

ARMY INSTITUTE OF MANAGEMENT & TECHNOLOGY, GREATER NIODA

CHARTER OF DUTIES: CHAIRPERSON EXAMINATION CELL

General

The Exam Cell, a part of academic team runs under the guidance of Director and carry out functions under the leadership of Chairperson, Exam Cell. The responsibility of Chairperson, Exam Cell is to coordinate, control and execute the following activities:-

- (a) Liaison with Examination Branch of GGSIP University.
- (b) Conduct Internal Examinations in the Institute
- (c) Co-ordinate with Director in University related activities.

(a) Liaison with Examination Branch of GGSIP University

I. OMR Form & Registration Chart (for Term End Examinations)

- a. Collection and filling of OMR forms & Registration Charts from GGSIP University for Term End Examination as per the schedule/notification.
- b. OMR form & Registration Chart should be filled with necessary information by the students under the supervision of Programme Coordinator.
- c. Programme Coordinator will submit filled OMRs and Registration Chart to the Exam Cell for the Director's signature and seal.
- d. Exam Cell will prepare the covering letter for the submission of filled OMR / Registration Chart to the GGSIP University within stipulated time.

II. OMR Award Sheets (for forwarding Internal Marks to University) & Attendance Sheets for External Practical/Project Viva/NUES Examinations

- a. Collection of OMR award sheets from GGSIP University for posting Internal/ External Practical/ Project Viva and NUES Marks.
- b. Handover OMR sheets to the respective faculty for filling the marks out of 25 (for Theory papers), 40 (for Practical/Project Viva papers) and 100 (for NUES).
- c. Filled OMR Sheets with proper signature from the faculty will be received by the Exam cell.
- d. Submit filled OMR Sheets to the Director for signature and stamp.
- e. Exam Cell will prepare the covering letter and submit the OMR Sheets to the University by the specified date by the University.

III. Date sheet for T.E & Internal Examinations

- a. Date sheet will be downloaded from University website (www.ipu.ac.in) and displayed on the notice board for students' information.
- b. Date Sheet for Internal Examination will be prepared before seven days of the internal examinations and circulated to students and faculty members.

IV. Admit Card

- a. Collection of Admit Cards from the University.
- b. Put up Admit Cards for Director's signature and seal before the exam starts and also photocopies are taken for Institute record.
- c. Distribution of the Admit Cards to the student as per the proforma of undertaking received from the University.

V. Instruction for arranging Transport to Estate Supervisor

- a. Prepare a Transport Requirement Chart specifying total number of students to go to the examination centre on each date and submit the same to the ES for advance requisition of transport in time.

VI. Compilation of University Result

- a. Download the result from the University website and the Exam cell analyzes student's performance as per internal and external Examination point of view.
- b. The Exam Cell performs the analysis of results as per the following breakdown:

<u>Bracket</u>	<u>Number of Students</u>
< 50 %	
50 - 55 %	
56 - 60 %	
61-65 %	
65 - 70 %	
70 - 75 %	
75 - 80 %	
80 - 85 %	
> 85 %	

- c. Submit the performance analysis report to the Director within one week of publication of results.
- d. The Exam Cell also specifies the subject-wise topper in the performance report.

(b) Conduct Internal Examinations within the Institute

As mentioned in the SOP for conduct of Examinations & Evaluation.

(c) Co-ordinate with Director in University related activities

The Chairperson, Exam Cell is responsible for coordinating with the Director in all University related activities.
