

EXAMINATION CELL 2022

About

The Examination Cell of LORD JEGANNATH COLLEGE OF EDUCATION was constituted on 08.08.2022 by the IQAC. The Examination Cell is constituted to plan and conduct Exams in a proper timing.

Establishment & Premises:

The Examination Cell is located in the First floor of the Administrative building. The office is spacious, and has a large amount of storage capacity to store papers and other examination material.

Responsibilities of the Examination Cell are:

- Preparing Examination Calendar which includes all the Examination related activities
- Conducting INTERNAL, MODEL and Semester Examinations
- Processing and Publishing results in time.
- Mark sheets of Semester Examination and Provisional and Degree Certificates issued by TAMILNADU TEACHERS EDUCATION University.

Structure of the Exam Cell:

Exam Cell Coordinator:

A senior faculty member who oversees all exam-related activities and liaises with the university and departments.

Internal Exam Coordinator:

Responsible for managing internal assessments, scheduling, and faculty coordination.

External Exam Coordinator:

Handles external examination tasks such as registration, hall ticket distribution, and communication with the university or external bodies.

Support Staff:

Non-teaching staff who assist with the logistics, documentation, and smooth functioning of the exam processes.

The Composition of Examination Committee:

Examination Committee Members		
S.No.	Staff Name	Designation
1.	Mrs. R. Krishnaveni	Assistant Professor of Computer Science
2.	Mrs. M. Uma Maheswari	Assistant Professor of Tamil
3.	Mrs. V. Indira	Assistant Professor of Physical Science
4.	Mrs. N. Vijila	Assistant Professor of Mathematics
3.	Mr. T. Soloman Raj	Assistant Professor of English

OFFICE ADMINISTRATIVE STAFF		
S.No.	Staff Name	Designation
1.	Mrs. Rathesha	Assistant
2.	Mrs. Sathiya Bama	Accountant
5.	Mr. V. Muthu	Office Assistant

Functions of the Examination Cell:

The Examination Cell has well-defined responsibilities. The functioning of the Examination Cell is totally computerised which helps in time bound conduct of examinations, declaration of results and in making the system transparent and accountable.

- Receives the copy of the Syllabi for all programmes from the Principal.
- To appoint question paper setters and receive question paper sets with key and detailed valuation schemes.
- To conduct centralized INTERNAL I, INTERNAL II & MODEL Tests for all programmes
- To announce the schedule for End Semester Examination for all programmes.
- To conduct the Practical Examinations
- To prepare the list of students and courses in which they appear for End Semester Examinations.
- To enter INTERNAL marks in the University exam portal.
- To distribute End Semester Examinations Time-Table to the respective department for Notice Board display and make it available on the college website.
- To arrange for the issue of Hall Tickets to eligible candidates.
- To report the malpractice cases, if any, to the Examination Committee and examination disciplinary committee to take appropriate disciplinary action.
- To arrange for the revaluation of answer scripts whenever necessary or requested by the concerned student.
- To arrange to get Mark Sheets, Provisional and Degree Certificates from the Tamil Nadu Teachers Education University.

Conducting University Exams:

Exam Schedule Communication: The external exam cell informs students about the university examination schedule, including theory and practical exams.

Hall Tickets Distribution: The cell ensures that students receive their hall tickets and other necessary documents for external exams.

Setting Up Exam Centres: If the college acts as an exam centre for university exams, the external exam cell oversees all logistical arrangements like seating, invigilation, and security.

Question Paper Scrutiny Committee:

A Question, Paper Scrutiny Committee, is constituted to avoid errors in the question papers. The Committee consists of Heads of the Department/Board Chairman or, in their absence, any senior staff of the departments concerned. Two sets of question papers are given to the Scrutiny Committee. They need to certify that the question paper may be accepted or rejected, pointing out the defects or errors immediately after the scrutiny.

Duties of the Committee include:

1. To check whether every question paper has covered the questions from each unit as per the norms.
2. To check the higher-order thinking level of questions as per Bloom's Taxonomy.
3. To check the spelling and errors, if any.
4. Scrutiny Committee approves the question papers.
5. The Scrutiny Committee takes utmost care in scrutinizing the Question Paper, ensuring zero defects. If an unnoticed defective question paper is given to students, the person who scrutinised the Question paper shall be responsible.
6. The Committee shall adhere to the timings specified by Examination Cell to scrutinize Question Papers.
7. The Scrutiny Committee members shall maintain utmost secrecy.

Transparency:

1. Internal assessment answer scripts are shown to the students after evaluation for their information, ensuring transparency and accountability in the evaluation process.
2. The final statement of internal marks is notified, and student signatures are obtained.
3. The entire evaluation process is kept secret and confidential.
4. Publication of results on the College Website and a copy of the same is sent to the respective department.
5. If a student is opting for revaluation, then the student shall apply for revaluation with the prescribed fee within the stipulated period.

Examination Reforms

1. Entry of Internal marks via University portal from the respective departments by the Course teachers through their college login credentials.
2. INTERNAL answer sheets are shown to the students after evaluation for their information which provides transparency and accountability in the evaluation process
3. The department head gives the absentees of the internal tests an opportunity to appear for Additional test, if they have valid reasons.
4. Results are declared within three to five days from the last examination day.