

PROCEEDINGS OF THE PRINCIPAL

Sub: SIMS- Constitution of Examination Cell

Date:

EXAMINATION CELL

The Examination Cell of SIMS College of Pharmacy is constituted with the following composition

S.no	Name of the Faculty	Designation	Position
1.	Mr.T.Srinivas	Associate Professor	Chairman
2.	Dr. Curie	Associate Professor	Member Secretary
3.	Mrs.CH.Leela Kalyani	Associate Professor	Member
4.	Dr.Shaik Rihana Parveen	Professor	Member
5.	Mr.K.Sampath Kumar	Associate Professor	Member

To

The Chairman and Members concerned

Copy to:

Principal's Office

IQAC

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PRINCIPAL

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SIMS COLLEGE OF PHARMACY
GUNTUR



Roles and Responsibilities of the Examination Cell

The Examination Cell in an educational institution plays a significant role in the management and execution of examinations. It ensures the smooth functioning of the examination process while maintaining the quality, credibility, and integrity of the institution's assessment procedures. Here are the usual roles and responsibilities of an Examination Cell:

- 1. Exam Scheduling:** The Examination Cell is responsible for scheduling all internal and external examinations. This involves setting examination dates, timings, and venues in a manner that avoids clashes and ensures an efficient process.
- 2. Question Paper Management:** The cell oversees the preparation, printing, and safe storage of question papers. In some institutions, they might also coordinate with faculty to set the question papers.
- 3. Invigilation Arrangements:** The cell arranges for invigilators to ensure fair conduct during the examination. This involves assigning duties to teachers or other appointed staff and providing them with necessary instructions.
- 4. Exam Conduct:** The cell ensures that exams are conducted in a smooth and orderly manner, following the guidelines set by the institution and any external examination bodies.
- 5. Coordination and Communication:** The cell coordinates with various departments, faculty, and students to communicate all necessary information related to examinations. This might involve circulating exam timetables, rules, or notifications about any changes.
- 6. Assessment and Result Publication:** After the examinations, the cell coordinates the evaluation of answer scripts and the publication of results. They ensure that grading is fair and transparent and that results are announced promptly.
- 7. Grievance Redressal:** The cell may handle grievances related to examinations, such as requests for reevaluation or disputes about grades. They should ensure that these grievances are resolved fairly and promptly.
- 8. Record Keeping:** The Examination Cell maintains records of examination data including question papers, answer scripts, marks, grades, and statistical reports. These records can be important for transparency, accountability, and future reference.
- 9. Exam Material Management:** The cell manages exam-related materials, such as answer scripts, supplements, stationery, etc., and ensures they are available as needed.

10. Prevention of Unfair Practices: The cell has to ensure that measures are in place to prevent malpractices during exams. This includes ensuring that students are aware of what constitutes unfair practices and the penalties for such behavior.

By carrying out these roles and responsibilities, the Examination Cell helps ensure that the examination process is efficient, transparent, and fair, upholding the academic integrity of the institution.