

## **An Overview of The Examination Branch , Handique Girls' College, Guwahati**

### **Constitution of the Examination Branch:**

The college authority appoints a senior faculty as the Controller of Examination and constitute an Advisory Committee .The Controller along with the members of the Advisory Committee takes all the examination related decisions. For taking some major decisions like fixing of Sessional Examination schedule etc , a meeting of all heads of the Deptts are convened by the Principal of the college.

### **Responsibility and functioning of the Examination Branch:**

#### **1. Preparation of Sessional Examination Time Schedule**

The main responsibility of the Examination Branch is to arrange and conduct all Post Graduate, Undergraduate and HS ( Sessional / Half yearly /Test and Final ) examinations as per Gauhati University and ASSEB Div-II guidelines and instructions.

Every year the GU releases the academic calendar (a copy enclosed herewith for easy reference),where it is mentioned the time period within which 1<sup>st</sup> and 2<sup>nd</sup> sessional Examinations of every semester have to be conducted.

#### **2. Making arrangements for the Sessional Examination**

The Examination Branch prepares the Sessional Examination time table and shares with the Deptts and students at least 15 days prior to the Examinations start .It collects the Sessional Examination question papers from every Deptts , get theses photocopied as per the number of students appearing in that paper .The Deptts ,thereafter collects the question papers and blank answer scripts and conducts the Examination as per the Examination time Table. After conducting the sessional Exams ,the Deptts display the marks in their Deptt Notice board for informing the students and keep the marks ready for entering in the GU portal when the portal opens.

#### **3. Course registration by students in GU Portal**

As per the GU notification for the course registration, the Examination Branch uploads the paper names and codes, subject wise in the college portal maintained by GU and inform the concerned students through notices to complete the process within the last date.

#### **4. Form Fill up By students for End Semester Examination**

Thereafter, as per the notification issued by GU related to examination form fill up ,the Examination Branch takes adequate steps so that the respective student can complete the form fill up process within the last date and approves these forms online .

#### **5. Conduction of End Semester Examinations**

For conducting End Semester Examinations, the Examination Branch selects AOCs with consultation of the President, GB and the members of the Advisory Committee and thereafter the Principal appoints the AOCs and the other office assistants/bearers. The AOCs are solely responsible for collection of question papers from GU and keeping these in safe College custody, conducting the Examinations as per GU Examination time table and dispatch of answer scripts to the respective zones etc.

#### **6. Arrangement for Grievance Reddresal**

Another vital responsibility of the Examination Branch is to receive grievances from students related to their Examination results as some students are shown absent in a particular paper in her marks sheet ,though she had appeared in that paper's examination. After receiving the application of the students,

the Examination Branch sends email to GU along with their necessary Examination appearing documents for correction in their marksheets.

7. Marksheet distribution and collection of the students' information for future communication

The Final year pass out marksheets are also distributed to the passed out students from the Examination Branch . The student has to fill up a standard form mentioning her contact number etc for enabling the concerned Deptt to contact her in future.

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