

## **Report of the Controller of Examinations for the Academic Year 2023-2024**

The office of the Controller of Examinations (CoE) is responsible for management of all examination-related activities, ensuring the smooth and efficient conduct of examinations, and maintaining academic integrity and confidentiality. The Examinations for the academic session 2023.24 were conducted in strict adherence to the guidelines of university and UGC. For smooth conduction of the examinations following actions were taken:

- Preparing academic calendar for examinations of 2023-24, Degree Award ceremony and other exam related activities. The examination schedules were finalized in consultation with the respective departments.
- A detailed Orientation session was conducted for students of First Years in all streams regarding the Guidelines of exams, ATKT rules and regulations, punishment for Malpractices and other matters pertaining to examinations.
- Paper codes under NEP course structure were prepared and shared with departments.
- Students who had applied for duplicate marksheets from University or college level were issued the same.
  
- Detailed examination schedules were designed and communicated in advance, including practical exams, theory exams and mid-term assessments. Offline exams were conducted in designated exam halls under strict vigilance to prevent malpractices
- The CoE office ensured that all exams were conducted according to the prescribed standards and guidelines.
- Stringent anti-cheating measures were enforced, including the use of surveillance cameras in exam halls, random seat allocation. List of invigilators were appointed and adequate security measures were in place.
- Regarding Examination Results and Analysis, all exam results were declared on time, adhering to the deadlines mentioned in the academic calendar. The CoE office ensured transparency in result processing and grading.

- Additional exams were held for sports students who couldn't appear for the regular exams. These exams were conducted with the same rigor and integrity as the regular exams.
- The examination Cell received grievances related to examinations. All grievances were resolved in a timely and fair manner, ensuring that students' concerns were addressed appropriately.
- Regarding the Revaluation Process, the forms were generated and uploaded on the website with guidelines.
- Ceremony of Award of Degree to the qualified candidates of academic year 2022-23 was organised in March, 2024

The academic year 2023-2024 was marked by the successful conduct of examinations. Despite some challenges, the CoE was able to maintain the integrity, transparency and efficiency of the examination process. Going forward, the office aims to continue enhancing the examination system, upgrade the Examination Cell, incorporate more technology and improving overall service quality for students and faculty alike.