

ASHOKA

INSTITUTE OF TECHNOLOGY AND MANAGEMENT

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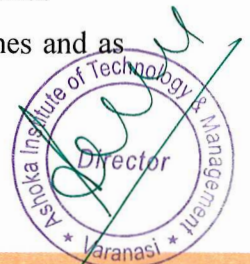
EXAMINATION CELL

FUNCTIONS

1. To propose & review academic calendar as per needs and directions of affiliating university.
2. To decide the academic working hours and holidays as per directions given by affiliating university.
3. To conducted all the internal examinations and university examinations smoothly.
4. To get university examinations form filled and scrutinize them thoroughly and properly.
5. To get question papers of internal examinations and university papers (if required) prepared.
6. To monitor and process, evaluation of internal answer books, arranging internal marks get filled and displaying results.
7. Keeping and managing all the data and records of the examinations conducted at the institute.

RESPONSIBILITIES

1. The members of examination cell in consultation with COE prepare academic calendar based on affiliating University guidelines and COE forwards it to the academic council for final approval.
2. The members of the cell sit together and discuss to develop the ways & means to ensure smooth conduction of examination.
3. The examination cell formulates the guidelines, rules & regulations related to all examination affairs of the Institute.
4. Members of the cell give their suggestions & directions for smooth conduction of examinations in academic perspective.
5. Question papers of internal examinations are processed and compiled 5 days before the commencement of examinations.
6. Quality of the question papers, formatting and other aspects are checked by the examination cell, post the academic quality check from the HODs desk of the respective department.
7. University examination forms are filled in accordance with the university guidelines and as per the dates declared.



8. Internal examination copies are checked within 3 days of commencement of examinations by the respective faculty members.
9. External examinations are conducted in accordance with the university schedule.
10. After declaration of results, compiling and comparing results along with the tabulation is carried out.

Sr.No.	Name	Designation
1.	Mr. Prem Chandra - Ass. Prof. Humanities	Controller of Examination
2.	Mr. Abhay Maurya - Ass. Prof. CSE	Deputy CoE
3.	Mr. Sandip Singh - Ass. Prof. EE	Member
4.	Mr. Shubham Vishwakarma - Ass. Prof. CE	Member

FREQUENCY OF THE MEETINGS - The examination cell of the institute meets every month.

