

EXAMINATION COMMITTEE

Committee Members

S.No	Name Of The Members	Designation	Position
1.	Dr.M.Sreenivasulu	Principal	Chairperson
2.	Dr.S.Sujatha	Vice principal	Convener
3.	Ms. Sk.Salma Sultana	Associate Professor	Co-Convener
4.	Mr.S.Vamsidhar	Computer Operator	Internal Member
5.	Mr. A.Ashok babu	Supporting staff	Internal member

RESPONSIBILITIES:

- Prepare and publish examination timetables.
- Coordinate with departments to ensure timely submission of question papers and internal assessment marks.
- Ensure confidentiality in receiving, storing, and distributing question papers.
- Scrutinize question papers for format, clarity, and compliance with guidelines.
- Arrange logistics (venue, seating arrangements, invigilators).
- Ensure proper invigilation and adherence to rules during exams. Handle cases of malpractice or misconduct.
- Organize evaluation processes (centralized or departmental).
- Monitor submission of answer scripts and internal marks. Supervise tabulation and declaration of results.
- Address student grievances related to exams or results.
- Facilitate revaluation or retotaling processes if required.
- Ensure exams comply with university or board regulations.
- Maintain records and documentation as per institutional policies.
- Safeguard the confidentiality and integrity of the entire examination process.
- Prevent and investigate instances of question paper leaks or exam fraud.

