

**M.S. RAMAIAH COLLEGE OF ARTS, SCIENCE AND COMMERCE -
AUTONOMOUS
MSR Nagar, MSRIT Post, Bengaluru - 54**

1. Objectives of the Examination Committee:

To facilitate and ensure the effective assessment and evaluation of outcome of the courses enrolled by the UG and PG students, under the autonomous system. It is envisaged to develop a robust internal mechanism and methodology for:

- ❖ Preparation of academic calendar
- ❖ Announcement of examination schedules
- ❖ Conduct of examination for courses specified / approved by the Academic Council (Continuous assessment and End-semester examinations)
- ❖ Formulation of Exam policy.

2. Composition of the Examination Committee

The Examination committee shall have the following members.

1. Chief Controller (Principal)
 2. Controller of Examination (COE)
 3. Deputy Controller of Examination (DCOE)-I
 4. Deputy Controller of Examination (DCOE)-II
 5. Deputy Controller of Examination (DCOE)-II
 6. Assistant COEs
 7. Exam Coordinators
 8. FDAs
 9. SDAs
 10. System admin.
 11. Attenders/Helpers
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3. Duties and Responsibilities of Examination cell

- ❖ The examination cell shall be constituted exclusively for the purpose of conduct of CIA and Semester End examinations.
- ❖ The Principal shall be the Chief Superintendent.
- ❖ Deputy chief superintendent / Assistant superintendents will be appointed based on the number of students enrolled. [For every 500 students one additional Chief superintendent]
- ❖ The Chief superintendent shall be responsible for the smooth conduct of examination by making seating arrangement for students and appointing at least one invigilator for 30 = 40 students. The necessary support staff (non – teaching) shall be appointed.
- ❖ All part-time / full time members of the examination cell shall be paid honorarium for the extra work being done by them apart from their usual work. Such honorarium shall be proposed by the finance committee and shall be approved by Governing body.
