



Lok Jagruti Kendra University

University with a Difference

Examination Roles and Responsibilities

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1. Overview

The Examination committee is an important body of the University which is headed by Vice Chancellor and shall be facilitated by three sections: Examination, Assessment and Record Maintenance. The main function of this Committee is to carry out examinations, publish results and award 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 are also the responsibilities of this Committee.

2. Objective

To conduct Internal Assessment and External Assessment Examination related all work as per university notifications and ordinance.

3. Functions of Examination committee

- To conduct the Internal/ External/ Practical Examinations for all the programmes offered in the institute.
- To prepare Time Table for the above-mentioned examinations in advance and inform the students about the same.
- To allot the exam halls for all the examinations conducted in the institute.
- To ensure that all the question papers are prepared well in advance.
- To collect all the answer scripts and the supporting documents required.
- To arrange for External/Internal Valuation of Exams.
- To publish the results and take necessary steps for the conduct of supplementary exams in time.
- To address the grievances/ complaints of the students and staff concerning exam-related issues.

4. Committee Composition

Sr. No.	Name	Designation	Position
1	Dr. Dinesh Awasthi	Vice-Chancellor	
2	Mr. Minesh Shah	Registrar	
3	Dr. Nirav Pandya	Assistant Professor	Controller of Examination
4	Dr. Mahesh Kell	Director	Centre In-charge
5	Mr. Alpesh Thesiya	Head of Department	Exam Co-ordinator

5. Evaluation Methodology

a) CCE: Continuous and Comprehensive Evaluation

Four units' examinations will be conducted during the semester. Each unit exam is compulsory.

Unit examination may be taken from objectives, short questions, long questions, etc. Final marks

of units' examinations have been divided into five slabs.

Unit-1 Exam:	Maximum Marks	10
Unit-2 Exam:	Maximum Marks	10
Unit-3 Exam:	Maximum Marks	10
Unit-4 Exam:	Maximum Marks	10
	Unit Marks	40
	CA Marks	+10
	Total Marks	50

b) SEE (TH): Semester End Exam (Theory)

End semester examination will be conducted from all Five (5) units and it is compulsory. It may

be taken in the form of objectives, short questions, long questions etc.

End Semester Exam: Maximum Marks 50

c) SEE (PR): Semester End Exam (Practical)

EV: External Viva

External viva will be conducted through group task. Thereafter viva will be conducted individually based on the given task of the concerned subject.

TW: Term Work

Term work will be considered from the assignment and laboratory work done by the student during the semester of that particular subject.

As per subject marks mentioned in Teaching Scheme	EV	TW
50	30	20
100	60	40

*Enclosure:

Examination methodology circular.

6. Roles and Responsibility

a) Controller of Examination

- The Controller of Examinations shall be responsible for the conduct of all examinations of the university and it shall be his/her duty to arrange for preparation, scheduling, conduct of examinations of the university and all other contingent matters connected with examinations. The Controller of Examinations in the execution of his/her office shall report to the Vice Chancellor periodically on the performance of his/her duties. The Controller of Examination should take earnest efforts to see that all examinations are conducted as per the schedule mentioned in the academic calendar by LJKU.
- Preparing results
The COE is responsible for preparing and declaring the results of examinations.
- Managing resources
The COE manages resources related to the examination process, such as exam papers, invigilation staff, and seating arrangements.
- Coordinating with other departments
The COE coordinates with other departments within the university to ensure the smooth operation of the examination process.
- Maintaining academic records
The COE maintains academic records of students.
- Issuing guidelines
The COE issues common guidelines and regulations for Board of Studies meetings.
- Coordinating meetings
The COE coordinates meetings of the Board of Studies, Academic Council, Finance Committee, and Governing Body.
- Verifying documents

The COE verifies documents, such as transcripts for students applying to institutions abroad.

➤ Signing certificates

The COE signs detailed marks cards, grade cards, degrees, and other certificates and testimonials.

➤ Maintaining confidential seals

The COE keeps confidential seals and stamps in safe custody and ensures they are not misused, tampered with, or lost.

b) Controller of Institute

➤ Centre in-charge should make themselves thorough with the university examination system.

➤ Supervisors/relievers/numbering supervisor/peons are to be appointed by centre in charge.

➤ The entire process of decryption and printing of question papers should be completed under direct supervision of centre in charge, observer and sr. supervisors in a confidential manner only at the college.

➤ The principal must attain internet facility at institute, and ensure that required equipment for decryption system and copying machines are working perfectly before the start of examination.

➤ Ensure that all staff members who are assigned the duty of examinations should be aware about the guidelines of university for smooth and fair coordination of examination.

➤ Marks entry verification of all semester all programs done by department.

➤ Verify result analysis submitted by department.

c) Exam Coordinator

➤ The Exam Coordinator shall distribute the Exam Forms of the University to regular students (the fees for the same are collected as part of the college fees) and collect them back after having them duly filled in. After verification, the Exam Cell shall forward the same to the University within the stipulated time period.

➤ He/ She shall put up notice inviting students to have the exam form collected and returned in due time.

➤ He/ She shall prepare relevant time tables of the university examinations and get approval of Registrar for it.

➤ He/ She shall make the Block and Seating Arrangement and display them on the concerned Notice Board/Website and Blocks.

➤ Though the teaching faculty is entitled to vacation if eligible, it is expected that they are available for examination duty at least for two weeks. Hence, they shall give their vacation preference dates to the Exam Control in the specified format.

➤ He/ She shall prepare and display an overall Supervision Duty List as well as Daily Supervision Duty List on the Notice board.

➤ He /She shall ensure that adequate stationery, like answer sheets, drawing sheets, charts, graph paper, drawing boards, trays, threads, water jugs etc. are made available.

➤ He /She shall hold a pre-exam meeting to brief the members of faculty with regard to the examination procedures and the role and responsibilities of invigilators, observer, flying squad and examination superintendent.

➤ All the results (First Year to Final Year) shall be displayed on the respective student Notice Boards/College Websites.

- The Exam Coordinator shall analyse the exam results and the same shall be verified by the respective members of examination cell. After due verification, copies of the result analysis shall be sent to concerned officers of the university.
- Preparation of smooth conduct of Examinations, preparation of time table schedules, Invigilation duty chart, Seat allotment in the Examination halls etc.
- Preparation of attendance report, barcode sticker, and answer books for each block.
- Preparation of Hall ticket for students of regular and remedial examination and send it to them by email.
- Trimming and digitizing the answer sheets for all subjects in every semester. Organize them according to enrollment number, semester, and subject.
- Examination question bank entry and paper generation through software for each subject.
- Task assigned to Sr. Supervisor if any required for examination.
- Data entry for examination stationary stock usage after examination.
- Inform newly admitted student to fill up enrolment form as per the circular of university within the time-limit

d) Senior Supervisor

- Report to exam control room before 1 hour from the time of examination.
- Prepare required number of copies of each Question Papers and distribute to each block supervisors at least 5 minutes before start time.
- Visit frequently the block assigned to you and provide necessary guidance to block supervisor for smooth conduction of examination.
- If any UFM case is registered, collect all relevant proof, Statement of Supervisor and students and fill up the information accurately in UFM Case format. Hand over the case to exam coordinator for verification.
- On Completion of exam, collect & count the number of answer book from supervisor and verify the supervisor reports.
- Maintain the answer book / Supplementary usage register and counter sign the total usage of answer book during session.
- UFM case follow up after examination.
- Frequently check students for any Un-Fair-Means and smooth conduction of examination.
- Ensure the assessment carried out by the faculty must be proper way as per guideline.
- Marks entry of each subject and component of each semester students.
- Arrangement of external viva faculty for final year student and follow-up. Preparation of attendance and marksheet for external viva batch wise.

e) Junior Supervisor

- Report to control room 45 minutes before the start time of exam.
- Collect exam related material form the control room.
- Instruct all the student not to indulge in unfair means else liable to be punished as per LJKU Circular.
- Instruct student that any type of printed material / hand written material, mobile phone, pager, or programmable calculator are not to keep during exam time.
- Distribute answer book to students 15 minutes before the exam time.
- Distribute Question Paper as per time given in time table.
- Check hall tickets of the students, and sign hall ticket with respect to date and subject of exam.
- Verify the detail entered by the students in answer book and then sign in marked place.
- Paste barcode in marked place in such a way that bar-coded portion will be on right hand side.
- In form-1 take the sign of students against their seat number.

- If any Student is absent then paste the student barcode on backside of the form-1.
- On demand give supplementary to students and enter answer book number in form-1 and sign in supplementary at the marked place.
- If any UFM case is register then call Sr. Supervisor and handover the answer book /all proof and submit your statement. If UFM case is registered by observer, squad member, sr. supervisor or centre-in-charge, then get their statement also and it is to be submitted to control room after completion of exam.
- Please count answer book and verify that it is equal to the number of students present in the classroom.
- Submit the answer book in control room to concern sr. supervisor.
- Always take care that students do not leave exam hall without submitting answer book.
- It is the responsibility of the block supervisor to submit all answer books of presenters along with absentees to control room immediately after completion of the subject exam.