

EXAMINATION SECTION

The Examination Section is responsible to carry out all related tasks as per the “Service Rule Book”. All correspondences pertaining to the said tasks must follow the procedural hierarchy and such correspondences must be documented in respective files and folders.

1. STUDENT RESULT LEDGER

1.1. Maintaining the said ledger batch wise and branch wise accurately. 1.1.1.

The marks details must be entered student wise and semester wise.

1.1.2. The said ledger must be attested by the Registrar/AO and Principal in each semester.

1.2. Based on the result analysis, preparation of consolidated promoted/detained list of Students for the next year and report the same to the Registrar/AO/Principal

2. EXAMINATION PROCESS

The Principal/Principal-In-Charge is the “Chief Superintendant” for all university examination.

2.1. Keep track of University Notification pertaining to examination and regularly update the information to the Registrar/AO/Principal.

2.2. Examination and all relevant notification must be brought to the notice of all the stakeholders.

2.3. Raise local circular, clearly mentioning the due dates for applying for examination to all the students.

2.4. Prepare a consolidated eligible student list for examination.

2.5. Communicate to the Accounts Section pertaining to Examination Fees collection through the Authority.

2.6. Exam Application processing:

2.6.1. Uploading application

2.6.2. Printing admission tickets / dispersing.

2.7. Practical

2.7.1. Communicate the Practical Examination notification to the concerned departments.

2.7.2. Correspondences such as time table, list of examiners, etc must be maintained in a separate file and as well communicate all relevant information to the university representative such BOE, BOS, Registrar (Examination) as applicable.

- 2.7.3. Prepare examination related material requirement list and submit to the Registrar/AO/Principal and upon approval, arrange for procurement of the said material from the university.
- 2.7.4. Upon Indent raised and approved by the authority, distribute the examination related material to respective departments.
- 2.7.5. Upon submission, acknowledge practical examination related packets to respective examiners.
- 2.7.6. Prepare consolidate list of packets received, associated forms and packets and transit the same to university office and file the university acknowledgement in a separate file.

2.8. Theory

- 2.8.1. Communicate the Theory Examination notification/timetable to all the concerned and (Principal/Registrar/HODs) and to the Internal “Deputy Chief Superintendent”.
 - 2.8.2. Display examination time table in respective notice boards.
 - 2.8.3. Prepare examination related material requirement list and submit to the Registrar/AO/Principal and upon approval, arrange for procurement of the said material from the university.
 - 2.8.4. Facility arrangement for ensuring smooth conduction of examination.
 - 2.8.5. Preparation of Room allotment/seating arrangement document in consultation with the Deputy Chief Superintendent and submit the same to the authority.
 - 2.8.6. Upon approval of the authority, arrange for physical set up of the same.
 - 2.8.7. Preparation of Room Superintendent/Relieving superintendent requirement document in consultation with the Deputy Chief Superintendent and submit the same to the authority.
 - 2.8.8. Upon approval of the authority, prepare invigilation duty slips and give the slips to the respective staff.
 - 2.8.9. Maintain the day wise duty allotment list in separate register.
 - 2.8.10. Ensure smooth conduction of examination by making all relevant daily arrangements.
 - 2.8.11. Prepare consolidate list of packets and associated forms and transit the same to university office and file the university acknowledgement in a separate file.
- 2.9. Prepare expenditure/remuneration bills for clauses 2.7 and 2.8 and the consolidated bills must be submitted to the Registrar/AO/Principal for approval and upon approval a

copy to be maintained in separate file and original to be submitted to the university claiming the same.

2.10. All matters pertaining to revaluation must be followed up as per the notification of the university, communicated to all concerned and complete the formalities.

3. RECORDS MAINTENANCE

3.1. All relevant documents pertaining to main clause number from 1-2 must be maintained separately in the form of ledgers/registers/files/folders (as applicable).

3.2. The prepared master copies of ledgers/registers/files/folders must be prepared by the Examination - superintendant and get the authentication of the Registrar/AO/Principal.