



# **Govt. College for Women (AUTONOMOUS) - GUNTUR. 1942 (Estd.) Centre with Potential for Excellence**

## ***FUNCTIONS OF EXAMINATION CELL***

- ❖ *Proposing Examination Calendar*
- ❖ *Notify the schedule and dates of various stages connected with the examinations*
- ❖ *Procurement of stationery, equipment and all the articles necessary for the conduct of examinations.*
- ❖ *Fixing the Time Table for the conduct of the examinations.*
- ❖ *Question paper setting as per syllabi and model question papers decided by the Boards of Studies.*
- ❖ *Printing of Question Papers.*
- ❖ *Issue of examination applications to the candidates.*
- ❖ *Processing of Examination Applications and Issue of Hall Tickets.*
- ❖ *Printing D-forms.*
- ❖ *Preparation of semester wise nominal rolls.*
- ❖ *Issuing of Answer scripts one day before examination to the Internal Examination Committee.*
- ❖ *Conduction of Examinations*
- ❖ *Receiving of Answer scripts as per the D-forms supplied.*
- ❖ *Coding of the answer scripts after the examination and bundling the scripts.*
- ❖ *Undertaking valuation, Scrutiny of Answer scripts, posting & verification of marks*
- ❖ *Results declaration.*
- ❖ *Printing and distribution of marks memos.*
- ❖ *Revaluation/Recounting of Answer Scripts.*
- ❖ *Attending of any kind of Grievances*
- ❖ *Preparation of Consolidated Marks Memoranda cum Provisional Pass Certificates.*
- ❖ *Submission of student's data to the University for the award of Original Degrees.*
- ❖ *Maintenance of Tabulated Marks Register (TR's) and Degree Registers.*
- ❖ *Recording keeping of marks.*