No. SMVDU/Adm./Estt./19/ 9053-56

Dated: 23rd Dec 2019

NOITIFICATION

Sub: Streamlining of Roles and Responsibilities of Examination wing

As recommended by the Committee constituted for the purpose and as approved by the Competent Authority, it is hereby notified for the information of all concerned that the Examination Wing shall henceforth perform the following roles and responsibilities;

i. Ensuring compliance of University Statutes /Ordinances/ Regulations pertaining to Examinations and their strict adherence

ii. Recommend modification in Examination rules and procedure as and when these may become necessary either on his/her own or on the basis of recommendations made by Heads of the Schools/Deans of Faculties in various Departments for consideration of the Authorities of the University.

i. Coordination of the conduct of SMVDUEE such as packing and despatch of relevant documents to school for evaluation purpose (other than B. Tech., B. Arch. which shall be outsourced as per past practice).

ii. Issuance of admit card in consultation with ERP Coordinator.

iii. Exam Duty shall be allotted by Examination Wing for smooth conduct of Entrance test and presence in duty shall be mandatory for all the invigilators and remuneration shall be paid as may be approved by Competent Authority as per past practice.

iv. After completion of Exam answer booklet with answer keys shall be sealed and handed over to Chairman of the admission committee of the school for further evaluation.

v. Maintaining record of personal files of passive (pass out) students.

vi. Issuance of IOC's, Notifications relating exam wing or affiliated college(s) that lies in the domain of Examination Wing.

vii. Designing, Printing and issuance of Examination Stationary such as Answer Scripts (Major, Minor, Continuation sheets), Security feature based (Grade sheet, Transcript) and maintenance of stock thereof.

viii. Maintaining files of results, attendance sheets, question papers, grade sheets, Date sheets, invigilation chart, seating, flying squad etc. received from various Schools.

ix. Processing and Publication of Results through ERP/ in house software following due checks like checking of Course title, Course code, LTP, Credits, sample checking of 10% result manually for each program etc. and after approval of Competent Authority.

x. Preparing of degree certificates, scroll register etc., as & when desired by the Competent Authority during convocation.

xi. Compilation of examination data for various agencies/ Council.

xii. Printing & Issuance of grade sheet, interim/ on-demand/Final Transcript with unique number as per routine practice or as & when requested by the students required for higher studies and send to various agencies like WES, Foreign Universities etc.

xiii. Processing UFM (Unfair Means Cases), Arranging meetings and issue Warning letter to the concerned students as per University rules in coordination with the Dean of each faculty.

xiv. Processing affiliated colleges(s) results through ERP/ in house software involving various activities such as Computation of Tabulation chart, Collation of Tabulation chart with award list, result summary and notifying the same after approval of the Competent Authority.

xv. Processing & Notifying approval of External examiner proposed by various Schools of SMVDU &affiliated college (s) and release of honorarium for affiliated college(s).

xvi. Attestation & Verification of all educational / Academic credentials of all the students as & when requested by the students / Firms / Agencies / Employer etc.

xvii.	Issuance of all type of certificates such as (Migration, Provisional, English medium certificate, transfer certificate, %age Equivalence, etc.) to passive students.
xviii.	NAD shall now be part of Examination Wing.
xix.	Student file stores (Passive files) shall also be responsibility of the examination Wing.

Registrar

Copy to:

1. All Deans/HoDs & Section Heads, for information.
2. Faculty I/c. Examinations, for information and immediate compliance.
3. PS to VC for the kind information of Hon'ble Vice-Chancellor.
4. I/c. Website for uploading the same on the University Website.
5. Office order file.