

## EXAMINATION CELL

Ref. No: APGCU/2024-25/EC

Date: 21/06/2024

The Examination Cell is a critical administrative unit within the college responsible for overseeing and managing all aspects of the examination process. Its primary goal is to ensure the smooth, fair, and efficient conduct of examinations (both Internal and External), upholding academic integrity and maintaining high standards of assessment.

### OBJECTIVES OF THE CELL

- **Exam Administration:** Organize and manage the scheduling, setup, and administration of examinations, ensuring they are conducted efficiently and according to institutional guidelines.
- **Compliance and Integrity:** Ensure adherence to examination policies, regulations, and academic integrity standards to prevent malpractice and ensure fair assessment.
- **Student Support:** Provide assistance and support to students regarding examination-related queries, including scheduling, procedures, and accommodations for special needs.
- **Assessment and Evaluation:** Oversee the process of evaluating and grading exam scripts, ensuring accuracy, consistency, and timely release of results.
- **Record Keeping:** Maintain accurate and secure records of examination results, student performance, and any related documentation.
- **Policy Development:** Develop and review examination policies and procedures to ensure they align with academic standards and address emerging needs or challenges.
- **Handling Complaints and Appeals:** Address and resolve any complaints or appeals related to the examination process, ensuring fair and equitable outcomes.

### MEMBER DETAILS OF THE CELL:

S.No.	Name	Designation	Position
1.	Ms. O. Shalini	Asst. Professor, MBA	Coordinator
2	Mr. P. Sai Suraj	Asst. Professor	Member
3	Ms. K. Sangeetha	Asst. Professor	Member
4	Mr. G. Sampath	Asst. Professor	Member
5	Mr. V. Shivakumar	Asst. Professor	Member
6	Ms. T. Alekhya	Asst. Professor	Member
7	Mr. Rohit Kumar	Asst. Professor	Member

### **RESPONSIBILITIES OF THE CELL**

- Plan and schedule examination dates, ensuring that they do not conflict with other academic or institutional activities.
- Coordinate with faculty to ensure timely preparation and approval of examination papers that align with the curriculum and learning objectives.
- Organize and supervise the conduct of examinations, including the setup of examination venues, distribution of papers, and invigilation.
- Manage the collection, processing, and publication of examination results, ensuring accuracy and timeliness.
- Address and resolve any examination-related grievances or disputes raised by students or faculty, ensuring fair and impartial handling.
- Implement security measures to prevent malpractice, cheating, and any other forms of academic dishonesty during examinations.
- Maintain comprehensive records of examination-related activities, including schedules, results, and any correspondence related to grievances or issues.

The Examination Cell is integral to maintaining the quality and integrity of the examination process within the college. By managing all aspects of examinations, from scheduling and paper setting to result processing and security, the cell ensures a fair and efficient assessment process. Its work supports academic excellence and fosters confidence in the examination system, contributing to the overall success and credibility of the institution's academic programs.



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