

COLLEGE OF ENGINEERING & MANAGEMENT, KOLAGHAT

No.CEM/107/D/1005/Exam/ 04 /2025

17th July, 2025

MEMO

Subject : Composition of Examination Cell

The following committee is hereby constituted to oversee the preparation and coordination of activities related to the Examination Cell with immediate effect.

All previous notices issued in this regard stand cancelled.

Examination Cell:

1. Prof. Sudip Bandopadhyay – *Officer-In-Charge (OIC)*
2. Prof. Sukes Maiti – *Station Supervisor*
3. Prof. Pallab Mandal – *Member*
4. Prof. Mrityunjoy Midya – *Member*
5. Prof. Tirtha Sankar Daphadar – *Member*
6. Mr. Animesh Maiti – *Member (ECE)*
7. Mr. Bibhas Kumar De – *Member, DR (Acad)*
8. Mr. Rabindra Nath Dinda – *Member, OS (Acad)*

The OIC, Examination Cell is requested to assign specific responsibilities (e.g., CA/PCA Coordinator, OSD, Teacher-Subject Tagging, Script Evaluation Monitoring, Enrollment of Students, Exam Form Fill-up, etc.) to the members and communicate the same to the Director's Office within three days.

Functions and Responsibilities of the Examination Cell

- **Conduct of Examinations**
 - Organize and conduct all types of examinations within the college, including internal assessments, mid-semester tests, practical exams, and end-semester examinations.
 - Ensure that the examinations are carried out in a fair, disciplined, and timely manner according to the academic calendar and university guidelines.
- **Guidelines for Question Paper Preparation and Evaluation Plan**

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i) Continuous Assessment (Internal)

- Issue standardized guidelines to all departments and faculty members for preparing question papers, ensuring alignment with the syllabus and appropriate levels of difficulty.
- Develop and disseminate a clear evaluation plan for answer scripts, including marking schemes, moderation norms, and timelines for script submission and result compilation.

ii) Script Evaluation for MAKAUT Examinations

- Intimate faculty members regarding the allotment of answer scripts and send an official request to begin evaluation immediately.
- Generate and share daily status reports with the concerned faculty members to monitor progress.
- Submit a report to the Director highlighting any faculty members who are underperforming in the script evaluation process.
- **Rotation of Responsibilities Among Examination Cell Members (for External Examinations)**
 - College authorities will decide to select the external examination as suitable for the institute.
 - Assign specific duties, such as Nodal Officer, Assistant/Technical Coordinator, or Support Staff roles, to Examination Cell members in a rotational and equitable manner.
 - Maintain a record of assignments and ensure periodic review and redistribution to build institutional capacity and shared accountability.
- **Invigilation Duty Management**
 - Prepare and circulate an invigilation duty roster well in advance of examinations, ensuring fair distribution among faculty and eligible staff..
 - Ensure adherence to the schedule and manage replacements in case of emergencies to maintain examination integrity.
- **CA/PCA Monitoring and Communication**
 - Regularly update all stakeholders (students, faculty, department heads) regarding deadlines for Continuous Assessment (CA) and Practical Continuous Assessment (PCA) submissions.
 - Track the uploading status on university portals and follow up with relevant departments to ensure timely compliance.

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- **Backlog Students' Data Management**

- Maintain an up-to-date record of students with academic backlogs.
- Facilitate their enrollment for supplementary or special examinations as per university norms and notify them regarding schedules and requirements in a timely manner.

- **Enrollment of Students and Exam Form Fill-up**

- Track the enrollment status of students in the university portal and coordinate with the respective departments to ensure timely compliance.
- Issue exam forms to all eligible students after verifying academic and administrative requirements.
- Monitor the exam form fill-up process in the university portal and follow up with concerned departments to ensure completion within the stipulated timeline.
- Oversee the preparation and issuance of admit cards for all eligible students well before each examination cycle.
- Coordinate with the DR (F&A) to confirm the fee payment status, and with respective HoDs to verify academic eligibility and minimum attendance before issuing the exam forms.

- **Collection and Distribution of Grade Cards and Sharing Results**

- Ensure the timely collection of grade cards from the University.
- Scan and archive soft copies of the grade cards for institutional records.
- Distribute hard copies of grade cards to students
- Share the university results in .xlsx format with all HoDs for academic monitoring and recordkeeping.
- Regularly update the university results after Post Publication Review (PPR) and clearance of backlog papers, and communicate the updated data to all HoDs.

- **Liaison with University Authorities**

- The Examination Cell shall actively coordinate with the Controller of Examinations (COE) of the affiliating university to resolve all student-related examination issues, including but not limited to result anomalies (RA), incorrect CA/PCA entries, review requests, and missing end-semester marks.

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- It will serve as the primary point of contact for addressing examination-related grievances raised by students or faculty members. Issues requiring escalation—such as disputes, discrepancies, or special cases—should be appropriately managed by the Officer-In-Charge (OIC), Officer on Special Duty (OSD), or any other designated authority, who will liaise with the concerned university officials to ensure prompt and effective resolution.
- The committee shall also liaise with the Office of the Controller of Examinations to ensure appropriate representation of CEMK faculty members in various university-level academic roles, including end-semester question setters, examiners, and head examiners.
- Additionally, the committee shall engage with university authorities to ensure fair allocation and transparency in the evaluation process of end-semester answer scripts assigned to CEMK.

General Provision

- The committee is also entrusted with executing **any other responsibilities** assigned by the College Authority from time to time.

Prof. Shankar Prasad Ghosh is requested to handover the charges of Exam Cell to Prof. Sudip Bandopadhyay by 19th July, 2025.


Prof. Dr. Dilip Kumar Gayen
Director

Copy to:

1. All HoDs
2. Concerned Members
3. Prof. Shankar Prasad Ghosh
4. DR (F&A)
5. DR (Acad)
6. OS (Admin)