



OFFICE OF THE PRINCIPAL
GANDHI INSTITUTE OF EXCELLENT TECHNOCRATS
SANTI NIKETAN, GHANGAPATANA, BHUBANESWAR, 752054.

Ref. No.:

Date:

OFFICE ORDER
Examination Committee
Academic Year 2022-23

Objectives: To assure a smooth and free and fair conduct of examination in the Institute

Sl. No.	Name	Position
1	Dr. Subhrajit Pradhan (Principal, Gandhi Institute of Excellent Technocrats)	Chairperson
2	Dean Academics (Gandhi Institute of Excellent Technocrats)	Convenor (Ex Officio)
3	Prof.B.S. Rao (Exam I/C, Assistant Professor,ME,Gandhi Institute of Excellent Technocrats)	Co-Convenor
4	(H.O.D , Department of Mechanical Engineering, Gandhi Institute of Excellent Technocrats)	Member (Ex Officio)
5	(H.O.D , Department of Civil Engineering, Gandhi Institute of Excellent Technocrats)	Member (Ex Officio)
6	(H.O.D , Department of Electrical Engineering, Gandhi Institute of Excellent Technocrats))	Member (Ex Officio)
7	(H.O.D , Department of Computer science Engineering, Gandhi Institute of Excellent Technocrats))	Member (Ex Officio)
8	(H.O.D , Department of BSH, Gandhi Institute of Excellent Technocrats))	Member (Ex Officio)
9	(H.O.D , Department of Electronics and communication Engineering, Gandhi Institute of Excellent Technocrats))	Member (Ex Officio)

The Examination committee is an apex body of the Institute which is headed by the Principal-cum-Centre Superintendent/Convener and shall be facilitated by three sections: Examination, Record Maintenance and Administration. The main function of this Committee is to carry out examinations (both internal and external), publish results and issue certificates (provided by the University and Institute) to the students who pass the final examinations. Keeping the record of each and every issue related to the examination and organizing workshops and seminars for the improvement of the examination system.

1. The Examination In charge (EI) is a faculty member (not below the rank of an Associate Professor) of the Institute and is appointed for a period of two years subjected to review his/her performances it may be extended to another term or to be terminated at any time.
2. The Examination cell activities shall function under the guidance of the superintendent of examination and Convener.
3. The Committee shall meet at least twice in a semester and record minutes of the same and submit a copy to the Principal.
4. The Examination in-charge shall follow the class test schedule strictly as per the University Academic Calendar.
5. The Exam Committee shall hold a pre-examination meeting to brief the members of faculty with regard to the examination procedures.

Responsibility of Centre Superintendent/Convener

- He should have maintained secrecy in all examination related activities.
- The Principal is the in-house Chief Conductor of University Examinations by acting as the superintendent of examination.
- To appoint Examination In-Charge (EI) on recommendation of examination committee and duly approved by the Chairman.
- To appoint internal Flying Squad, Supervisors and other human resources for smooth conducting of examination in the College in coordination with Examination In charge/convener.

- To interact with University for examination related works.
 - To head Unfair Means Committee during examination.
 - To appoint internal and external examiners/moderators for paper assessment in coordination with HODs and Examination In charge.
 - Assignment the responsibility to HODs
 - To appoint coordinate with examination body for smooth conducting of examination.
 - To appoint internal, external examiners and moderators for practical /viva-voce /written examination.
- P.T.O**
- To monitor University practical/viva-voce and other examination.

Roles and Responsibilities of the Examination In-charge (EI)

- He/she should maintain sincerity, regularity, punctuality and shows devotion towards his/her duties and assignments.
- Responsible for the due custody of the confidential records pertaining to his/her work
- Shall have administrative control over the members working under him/her
- 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.
- 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.
- Responsible to enrol the eligible students for semester registration in time. There should no scope for un-coded students.
- 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.

- He should inform and collect question papers from the department HODs for the internal tests i.e. one week before the Class Tests.
- 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.
- 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).
- Shall ensure that adequate stationery (answer sheets, drawing sheets, charts, graph papers, drawing boards, trays, threads etc.) is made available.
- Shall prepare a file containing the following documents, which shall be kept in the Exam Cell.

P.T.O

- 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).
- 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.
- 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.
- Any other duty/responsibility assigned by the Principal / chairman/Secretary

University Viva-voce/Practical Examinations

- The respective HODs shall submit names of External Examiners (minimum of TWO) for each subject to the Examination In-charge.
- 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. Subsequently the cell shall make necessary arrangements for refreshments/lunch and remuneration.

- The HODs shall ensure the availability of the External Examiner in time.
- 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.
- The Internal Examiner shall hand over the completed viva-voce/practical evaluation sheets on the same day to the Examination Cell.
- 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. **P.T.O**
- No faculty is allowed to be an External Examiner before the official end of term as announced by University of BPUT.
- 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.

Roles & Responsibilities:

- The committee have to strengthen the student admission in various streams viz. Diploma, B. Tech as per the AICTE, Govt. of India, New Delhi/BPUT, Rourkela, Odisha/ Higher Education Technical/DTET admission norms.
- The committee members should motivate and counsel the students in order to take admission at GIET more and more.
- The committee members should convey the aspirant students and their parents with informing and highlighting the salient features viz. infrastructure, faculty, laboratory, work shop, campus, Training and Placement, transportation, hostel, canteen, library etc. in a vivid manner.

- The committee members should motivate and counsel the young intellectual buds towards the GIET inventory through a thorough GD and PI at different centres of Odisha and Abroad.
- The committee should monitor the admission process of the students in a transparent way those how have taken the admission.
- The committee members should have conscious to maintain minimum criterion of admission norms viz. OJEE, DET etc.
- The admission committee should obey and follow the instruction apart from Honourable Chairman/ Secretary/Principal desk from time to time and accordingly discharge their assigned work.

P.T.O

**Principal
Gandhi Institute of Excellent Technocrats
Ghangapatna, Bhubaneswar**

Memo No _____/GIET-Ghangapatna/

Date:-

Copy to:

1. Hon'ble Vice-Chairman for favour of information.
2. Dean Academics/Dean Student Affairs/ Dean R&D/A.O.(Academics)/Director T&P/ All HODs/ /Asst.Manager-HR/A.O.(Admin)/T&P Cell/ Library/Exam.Section/Staff Circular.
3. Person Concern for the information/personal file for record.

**Principal
Gandhi Institute of Excellent Technocrats
Ghangapatna, Bhubaneswar**