



SAHRDAYA

COLLEGE OF ENGINEERING & TECHNOLOGY

Kodakara, P.B.No.17, Thrissur (Dt), Kerala State, India - 680684

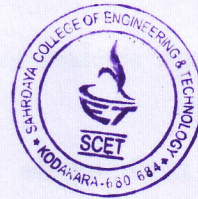
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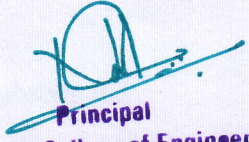
Duties and Responsibilities of the Internal Exam Cell

1. **Exam Timetable:** Create and publish the timetable for internal examinations at least 10 days prior to the exam date. Accuracy and adherence to schedules must be ensured.
2. **Invigilators' Duty List:** Prepare and maintain a comprehensive duty list for invigilators. Make sure that they are informed about their responsibilities and schedules.
3. **Answer Sheet Management:** Closely monitor and oversee the tracking and management of answer sheets. Record the number of sheets requested, distributed, and returned after examinations to maintain the integrity of the process.
4. **Hall-Wise Absentees:** Monitor and document the details of students who are absent for internal tests, categorizing them by exam hall or room.
5. **Class-Wise Absentees:** Maintain records of students absent from internal tests, categorizing them by their respective classes. The list has to be shared with the Class Teachers and Academic office.
6. **Supplementary Test Registration:** Properly manage the submission and verification of supplementary test registration forms and accompanying medical certificates from registered medical practitioners.
7. **CAT Question Papers:** Safeguard and manage regular and supplementary CAT question papers and quality statements following thorough scrutiny procedures.
8. **Question Paper Scrutiny:** Oversee the scrutiny process for question papers and maintain records using Question Paper Scrutiny Forms.
9. **Malpractice Reporting:** Detect and document instances of malpractice during exams. Ensure proper reporting and forwarding of such incidents to the Malpractice Prevention Committee.



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10. **Cell Functioning:** Ensure that the committee or cell responsible for internal examinations functions effectively. Develop standardized procedures and implement compliance standards.
 11. **Question Paper Filing:** Maintain a systematic filing system for question papers, examination schemes, and related documents.
 12. **Internal Exam Policy:** Maintain and update the internal examination policy of the institute. Make it readily accessible to relevant stakeholders and align it with ISO systems.
 13. **ISO Systems Compliance:** Adhere to ISO standards for all internal examination processes. Maintain comprehensive documentation to support compliance efforts.




Principal
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