



# Gandhi Institute of Advanced Computer & Research

RAYAGADA, Odisha

(Approved by AICTE–New Delhi, Affiliated to SCTE&VT-Rourkela and SCTE&VT-Odisha)

(Managed by Rabindranath Educational Trust)

## Office Order

Ref. No: GIACR/EC/34/23-24

Date: 02/08/2023

### EXAMINATION COMMITTEE

To assure a smooth and free and fair conduct of examination in the Institute, a Examination Committee of Gandhi Institute of Advanced Computer & Research, Rayagada is constituted with following members facilitates by three sections: Examination, Record Maintenance and Administration. The main function of this Committee is to carry out examinations (both internal and external). Keeping the record of each and every issue related to the examination and organizing workshops and seminars for the improvement of the examination system.

SL NO	DESIGNATION	POSITION
1	Dr. Pratap Chandra Mishra, Principal	CHAIRMAN
2	Mr. Milan Kumar Saha, Asst. Prof	CONVENER
3	Mr. S. P. Khadanga	MEMBER
4	Mr. Kishore Chandra Panigrahy	MEMBER

### Roles and Responsibilities:

1. He/she should maintain sincerity, regularity, punctuality and shows devotion towards his/her duties and assignments.
2. Responsible for the due custody of the confidential records pertaining to his/her work.
3. Shall have administrative control over the members working under him/her.
4. Shall conduct the Examinations (college and university) and therefore make all other arrangements and be responsible for the due execution of all processes connected therewith.
5. To ensure that final year mark sheets are issued only to such students who produce a clearance and no dues certificate from the concerned authorities and departments.
6. Responsible to enroll the eligible students for semester registration in time. There should no scope for un-coded students.



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7. Any types of monetary transaction should be made through issue of proper money receipt. Responsible to carry out the class tests as per the academic schedule.
8. He should inform and collect question papers from the department HODs for the internal tests i.e. one week before the Class Tests.
9. He should ensure the sitting arrangements and shall display the same and Supervision Duty List in the notice boards and copy to Examination Cell and Principal/Convener for ready reference.
10. Shall prepare Class Test Time-Table at least 1 week before the Class Tests and shall display it on the Notice Board/ Website (Staff/Students).
11. Shall ensure that adequate stationery (answer sheets, drawing sheets, charts, graph papers, drawing boards, trays, threads etc.) is made available.
12. Shall prepare a file containing the following documents, which shall be kept in the Exam Cell.
  - Attendance Sheets (Supervision Duty Record (SDR)).
  - Answer Sheets handed over to teachers (Collection of class test answer book record).
  - Duty swapping form (Alternative arrangement of examination duties if any).
13. Responsible to collect the internal marks/assignment marks/laboratory marks from the HODs of different departments in time and upload it to the University web portal.
14. Responsible to collect the result analysis of the end semester examinations from HODs of different departments and after compilation he will produce the final result analysis sheet before the principal for approval.
15. Any other duty/responsibility assigned by the Principal / chairman/Secretary.

## **University/SCTE&VT Viva-voce/ Practical Examinations**

1. The respective HODs shall submit names of External Examiners (minimum of TWO) for each subject to the Examination In-charge.
2. The HODs shall be responsible for finalizing the dates of examination, preparing the Time-Table and sending a copy of the same to the Examination Cell for display.



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Subsequently the cell shall make necessary arrangements for refreshments/lunch and remuneration.

3. The HODs shall ensure the availability of the External Examiner in time
4. At the end of the Practical/viva-voce examination, the Internal Examiner shall ensure that the External Examiners' attendance is marked, certificate is issued and remuneration is paid. For this, the internal Examiner shall approach the Examination Cell.
5. The Internal Examiner shall hand over the completed viva-voce/practical evaluation sheets on the same day to the Examination Cell.
6. It is the duty of faculty to ensure that they complete first the own college assessment (Practical/viva-voce) before committing to dates as an External Examiner elsewhere.
7. No faculty is allowed to be an External Examiner before the official end of term as announced by SCTE&VT.
8. Each Faculty member shall enter the viva-voce / Practical marks into the web portal of University with the Examination Cell. This shall be completed before the stipulated date by the University. A printout of the same shall be taken by the Examination Cell which shall be verified and signed by the concerned faculty

  
Convener

  
Principal

GANDHI INSTITUTE OF ADVANCED COMPUTER  
& RESEARCH, RAYAGADA

PRINCIPAL  
Gandhi Institute of Advanced  
Computer & Research, Rayagada

