



# **BANSAL INSTITUTE OF ENGINEERING TECHNOLOGY**

**NH-24, Near Sewa Hospital, Sitapur Road, Lucknow-226021**

## **Examination Committee**

As per the minute of the meeting held on 26<sup>th</sup> day of July 2017, Chaired by the Director with Head of the Departments of engineering and management studies.

The structure of the EC and their roles and responsibilities have been provided as under :

1. Controller Of Examination
2. Deputy Controller of Examination – (One)
3. Member Representative of Departments – (Ten)
  - a) Biotechnology Engineering Department
  - b) Civil Engineering Department
  - c) Agricultural Engineering Department
  - d) Mechanical Engineering Department
  - e) Computer Science Engineering Department
  - f) Management Studies Department
  - g) Electrical Engineering Department
  - h) Electronics & Communication Department
  - i) Information & Technology Department
  - j) Applied Science & Humanities Department

### **Overview**

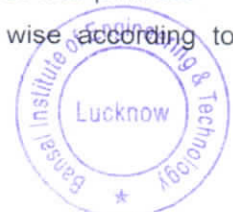
The Examination committee is functional body of the Institute which is headed by Controller of Examinations (COE) and shall be facilitated by three sections: Examination, Record Maintenance and Administration. The main function of the Examination Committee is to carry out all examinations.

### **Objective**

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

### **Role and Responsibility**

1. Prepare guidelines for teachers to prepare question paper for different internal examination
2. Prepare precise and lucid instructions regarding
  - (a) pattern of question paper
  - (b) types of questions
  - (c) rational marks allotted to different types of questions (d) language of instruction etc
3. Collection of subject test paper, assignment paper, quiz paper, marks, practical schedule etc from the department.
4. To ensure the quality of question paper in co-ordination with HOD / Subject teacher.
5. Preparation of Question Paper:-Ensure preparation of question paper i.e. final print out before 48 hours. Preparation of standard question paper subject wise according to



- format. Grammatical mistakes should not be there in question paper. Question paper must not exceed or less than the prescribed marks for the particular examination.
6. Seating Arrangement:-Making proper seating arrangement for students for different examinations.
  7. Time-table:-Making examination time table with the consent from Director & Departments.
  8. Duty charge:-Prepare examination duty charts for the teachers with the help of concerned HOD.
  9. To ensure the quality correction of answer sheet in co-ordination with HOD / Subject teacher.
  10. Answer sheets correction: – Teacher will submit corrected answer sheet within 72 hours after the Examination.
  11. Records keeping:-Keeping records of all the examination held in the institute.
  12. Mark List: – Teacher will show the mark lists to the Department Head before final entering of mark in the records.
  13. Under the guidance of the HOD, the Exam Cell members of concerned department shall analyze the exam results and the same shall be verified by the respective HODs. After due verification, copies of the result analysis shall be sent to the exam cell / Director.
  14. Outside Examination:- Conduct examination from other agencies and making proper arrangement for them.
  15. The Exam Committee shall ensure that adequate stationery, like answer sheets, drawing sheets, charts, graph paper, drawing boards, trays, threads, water jugs etc. are made available.
  16. The Committee shall be responsible for smooth organization of the end semester examinations organized by the university as per its instructions and guidelines.

### Review

Conduct meeting atleast thrice in a semester and submit a report along with the minutes of meeting to the head of the institution.

### Term

The term of the committee member will be for one academic year.

Prof. (Dr.) S.K. Agrawal  
(Director)  
27/08/2017

