorized email of the chairman of examination committee at the concerned examination center.
- To allot the exam halls for all the examinations conducted in the College.
- The Examination Committee shall make the Seating plan and Seating Arrangement and display them on the concerned Notice Board/Website.
- Though the teaching faculty is entitled to vacation if eligible, it is expected that they are available for examination duty as per the invigilation duty chart and concerned subject paper valuation.
- The Exam Committee shall ensure that adequate stationery, like answer sheets, supplements, stationery material, threads, water jugs etc. are made available.
- Committee should collect examiners names for valuation and moderation of each subject from respective HODs.
- The Exam cell in consultation with the Examination Incharge shall contact members of the panel (provided by the HOD) and shall prepare the consolidated list of the Examiners depending upon their availability.
- The Examination Incharge shall ensure that the evaluation and moderation process is completed on time and the same be sent to the University for Necessary Approval within 30 days from the date of the last examination date.
- Preparation of smooth conduct of Examinations, preparation of time – table schedules, Invigilation duty chart, Seat allotment in the Examination halls etc.
- To ensure that the entire exam related marklist reach the university in time.
- To conduct Internal Assessment examination as per academic calendar.
- Distribution of marks lists to the students after the results of various examinations received from the University.

- Any Circular, Guideline, Office Order, Notification received by the University are processed in the Examination Cell, reply thereof prepared and after Principal's signature dispatched or circulates to the concerned Departments / Students.
- To enable the learners covered under the PWD (Persons with Disability) category, aware of the benefits given to them at the time of examination.
- To keep a record of credits earned by students in extra credit courses at UG
- To inform students to complete courses/activities to earn extra credits promptly.
- To keep a record of every issue/grievance related to the examinations for the improvement of the examination system.
- Students are guided by faculty members regarding the process/timetable of the rechecking and re-evaluation process and same notices are displayed on the notice board and college website.