



About Examination Cell

The Examination Cell plays a crucial role in the academic affairs of the college. The Cell is headed by Vice-Principal with supporting staff from faculty members and non-teaching staff. The main responsibility of the Examination Cell is to conduct all examinations (Both Internal and External Exams) in fair and systematic manner under the directions of the Vice-Principal.

Functions of Examination Cell

- Serves all Examination notices received from University to all concerned
- Prepares Invigilation duty chart, seating plans for the students in the Examination halls, etc.
- Ensures smooth conduct of examinations
- Appoints evaluators
- Analyses results and prepares the report thereof for submission to appropriate authorities for follow up action.
- Examination Cell keeps all records pertaining to examinations.
- Ensures continuous Internal Assessment of all courses of all programmes.
- Exam schedule preparation for Internal Assessment/Sessional Examination.
- Meetings on examination related matters.
- Addresses grievances of students, faculty and staff on examination related issues.