



Exam cell

1. Description of the Exam cell: The Examination Cell at MIM plays a vital role in upholding academic standards. It operates through two wings: the Internal Examination Wing and the External Examination Wing. As MIM is affiliated with the University of Madras, the External Wing manages university examinations, while the Internal Wing oversees internal assessments. The Cell comprises experienced faculty members responsible for ensuring fairness, transparency, and academic integrity throughout the examination process.

2. Purpose of the Exam cell:

The purpose of this Exam cell outline the procedures and responsibilities for the management of examination activities in MIM to ensure smooth and fair conduct of examinations.

3. Objectives of the Exam cell :

- **Ensure Academic Integrity:** Maintain the highest standards of academic honesty and integrity in all examination processes.
- **Organize Examinations:** Efficiently plan, schedule, and conduct internal and external examinations in a fair and systematic manner.
- **Maintain Confidentiality:** Safeguard the confidentiality and security of examination papers and student records.
- **Evaluate Performance:** Provide accurate and unbiased evaluation of student performance, ensuring consistency and transparency.
- **Facilitate Communication:** Serve as a liaison between students, faculty, and the university to communicate exam-related information and address any concerns.



- **Implement Policies:** Enforce examination policies and regulations as per the guidelines of the University of Madras and institutional standards.
- **Support Students:** Offer guidance and support to students regarding examination procedures, schedules, and academic requirements.
- **Promote Continuous Improvement:** Regularly review and enhance examination procedures to align with best practices and evolving academic standards.
- **Document and Report:** Maintain accurate records of all examination activities and generate reports for institutional and regulatory purposes.

4. . Composition of Exam cell

S. No	Name of Faculty	Designation	Role	Email ID	Contact Number
1	Dr.Farhathullah Khan	Director(O)	Chair Person	director@measiim.edu.in	9092020170
2	Dr.A.Govindarajan	Assistant Professor	Convenor	agrajan@measiim.edu.in	9445607060
3	Dr. Anees Fathima	Assistant Professor	Member	anees.fathima@measiim.edu.in	9445635066
4	Mr. Fiaz Ahamed	Admin Staff	Member	fiaz.ah@measiim.edu.in	9840596618

5. Roles and Responsibilities of Members:

Roles and Responsibilities of Chair person

- Provide strategic direction and leadership for all examination-related activities within the institution.
- Ensure that the Exam Cell operates efficiently and adheres to the highest standards of academic integrity and fairness.



- Develop, implement, and review examination policies and procedures in accordance with institutional guidelines and university regulations.
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- Oversee the planning and scheduling of all internal and external examinations.
- Address and resolve any examination-related grievances or disputes raised by students, faculty, or staff.

Roles and Responsibilities of Convenor:

- Oversee the day-to-day operations of the Exam Cell, ensuring smooth and efficient functioning.
- Implement the policies and procedures set by the Chairperson and the institution.
- Manage the timetable for all internal exam issued by academic coordinator and external examination from University of Madras,
- Coordinate with faculty and administrative staff to ensure that exam schedules are feasible and well-organized.
- After conduction of exam disbursement of answer scripts for Internal Assessment for valuation and to University of Madras in case of final exam.
- Ensure that the marks are entered in Camu application after distribution of answer script .

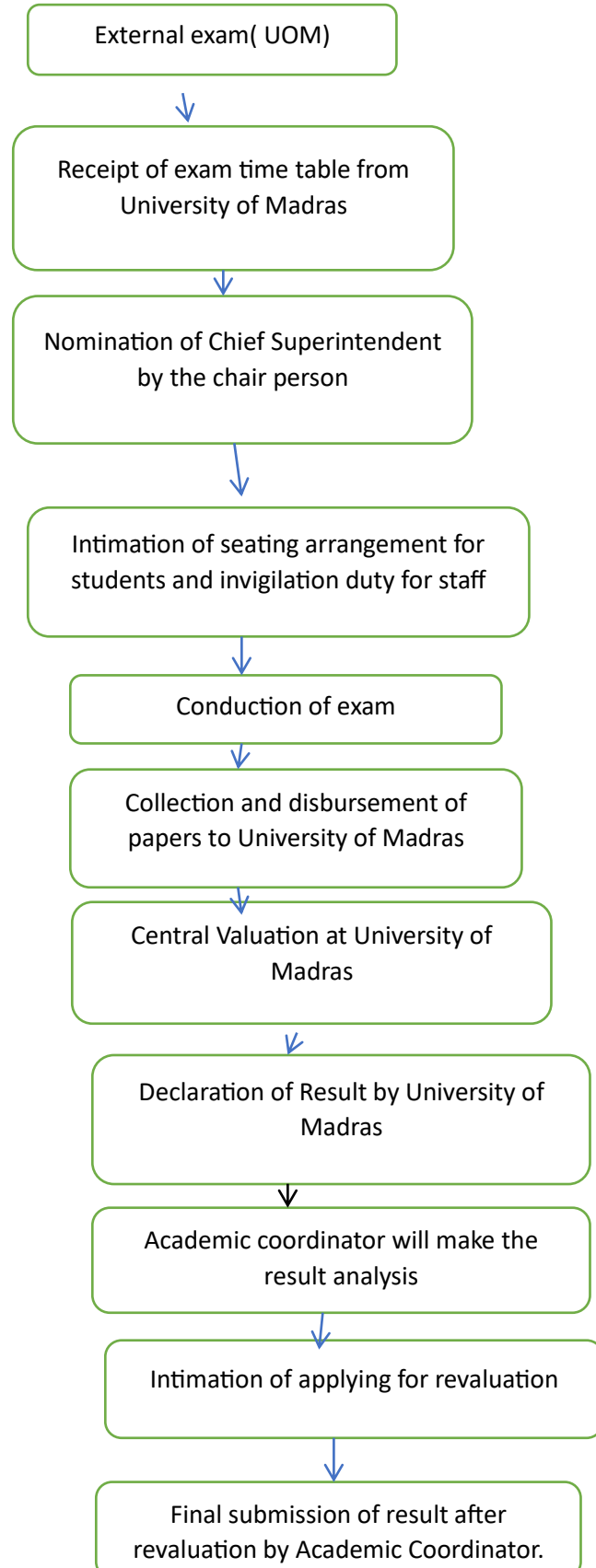
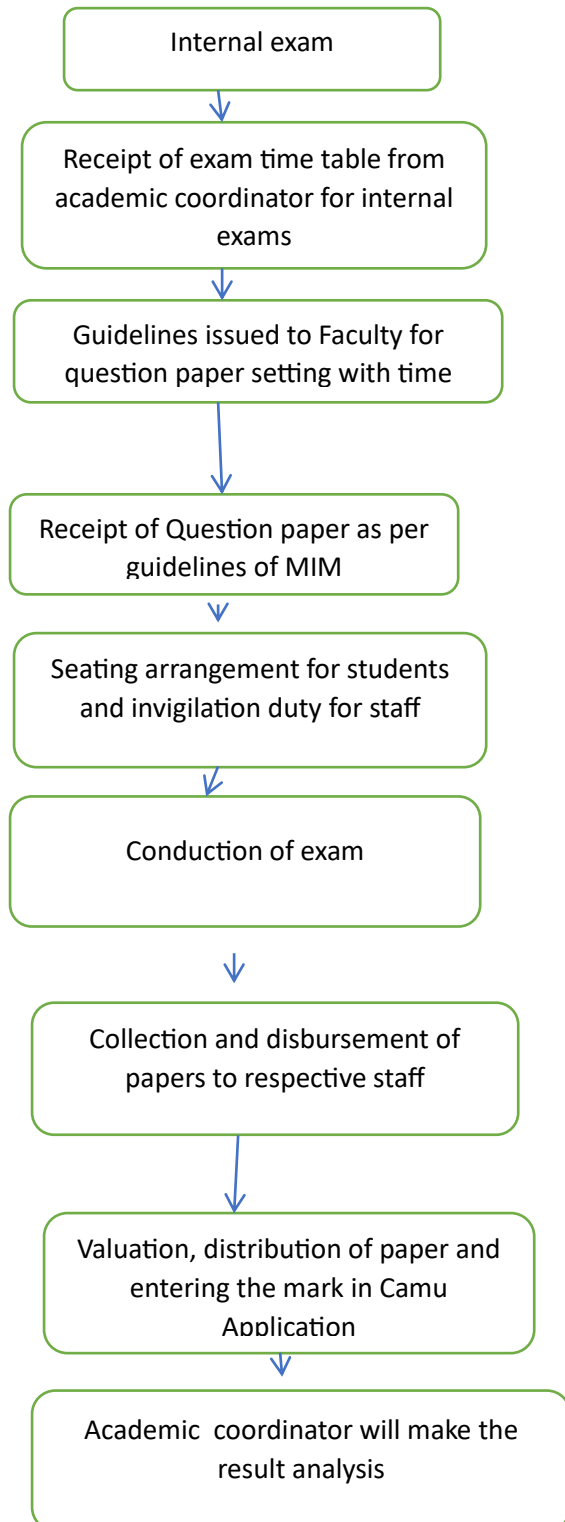
Roles and Responsibilities of other Members:

- To assist in the above activities to Chairperson and convenor;
- To distribute and collect the answer scripts to respective faculty members before and after exams.
- To maintain necessary records .



6. Procedure:

Flow chart





Internal exam

Upon receiving the exam schedule from the academic coordinator, the question papers will be prepared, verified, and securely maintained in accordance with MIM guidelines. Students will be informed of their seating arrangements and staff of their invigilation duties ahead of the exam day, with a requirement to arrive 15 minutes before the exam begins. Invigilators must supervise the classroom closely, and a squad will conduct random inspections at the venue. After the exam, the answer papers will be collected and distributed to the respective subject instructors. Once graded, the papers will be returned to the students, and the faculty will enter the marks into the CAMU app. The academic coordinator will then perform the result analysis.

External exam

Upon receiving the exam schedule from the University of Madras, the chairperson will nominate the Chief Superintendent. The Chief Superintendent will prepare the seating arrangements and invigilation duty roster. Students will be informed of their seating arrangements, and staff of their invigilation duties in advance, with instructions to arrive 15 minutes before the exam begins. The University of Madras will distribute the question papers to the Chief Superintendent one hour before the exam, who will then distribute them to the respective exam rooms. After the exam, the answer sheets will be collected, bundled and dispatched back to the University of Madras. Central valuation will be conducted at the university, and the results will be announced, with copies sent to the academic coordinator. The academic coordinator will then prepare the result analysis for both the before and after-revaluation results.