

Sri Sathya Sai College for Women, Bhopal

(An Autonomous College Affiliated to Barkatullah University, Bhopal)

(NAAC Accredited 'A' Grade)



EXAMINATION CELL

Chief Controller Examination



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PRINTING CELL & IT CELL

Co-ordinator



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Assistant Co-coordinator



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The cell is composed of 01 Co-ordinator and 03 Assistant Co-coordinator with 02 computer operators.

IT Incharge



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IT Member



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The Autonomous Cell of college was formally established in the Academic year 2018-2019 on conferment of academic autonomy to the College by the UGC.

Vision

To Provide well-structured and standard academic evaluation system, that should ensure confidentiality, accuracy and authenticity in the entire examination process.

Mission

To adopt information technology, to strengthen the security features in handling confidential data, storage and to manage digital data.

ROLES AND RESPONSIBILITIES OF CONTROLLER OF EXAMINATION

COE is responsible for the entire examination process which includes the conduct of the Semester/Yearly examination, evaluation and declaration of results.

The responsibilities of the COE include

- Roll Number allocation to all the students admitted in the college.
- Scheduling internal examinations (CCE) and ensure the submission of marks.
- Maintaining the panel of external examiners for question paper setting and evaluation.
- Allocation of question papers for the external examiners for Semester/Yearly examination and to ensure the submission of question papers.
- Scheduling Theory and Practical Semester/Yearly examinations.
- Allocation of external examiners for practical Semester /Yearly examinations.
- Ensuring the smooth conduct of examination.
- Organizing the evaluation, scrutinizing and passing board.
- Declaration of results in college website.
- Addressing student's grievances (revaluation, instant examination etc.)
- The COE shall issue marks statement, duplicate marks statement, consolidated marks statement, Transcripts, rank certificates.
- Submission of Tabulation Record (TR) to Parent University (Barkatullah University.)

ROLES AND RESPONSIBILITIES OF DEPUTY CONTROLLER OF EXAMINATION

- The DCOE in consultation with the COE is responsible in delivering all the above said duties which includes
- The preparation of examination schedules and examination calendar consultation with the Controller of Examinations.
- Communications at various levels of examination planning, preparation, execution, valuation, tabulation and mark list printing and distribution
- Preparing the list of panel of examiners, intimating them and ensure that the list of question papers are ready before the examinations are scheduled.
- Preparation and printing of answer booklets for various examinations.
- Helping COE in all her activities (finding question paper setters, examiners, actual organization and implementation of examination system)
- To ensure that the forms relating to examinations are ready in time (applications, Attestation, hall tickets, etc.)
- Make sure that the list of remuneration and examination related activities are prepared in advance.
- All other tasks required for the conduct of evaluation process.

RESPONSIBILITIES /FUNCTIONS OF PRINTING CELL

- To monitor printing work as per schedule and to check quality of printing periodically.
- To print various proforma related to setting of question papers.
- To check manuscript of questions, maximum marks, allocations of marks of each questions, title of paper etc. as per the syllabus and scheme provided by Academic Cell.
- To get moderation of question papers done as and when required themselves or by calling the External Moderator/ paper setter through the Academic Wing.
- To proof read question papers for main / semester/ ATKT/ supplementary exam of UG and PG courses available in college under autonomous scheme
- To hand over the question paper of respective subject before the due date of exam.
- To maintain the soft copy of the final question papers after they are finalized for printing.

IT Cell is the sub-unit of Printing Cell but has different functions-

- To generate exam forms.
- To generate Roll Numbers & Attestation Forms.
- To generate TR sheet.
- To generate Marksheet.
- To publish /upload result in college website.

CHOICE BASED CREDIT SYSTEM (CBCS) WITH GRADING

Credits for UG

U.G. – 160 Credits

P.G. -- No CBCS , only Marks and Percentage

GRIEVANCES IN EXAMINATIONS UG / P.G.

A. Review of the Answer Script

B. Applying Revaluation /Retotaling of the Answer Script

PASSING MINIMUM

UG -35%, 20 credits out of 40.

P.G- 36% (Both In Theory and Practical)

GRADING SYSTEM

For the entire UG Programme:

CUMULATIVE GRADE POINT AVERAGE [CGPA] = $\frac{\sum_n \sum_i C_{ni} G_{ni}}{\sum_n \sum_i C_{ni}}$

Sum of the multiplication of grade points by the credits of the entire programme
CGPA = $\frac{\text{Sum of the multiplication of grade points by the credits of the entire programme}}{\text{Sum of the credits of the courses of the entire programme}}$
Sum of the credits of the courses of the entire programme

(CGPA is calculated only if the candidate has passed in all the courses in the entire programme)

OPTION TO EARN ADDITIONAL CREDITS

MOOCs (Massive Open Online Courses)

UG – 4 Credits (max.)

CERTIFICATE COURSES

The Certificate courses are offered by the departments for duration of 30 hours which will enable the students to earn 2 additional credits.

ISSUE OF CERTIFICATES

A Statement of Marks will be issued to every student who has written the examination.

- Semester/Yearly Mark sheet
- Consolidated Mark Sheet
- Transcript
- Provisional Certificate
- Duplicate Mark Sheet
- Verification of Qualification

ONLINE EXAMINATIONS

The Controller of examination office was completely prepared to handle the pandemic situation to conduct online examinations using technology.

A technology enhanced system has been put in place for a smoother conduct of the Examinations.

Time Table and hall tickets were sent to the students, Question papers were posted at College Web Site and Answer Scripts of the students were collected in Physical Mode.