

EXAMINATION CELL

The Examination Cell attempts to address to conduct internal examination

Objectives:

- An examination system evaluates factual understanding, conceptual understanding and global understanding of prescribed syllabus and designed curriculum.
- Examination system assesses individual's capability to interpret learning in his own language. It is not merely test of knowledge. Examination system evaluates persistent and consistent quality of an individual.
- It tests the attitude of an individual i.e. how does an individual perform better in extreme pressure. Examination examines individual's overall personality.
- Examination systems examine individual's desire to learn, desire to explore, desire to investigate and desire to apply learning in real life situation. Assessment ensures quality teaching- learning process.
- Usually, examination in charge performs all necessary duties which each teacher performs on daily basis. It is an additional duty for a Faculty .To plan to conduct assignments, test and model examination.

Procedure:

- Prepare guidelines for teachers to prepare question paper for different examination
- Prepare precise and lucid instructions regarding (a) pattern of question paper (b) types of questions (c) rational marks allotted to different types of questions
- Collection of subject test paper/chapter wise test/weekly test/term test/end year examination/formative and summative assessment
- Circular:- Giving advanced circular to the teachers signed by the principal regarding submitting question paper, mark sheet on time and any other required documents
- Form a subject expert committee to ensure the quality of question paper
- Preparation of Question Paper:-Ensure preparation of question paper i.e. final print out before 48 hours. Preparation of standard question paper subject wise according to guidelines given by the Director for FA and Summative Assessment. Question paper should be in proper format. Grammatical mistakes should not be there in question paper. Question paper must not exceed or less than the prescribed marks for the particular examination.
- Preparation for Examination:-Ensure necessary items to conduct examination i.e. question paper, answer sheets, Mark sheets, thread and other stationary items. Give advance requirement to the administrative officer.
- Seating Arrangement:-Making proper seating arrangement for students for different examinations.

- Time-table:-Making examination time table with the consent from principal.
- Duty charge:-Prepare examination duty charts for the teachers.
- Form a subject expert committee to ensure the quality correction of answer sheet.
- Preparation of marking scheme: Teacher will prepare marking scheme of question with question paper and submit it to the Examination In charge Committee.

Responsibilities:

- Answer sheets correction: – Teacher will submit corrected answer sheet within (hours) after the examination.
- Records keeping:-Keeping records of all the examination held in the Institution in soft as well as hard copy.
- Mark List: – Teacher will show the mark lists to the Director before final entering of mark sheets.

Frequency of Meetings:

Twice every Semester

Grievance Redressal Committee Membership details

Designation	Committee Role
Director	Chairperson
2 Associate Professors	Member
2Assistant Professor	Member

Committee Members:		
Name	Designation	Committee Role
Dr.D.Nisar Ahmed	Director	Chairperson
Dr.S.G.Balaji	Associate Professor (Academic and R&D)	Convener
Dr.Hameed Kan.TAM	Associate Professor(Accreditation)	Member
Mrs.D.Charumathi	Assistant Professor	Member
Mrs.W.Shabeena Shah	Assistant Professor	Member