



Mangalmay Institute of Engineering & Technology

AN INSTITUTION OF MANGALMAY FOUNDATION TRUST

Campus: 8, Knowledge Park-II, Greater Noida (U.P.)
Institution office: C-116, Sector-39, Noida-201301 (U.P.)
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Guidelines of Examination Committee

2022-23

The guidelines of Examination Committee are formulated to ensure that the functioning of examination department should continue without any disturbance and in perfect manner.

The following committee is formed to ensure the smooth operation of the examination department.

Chairperson	-	Director,
Controller of Examination	-	Mr. Dhanjay Singh
Examination Coordinator	-	Mr. Ajay Nandan Srivastava
Committee member	-	Ms. Anshul

Role and Responsibilities of the Committee Members

The committee will undertake the following functions:

1. To ensure timely conduct of internal sessional examinations,
2. To ensure that the answer sheets are evaluated in time and the result is declared on time,
3. To work out rooms requirements in which the examination will be conducted,
4. To assign invigilation duties of the faculty members,
5. To form a flying squad to ensure fair examinations,
6. To address students' grievances to their satisfaction,
7. To issue notices and circulars related to the examination,
8. To conduct from time-to-time meetings pertaining to examination issues.



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Guidelines of Examination Cell

1. The Chairperson recommended that the Controller of Examination (COE) conducts a comprehensive review of AKTU's current evaluation guidelines. Following this review, the COE should brief all faculty members on these guidelines and ensure their strict adherence.
2. No proposed changes were made to the existing guidelines. The current examination committee guidelines were presented to all members for their input and potential amendments. The Chairperson requested all present members to meticulously review these guidelines and express their commitment to continue following them in the upcoming academic year. All members provided their consent and unanimously agreed to maintain the existing guidelines without any alterations.
3. The Chairperson urged the COE to ensure that the sessional examinations and Pre-University Tests (PUT) comprehensively cover the unit-wise syllabus of all courses in a timely manner. The Director should issue a notification to this effect. The COE was further advised to collaborate with faculty members and issue clear notifications or communications, either through circulars or phone calls, before the commencement of sessional exams to facilitate all those involved.
4. The Chairperson emphatically directed all examination committee members to prioritize addressing student grievances related to examinations.
5. The Chairperson instructed the examination committee team to regularly monitor the university's notifications regarding examinations and maintain accurate records while ensuring strict compliance with these notifications.

The Committee recommends to adhere with the following guidelines in order to conduct internal and external examination smoothly:

1. **Timely Conduct of Internal Sessional Examinations:**
 - The Controller of Examination (COE) should create a comprehensive examination schedule well in advance.
 - The schedule should be communicated to faculty members and students in a timely manner.
 - Adequate examination halls and invigilators should be arranged as per the schedule.
 - COE should monitor and ensure the adherence to the schedule by all faculty members.




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2. Timely Evaluation and Result Declaration:

- Faculty members should be provided with clear instructions for timely evaluation of answer sheets.
- A specific deadline for result submission should be communicated to faculty.
- The COE should closely monitor the evaluation process to ensure timely result declaration.

3. Room Requirements for Examinations:

- Prior to examinations, the COE should assess the number of rooms needed.
- Adequate seating arrangements and infrastructure should be ensured in these rooms.
- Suitable rooms should be reserved and properly labeled for each examination.

4. Assignment of Invigilation Duties:

- The COE should prepare a list of eligible faculty members for invigilation duties.
- Faculty members should be assigned invigilation duties well in advance.
- Clear instructions on their roles and responsibilities should be provided.

5. Formation of a Flying Squad:

- A flying squad should be formed to ensure the fair conduct of examinations.
- This squad should comprise responsible faculty members who are unbiased.
- Their duties should include surprise visits to examination halls and addressing any irregularities.

6. Handling Student Grievances:

- Establish a dedicated grievance redressal cell.
- Make sure students are aware of the procedure to file grievances.
- Address grievances promptly and fairly, and maintain a record of each case.

7. Issue of Notices and Circulars:

- The COE should maintain a clear communication channel for issuing notices and circulars related to examinations.
- Ensure timely notification of examination dates, venues, and other relevant information.
- Use multiple channels, including email, notices, and the institution's website, for dissemination.


Director

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8. Conducting Meetings Pertaining to Examination Issues:

- Regular meetings involving COE, faculty members, and relevant staff should be conducted.
- Discuss issues, updates, and improvements related to examinations during these meetings.
- Maintain minutes of these meetings to track progress and decisions.

Director
H. Singh
Director

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CSM
Director

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Guidelines of Examination Committee

2021-22

The guidelines of Examination Committee are formulated to ensure that the functioning of examination department should continue without any disturbance and in perfect manner.

The following committee is formed to ensure the smooth operation of the examination department.

Chairperson	-	Director,
Controller of Examination	-	Mr. Dhanjay Singh
Examination Coordinator	-	Mr. Amit Maurya
Committee member	-	Ms. Anshul

1. The Chairperson has suggested that the Controller of Examination (COE) should conduct a thorough review of AKTU's existing evaluation guidelines and the directions issued by the university due to Corona Virus Covid -19 . Following this evaluation, the COE must brief all faculty members on these guidelines and ensure their strict compliance either through Zoom or any any other portal or possible off-line as well.
2. Director suggested no changes in the current guidelines. The present examination committee guidelines were presented to all members for their input and potential modifications. The Chairperson requested all members present to meticulously review these guidelines and express their commitment to continue following them in the upcoming academic year. All members provided their consent and unanimously agreed to maintain the existing guidelines without any changes.
3. The Chairperson emphasized that the COE must ensure that the sessional examinations and Pre-University Tests (PUT) comprehensively cover the unit-wise syllabus of all courses in a timely manner. The Director should issue a notification to this effect. The COE was further advised to collaborate with faculty members and issue clear notifications or communications, either through circulars or phone calls, before the commencement of sessional exams to facilitate all those involved.
4. The Chairperson has given a strong directive to all examination committee members to prioritize addressing student grievances related to examinations.
5. The Chairperson instructed the examination committee team to regularly monitor the university's notifications regarding examinations and maintain accurate records while ensuring strict compliance with these notifications.



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The Committee recommends the following guidelines for the smooth conduct of internal and external examinations:

1. Timely Conduct of Internal Sessional Examinations:
 - The COE should create a comprehensive examination schedule well in advance.
 - The schedule should be communicated to faculty members and students in a timely manner.
 - Arrange adequate examination halls and invigilators as per the schedule.
 - The COE should monitor and ensure adherence to the schedule by all faculty members.
2. Timely Evaluation and Result Declaration:
 - Faculty members should receive clear instructions for timely evaluation of answer sheets.
 - Communicate a specific deadline for result submission to faculty.
 - The COE should closely monitor the evaluation process to ensure timely result declaration.
3. Room Requirements for Examinations:
 - Prior to examinations, the COE should assess the number of rooms needed.
 - Ensure adequate seating arrangements and infrastructure in these rooms.
 - Reserve suitable rooms and properly label them for each examination.
4. Assignment of Invigilation Duties:
 - The COE should prepare a list of eligible faculty members for invigilation duties.
 - Faculty members should be assigned invigilation duties well in advance.
 - Provide clear instructions on their roles and responsibilities.
5. Formation of a Flying Squad:
 - Create a flying squad to ensure the fair conduct of examinations.
 - This squad should consist of responsible faculty members who are unbiased.
 - Their duties should include surprise visits to examination halls and addressing any irregularities.
6. Handling Student Grievances:
 - Establish a dedicated grievance redressal cell.
 - Ensure students are aware of the procedure to file grievances.
 - Address grievances promptly and fairly, and maintain a record of each case.
7. Issue of Notices and Circulars:
 - The COE should maintain a clear communication channel for issuing notices and circulars related to examinations.



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- Ensure timely notification of examination dates, venues, and other relevant information.
 - Use multiple channels, including email, notices, and the institution's website, for dissemination.
8. Conducting Meetings Pertaining to Examination Issues:
- Regular meetings involving the COE, faculty members, and relevant staff should be conducted.
 - Discuss issues, updates, and improvements related to examinations during these meetings.
 - Maintain minutes of these meetings to track progress and decisions.


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Guidelines of Examination Committee

2020-21

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The following committee is formed to ensure the smooth operation of the examination department.

Chairperson	-	Director,
Controller of Examination	-	Mr. Dhanjay Singh
Examination Coordinator	-	Mr. Bhopender Bhadana
Committee member	-	Ms. Mala Yadav

The Committee recommends to adhere with the following guidelines in order to conduct internal and external examination smoothly:

1. To ensure the smooth conduct of internal sessional examinations, it's imperative to follow these steps:
 - A. The Controller of Examination (COE) should meticulously plan the examination schedule well in advance.
 - B. This schedule needs to be promptly communicated to both faculty members and students.
 - C. Adequate arrangements for examination halls and invigilators must be made in accordance with the schedule.
 - D. The COE's responsibility also includes overseeing and ensuring that all faculty members adhere to the prescribed schedule.
2. Achieving timely evaluation and result declaration involves the following:
 - A. Faculty members must receive clear and comprehensive instructions regarding the evaluation of answer sheets in a timely manner.
 - B. Establish a specific deadline for result submission, and communicate this deadline to faculty members.
 - C. The COE should closely supervise the evaluation process to guarantee that results are declared on time.
3. Proper room requirements for examinations can be managed as follows:
 - A. The COE should assess the required number of rooms ahead of the examinations.
 - B. Ensure that these rooms have adequate seating arrangements and the necessary infrastructure.
 - C. Rooms suitable for each examination should be reserved and appropriately labeled.



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4. Invigilation duties, the procedure should be as follows:
 - A. The COE should prepare a list of eligible faculty members for invigilation duties.
 - B. Faculty members need to be assigned invigilation duties well in advance.
 - C. They should also receive clear instructions outlining their roles and responsibilities.
5. To ensure fair examination conduct, consider the formation of a Flying Squad with these steps:
 - A. A Flying Squad should be established, comprising unbiased and responsible faculty members.
 - B. Their duties should encompass unannounced visits to examination halls and addressing any irregularities they encounter.
6. When handling student grievances, follow these steps:
 - A. Establish a dedicated grievance redressal cell.
 - B. Ensure that students are informed of the procedure for filing grievances.
 - C. Address grievances promptly and fairly, maintaining a record of each case.
7. To streamline the issuance of notices and circulars related to examinations:
 - A. The COE should maintain a transparent communication channel.
 - B. Timely notifications of examination dates, venues, and relevant information should be ensured.
 - C. Employ multiple communication channels such as email, notices, and the institution's website for dissemination.
8. Conduct meetings pertaining to examination issues with the following guidelines:
 - A. Regular meetings involving the COE, faculty members, and relevant staff should be held.
 - B. Utilize these meetings to discuss issues, provide updates, and brainstorm improvements related to examinations.
 - C. Maintain a record of meeting minutes to monitor progress and document decisions.


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2019-20

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Pooja Mishra
Director.

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