

KARIM CITY COLLEGE

JAMSHEDPUR

***STANDARD OPERATING PROCEDURE
(SOP)***

EXAMINATION DEPARTMENT

EXAMINATION CELL

PRINCIPAL

Dr. Mohammad Reyaz
M.A., Ph.D.

CONTROLLER OF EXAMINATIONS

Dr. Baidhyanath Tripathy
M.A., Ph.D., D.Litt.

DEPUTY CONTROLLER OF EXAMINATIONS

Dr. Tanweer Jamal Kazmi
M.A., Ph.D.

SECTION OFFICER (EXAM.)

Asif Hussain
BBA, MBA

ASSISTANT

Abdul Hasib Alam
B.A.

OFFICE ATTENDANT (PEON)

Gopal Kumar Nayek
I.Com.

OFFICE ATTENDANT (PEON)

Md. Yunus
Matriculation

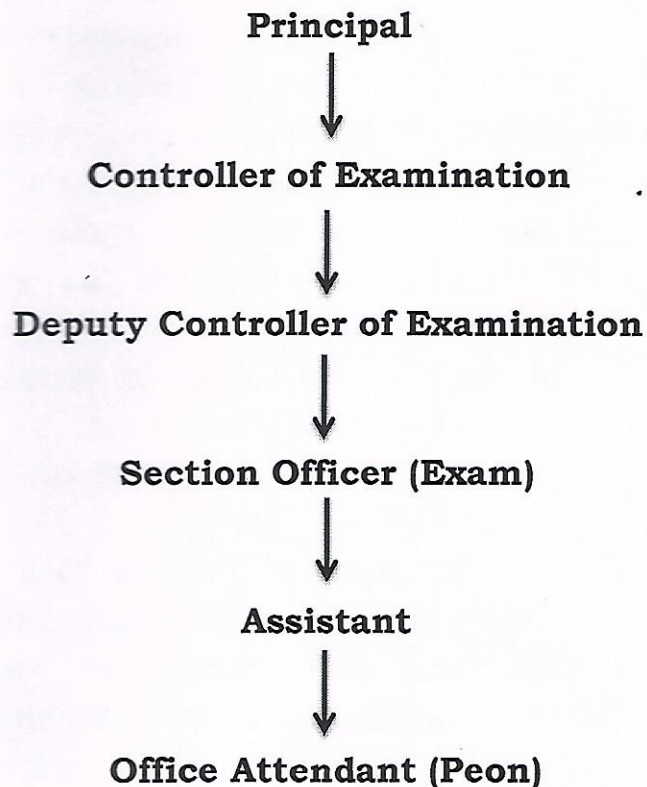
Examination Cell

1. About the Cell:

The Examination and Registration looks after the student life cycle management starting from Registration, Examination and issuance of certificates to awarding of degrees. The cell is broadly divided into two sections i.e. i) Examination and ii) Registration.

The Examination cell conducts various examinations as per the respective ordinance and guidelines of the University and issues the Degrees. The examinations are conducted with utmost precision within timeline as per the schedule in accordance with the relevant academic calendars of the University. The Registration section of the Cell deals with enrollment/registration of students.

1.1. Organization Chart



2. Responsibilities of the Examination Cell:

- i. Preparation of schedule of activities in tune with the Academic Calendars of the University.
- ii. Printing and procuring answer sheets for different internal examinations.
- iii. Coordinates with Administrative Officer to receive the details of the Fresh Batch of students.
- iv. Ensure to be registered all students in the University.
- v. Printing of question papers and supplying to the examination hall as per schedule.
- vi. Planning and conducting of the examination as per the academic calendar of the University.
- vii. Co-ordinates with respective HOD and ensures receipt of question paper sets and schemes of evaluation for all Internal Examinations.
- viii. Coordination with all the departments for smooth conduct of examinations as per the schedule.
- ix. Arranges to issue appointment letters as examiners for the conduct of practical, theory and project work/ viva-voce as per the ordinances of the University.
- x. Arrange to circulate the schedule of internal and semester examinations for all programs and display the same on Notice Boards.
- xi. Arrange to prepare the list of candidates and the courses for which they are appearing for.
- xii. Coordinating the Evaluation of answer scripts through the Internal/External examiners.
- xiii. Receive the Internal Marks/Practical Marks and the attendance of each section of students' from respective Head of the Department and upload the same in the University Portal.
- xiv. Conducts the various examination of Kolhan University on behalf of Centre Superintendent and submit the answer books at Kolhan University Office.
- xv. Arrange to receive the Mark Statements and the Consolidated Marks Statements of students from Kolhan University.

- xvi. Arrange to forward the applications of students for their scrutiny of answer scripts as the case may be.
- xvii. Inform the Center Superintendent with regard to the malpractice cases, if any, and forward the same to the Controller of Examinations, Kolhan University to take decisions.
- xviii. Arrange to get the Provisional Certificates and Degree Certificates of the students from the University.
- xix. Conduct result analysis and provide the same to each HOD and Principal.
- xx. Verification of Degree and Marks card, and correction in these documents, if required;
- xxi. All examination concerned records are to be kept in safe custody and be made available as and when required.
- xxii. Handling the request for re-evaluation and redressal of exam related grievances of the students.
- xxiii. Proposing and introducing examination reforms with the approval of the competent authorities.
- xxiv. Reviewing from time to time, the results of university examinations and forwarding reports thereon to the Principal.
- xxv. Submitting the detailed report of examinations to the Principal at regular.
- xxvi. Proper custody and maintenance of session-wise record of registered student.
- xxvii. Any other task, which may be assigned by the Principal from time-to-time.

3. Individual Responsibilities of Officer/Officials

i. Controller of Examination (C.E.)

The Controller of Examinations is the Principal officer-in-charge of the conduct of examinations of the College. He works directly under the directions and controls of the Principal. The major responsibilities of the Controller of Examinations are:

- a) Subject to the provisions of the Act, Statutes and Ordinances, the Controller of Examinations performs the duties related to the arrangements for the conduct of examinations etc.
- b) Attending to the students' complaints and grievances pertaining to the examination matters and ensures their timely redressal.
- c) Administering the officers and officials of the Cell for efficient delivery of services.
- d) Distribution of responsibilities among the officers and officials of the Cell.
- e) Drawing the examination chart as per the academic calendar. It is incumbent on the part of the Controller of Examinations to ensure adherence to the calendar of events.
- f) Arranging for the distribution of certificate and degrees to the students.
- g) Coordinating with various Departments for setting of question papers, empanelment of examiners, internal assessments and smooth conduct of examinations.
- h) Arranging and printing of question papers and supplying to the Examination Hall as per requirement.
- i) Reviewing from time to time, the results of University examinations and forwarding reports thereon to the Principal.
- j) Submitting the report of examinations to the Principal at regular intervals.
- k) Initiating and introducing structure changes/ examination reforms with the approval of the competent authority.
- l) Making any structural changes in the examination administration with the approval of the competent authority.
- m) He performs such other duties and functions as may be assigned to him, from time to time, by the Principal.

ii. Deputy Controller of Examinations (Dy. C.E.)

- a) Assisting the Controller of Examinations in carrying out the duties and responsibilities of the Examination Cell.
- b) Performing all assigned duties, responsibilities pertaining to confidential matters of the examination and evaluation as per the requirement.
- c) Ensuring that the pre-examination, examination and post-examination functions assigned to the Examination Cell are properly monitored and timeline is adhered to.
- d) Putting up all the necessary proposals for the perusal and consideration of the Controller of Examination.
- e) Supervising all the activities of examinations and guiding the staff in policy related issues, ensuring that the activities are planned and conducted as per the schedule.
- f) Guiding, training and advising the staff in relation to the office work to ensure that the staff is adequately trained and constantly updated on the academic and examination issues.
- g) Guiding, training and advising the staff with regard to any new system/process/innovation introduced or implemented in the Cell.
- h) Submitting the proposals and draft notification for the consideration of Controller of Examinations.
- i) Planning and execution of all the activities of the Cell in consultation with Controller of Examinations.
- j) Maintaining proper liaison with HODs for timely execution of examination schedule, in consultation with the Controller of Examinations.
- k) Submitting the replies to the Desk Section and other departments of the University in consultation with the Controller of Examinations.
- l) Handling the RTI and Legal queries relating to Examination Cell.

- m) Putting forward suggestions related to examination reforms before the Controller of Examinations to improve the existing system.
- n) Ensuring efficient management and coordination in the Cell.
- o) Guiding the staff in the disposal of the complicated and intricate cases.
- p) Keeping the reference books, guard file, precedent books and office order file in order.
- q) Ensuring that all the Statutes/ Ordinance/ Rules/ Regulations are properly complied with and suggesting the changes for the smooth functioning of the Cell.
- r) Carrying out any other duties as assigned by the Controller of Examinations from time to time.

iii. Section Officer (Exam)

- a) Undertaking direct responsibility in respect of important/confidential matters as assigned by the Controller of Examinations.
- b) Ensuring that the Cell Diary/ Register/ Students Records are maintained properly and receipts/cases are disposed without undue delay.
- c) Ensuring even distribution of work among the staff members.
- d) Taking care of additional work as per the seasonal overload.
- e) Maintaining order and discipline in the Cell.
- f) Ensuring quick disposal of receipts/ cases according to the guidance given by superiors.
- g) Training and advising the staff in relation to office works.
- h) Complying with the security instructions.
- i) Keeping record of all pending work and bringing to the notice of Controller of Examinations for early resolution.

- j) Section Officer needs to be responsive for the need of all the students specially for the students belonging to the less privileged background or specially-abled children/SC/ST students etc.
- k) Taking care of all the requirements of examination stationary and the timely issuance of marks card and other certificates.
- l) Drafting the RTI reply and putting to Deputy Controller of Examinations for finalization as per schedule.
- m) Maintaining records of all the examinations conducted by the University and making sure that all the departments have submitted relevant documents at the end of exams.
- n) Preparing various reports such as quarterly Report, IQAC data report and putting up to Controller of Examinations as required from time to time.
- o) Keeping all the ordinance of the examination fully updated as when amendments are received from the concerned cell.
- p) Preparing the remuneration list for Examiners/Invigilators, as and when due.
- q) Performing such other duties as assigned by the Controller of Examinations.

iv. Assistant

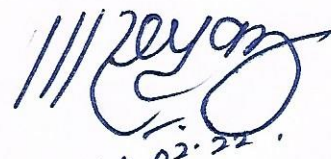
- a) Monitoring and entering the correspondence received from other departments and putting across to next higher officer/official for necessary action.
- b) Maintaining all the files pertaining to their assigned responsibilities and putting up matters related to these files to Section Officer/Deputy Controller of Examination/Controller of Examination as per the requirements on day to day basis.
- c) Entering the data in excel sheet or any other software for tabulation.

- d) Keeping all the record of the marks card, degree certificates and any other document issued to student(s) from time to time.
- e) Maintaining proper record of all the documents pertaining to examination duties performed by the teachers/staff as required from time to time.
- f) Preparation and issuance of photocopying of question papers.
- g) Keeping safe custody of all the documents/files of the students and documents issued to them from time to time.
- h) Keeping proper custody of all the examination stationary including answer sheets (blanks/written) etc.
- i) Taking timely stock of the material required for the conduct of the examinations.
- j) Keeping all the machine/equipment/photocopy machine or any other equipment available in Cell.
- k) Maintaining diary dispatch record on day to day basis.

v. **Office Attendant (Peon)**

- a) Timely opening and closing of the offices.
- b) Cleaning of offices and proper dusting.
- c) Photocopy and assistance in file maintenance.
- d) Handing over the Dak to other departments.
- e) Any other specified work as assigned by the Cell officer/Officials.


06.02.22
CONTROLLER OF EXAMINATIONS
KARIM CITY COLLEGE
JAMSHEDPUR


06.02.22
Principal
Karim City College
Jamshedpur