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Exam Cell In-Charge — Roles and Responsibilities

1. Examination Planning and Coordination

Prepare and publish the examination schedules for internal and external exams.

Coordinate with the affiliating university (e.g., JNTUK) for timely receipt and submission of examination-related materials.

Ensure proper communication of exam timetables, circulars, and notices to students and faculty.

2. Question Paper Management

Oversee the collection, verification, and confidentiality of question papers.

Ensure question papers meet the required academic standards and syllabus coverage.

3. Hall Ticket and Seating Arrangements

Supervise preparation and distribution of hall tickets.

Prepare seating arrangements and hall allotments for smooth conduct of exams.

4. Conduct of Examinations

Ensure adherence to university and institutional rules during exams.

Appoint invigilators and support staff; conduct briefing sessions before exams.

Address malpractice issues, report cases to higher authorities, and maintain disciplinary records.

5. Evaluation and Result Processing

Coordinate the collection and dispatch of answer scripts to evaluators or university centers.

Supervise entry of internal marks and attendance in the university portal.

Assist in result verification and publication processes.

6. Record Keeping and Reporting

Maintain complete records of all examinations—timetables, attendance, question papers, invigilator reports, and results.

Prepare periodic reports for submission to the Principal or Examination Committee.

7. Liaison and Communication

Act as a link between the college, university, and students regarding examination matters.

Communicate updates on regulations, circulars, and academic reforms.

8. Confidentiality and Integrity

Ensure confidentiality in handling examination materials and student data.

Maintain transparency and fairness in all exam-related processes.