

PRASAD V POTLURI SIDDHARTHA INSTITUTE OF CHNOLOGY (AUTONOMOUS)
KANURU, VIJAYAWADA-520 007

Charter of Examinations Committee

Definition:

The Examination committee is intended to plan and coordinate the execution of all the examinations. It is expected to take up the related phenomena with special reference to infrastructural and the human resource planning. The committee shall assist the planning and evaluation committee in the aspects of planning the expenditure for the pre- examination and post-examination phenomena. (Details are given in Basic functions).

Scope of the operations:

The committee shall take into consideration all the rules and regulations of the examination procedures promulgated by the autonomous stream. It shall also consider all the relevant enactments (item specific) of the administrative bodies of the college in the process of undertaking its activities. The committee is expected to submit the minutes of its meetings along with observations, suggestions, if any and resolutions to the respective statutory committees for further processing the same at the deliberations. The chairman and the members of the committee shall see to it all the operations are properly taken up under the guidance and Controller Examinations, Deputy Controller of Examinations and Assistant controllers of examinations.

Constitution of the committee:

A senior member of faculty is nominated as the chairman by the Principal. 7 members of faculty are appointed as members. The chairman is expected to undertake all the prime duties of the committee, namely convening the meetings, recording minutes, recording special observations and suggestions, if any, processing the data and obtaining ratification of the minutes, resolutions, observations, taking necessary steps for tabling the said documents for ratification by the statutory bodies etc.

Important Note:

None of the tasks is directly undertaken by the committee. But since democratic processes should involve different individuals and checks, the college appointed faculty as the chairman and members other than those that hold the Key positions in the conduct of examinations.

Basic functions of the examination Process

Since the examination procedures are strictly confidential most of the following items are discussed in principle. The committee is expected to have a recommendatory role related to the activities. The tasks are undertaken by the offices of the Controller of examinations and Deputy Controller of examinations and the Assistant Controllers of the examinations.

- Preparation of academic calendars with reference to internal assessment
- Preparation of examination Time-tables
- Identifying the number of courses offered and the subjects for which examinations are to be held.
- Internal assessment schedules for both theory and practical as per the discussion in the heads of departments meeting

- External examination for laboratory courses involve an external examiner invited from an institute of repute
- Rates of remunerations fixed by the college from time to time
- Receiving the marks lists in sealed cover duly signed by the external and internal examiners on the exam day itself.
- Making the payment to external examiner on the completion of the exam.
- Receiving the answer scripts in sealed packets from heads of departments and checking the bundle in terms of the number of scripts and marks awarded
- Schedules have to be properly finalized with clear definition of subjects or equivalence for supplementary and transitory candidates
- Receiving timetables and required sets of sealed bundles of question papers in case of university run examinations
- Identifying the question paper setters through the heads of the departments
- Sending the request for setting papers with specific timeline
- Follow up interaction with the paper setters
- Receiving the question papers in sealed covers
- Getting the papers type-set
- Printing as per the specific timeline.
- Examination Notification for students
- Issuing applications on the confirmation of the payment of exam fee
- Receiving the applications
- Ascertaining the number of papers the candidate is appearing
- Preparing the number of candidates for each exam
- Identifying the subjects for which the exam is held simultaneously
- Identifying the examination halls
- Ascertaining the seating capacity
- Ensuring the required Furniture

- Affixing or writing the registered numbers as per the seating plan
- Ensuring that no two students that answer a question paper should sit side by side
- Identifying the required number of invigilators
- Sending the appointment orders to invigilators well in advance
- Room-wise allotment of invigilators to be made confidentially one day before
- Room-wise record of the distribution of the main answer books
- Preparation of Room-wise attendance sheets well in advance
- Preparation of invigilator pads with main answer books, additional sheets, attendance sheets-cum-additional sheet distribution record, summary sheet at least one day before
- Handing over the pads to the invigilators at the exam section as per the stipulated timeline on the day of the examination
- Making a contingency plan in case of emergency
- Opening the sealed question paper packets before the examination and sending the papers to the exam halls
- Obtaining the attendance information from all the halls within one hour from the commencement of the examination and getting back the unused question papers and main answer books
- Sending a copy of each of the question papers to the library and the respective heads of the departments
- Receiving any representations regarding any out of syllabus questions, printer's devils leading to confusion to students etc. submitted through proper channel i.e. Faculty- Head - Principal
- Seeking the scheme of evaluation with key from the respective heads and developing class-wise, branch-wise schemes of evaluation

- Review of the question papers in terms of the toughness scale, questions with implicational elements, involved questions, convoluted questions, aspects of time management etc.
- Coding process
- Identifying the institution based or individual examiners and sending the scripts
- Receiving back the scripts and decoding them
- Verification and tabulation
- Consolidation based on the award system in vogue- credits etc.
- Review of the results review committee
- Preparation of memoranda of marks
- Announcement of results in conventional form or electronic form or both
- Issuing the certificates to the students

Meeting Schedule and Process of convening a meeting:


The chairman is expected to issue a circular with the schedule and agenda one week in advance. However the chairman reserves the right to conduct any emergency session under certain circumstances that can be deemed to be an emergency situation.

If it is not possible for the chairman to convene a meeting because of any academic or administrative reasons, one of the senior members of the committee can take up the responsibility of convening the meeting with the prior approval of the Principal. Tentative schedule of the meetings during an academic year has to be drawn by the chairman.

Quorum and other standard tenets:

- An Attendance of 4 members is considered the quorum for any of the meetings.

- The committee may prepare a draft plan for items presented supra for further processing by the relevant bodies.
- If any member comes up with an innovative proposal, he/she may be advised to prepare a full-stretch document of the project put forward with projected financial commitment with relevant documents failing which such open suggestions can be deferred to the next meeting by requesting the members to be more focused in their approach.
- The deliberations are strictly confidential and shall be confined to in-house circulation, and if any member is found leaking the information to external agencies, the matter shall be reported for correctional administration.


PRINCIPAL
PRASAD V. POTLURI
SIDDHARTHA INSTITUTE OF TECHNOLOGY
KANURU, VIJAYAWADA-520 007