

# Examination Committee

The **Examination Committee** is constituted at the beginning of every academic year to ensure the smooth, transparent, and effective implementation of all examination-related processes in Vijaya College Mulki. The committee plays a vital role in maintaining academic standards and ensuring that examinations are conducted in a systematic and disciplined manner in accordance with the guidelines of the affiliating university.

## Objectives

- To ensure fair and transparent conduct of internal and university examinations.
- To plan and coordinate all examination-related activities efficiently.
- To monitor the evaluation process and timely declaration of results.
- To address and resolve examination-related grievances of students.

## Functions and Responsibilities

### 1. Planning and Scheduling of Examinations

The committee convenes meetings to discuss and finalize the schedule for internal examinations, preparatory examinations, and other assessment tests. The finalized timetable is circulated well in advance to faculty members and students.

### 2. Preparation and Submission of Question Papers

Faculty members are instructed to prepare question papers according to the prescribed syllabus and examination pattern. The committee ensures that question papers are submitted within the stipulated time and maintains confidentiality in the handling of examination materials.

### 3. Conduct of Examinations

The committee oversees the smooth conduct of examinations by arranging:

- Examination halls and seating arrangements
- Invigilation schedules for faculty members
- Necessary examination materials and logistics

The Coordinator assigns invigilation duties and ensures strict adherence to examination rules and regulations.

### 4. Evaluation of Answer Scripts

After the completion of examinations, the answer books are handed over to the respective subject faculty members for evaluation. The evaluation process is completed within **ten days**, ensuring timely feedback to students.

### 5. Distribution and Verification of Answer Scripts

Evaluated answer scripts are distributed to students for verification. This process promotes transparency and allows students to review their performance.

### 6. Academic Support and Remedial Measures

Students who perform poorly are guided by the concerned faculty members. The mistakes

committed in the examinations are explained, and **remedial measures, additional coaching, and academic support** are provided to help improve their understanding of the subject.

### **7. Improvement Tests and Re-Examinations**

The committee facilitates **improvement tests** for students who wish to enhance their performance. Re-tests are also conducted for students who were unable to attend the examinations due to valid and genuine reasons.

### **8. Entry of Internal Marks**

The committee supervises the **online entry and submission of internal assessment marks** on the university portal. The process is carefully monitored to ensure accuracy and timely submission.

### **9. Grievance Redressal**

Any examination-related grievances raised by students are carefully reviewed by the committee. Appropriate steps are taken to resolve issues in a fair and transparent manner.

## **Monitoring and Supervision**

The entire examination process is systematically managed and monitored by the **Academic and Examination Committee** to maintain discipline, confidentiality, and academic integrity throughout the process.

## **Examination Committee Members (2025–26)**

Prof. Venkatesh Bhat, Principal

Dr. Shailaja Y.V.- SWO

Prof. Devadasa K. - IQAC Co-ordinator

Mrs. Sharmila Rajesh - Co-ordinator

Mrs. Surekha - Asst. Co-ordinator

Mrs. Nanda – Office Staff

Mrs. Sujatha- Office Staff