

Ref. No: DCSAAD/ 2023-2024/ 06

Sub: Re-constitution of Exam cell

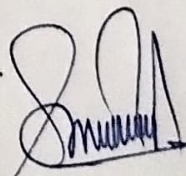
The Examination Cell at DC School of Architecture and Design, under the leadership of the Principal, is supported by a dedicated team of members. This team includes a senior faculty member serving as the coordinator, assisted by another faculty member from the department. The primary mandate of the Examination Cell is to facilitate the conduct of all examinations, encompassing both internal and external assessments, in an equitable and organized manner. Adequate infrastructure is maintained within the Examination Cell to ensure the secure generation of question papers and other confidential materials essential for the examination process. The members of the committee are as follows,

S.No	Name	Designation	Role
1	Ar. Amitabh Sharma	Principal	Chairman
2	Ar. Sreekanth Sasidharan	Assistant Professor & HOD	Coordinator
3	Ar. Benny Kurian	Assistant Professor	Member
4	Ms. Vishnu Priya	Office Staff	Member

Role and Function of Exam Cell:

- Drafting a tentative examination schedule for integration into the academic calendar.
- Formulating the examination timetable and overseeing the procurement of internal examination question papers from faculty members while maintaining strict confidentiality.
- Ensuring the conduct of examinations in a fair and methodical manner.
- Allocating faculty members for both internal and external invigilation duties.
- Implementing measures to deter students from engaging in malpractice during examinations, with corresponding disciplinary actions as necessary.
- Collating internal assessment scores from faculty members and finalizing the aggregated marks for each subject.
- Updating internal assessment scores on the university examination portal.
- Enrolling students for end-of-semester examinations on the university portal and facilitating the issuance of their hall tickets.
- Assigning faculty members for the evaluation of end-of-semester examination papers.
- Documenting all the necessary details regarding the exams.




Principal
08th January 2024

CC: 1) All students and staff 2) All Members of the Committee 3) Department File 4) CF