

1. EXAMINATION COMMITTEE :

Composition

1. Principal
2. Controller of Examinations
3. Vice-Principals
4. Staff Representative from Arts
5. Staff Representative from Science
6. Staff Representative from Commerce
7. Staff Representative from Languages
8. Staff Representative from Management
9. Staff Representative from PG
10. An Assistant from Controller's Office
11. Student Representatives

Term

Three years

Meeting

Twice in a semester

Functions

1. Collect data on various programmes/papers and enrolment, therein, including the register numbers of students.
2. Finalizing the assessment time table.
3. Arrange assessment rooms, requisition invigilators and supportive staff based on the assessment time table.
4. Make the seating arrangement and display them on the concerned Notice Boards.
5. Prepare and display an overall Supervision Duty List as well as Daily Supervision Duty List on the Staff Notice.
6. Ensure that adequate stationery, like answer sheets, graph paper, thread, drinking water and water jugs, are made available.
7. Hold a pre-exam meeting to brief the members of the faculty about the assessment procedures and their role and responsibilities.
8. Conduct the assessment as per the schedule.
9. Calculate allowance due for invigilation/assessment duty.
10. Propose assessment Reforms.
11. Deal with malpractices in the assessments along with the Controller of assessments.