



The Cuncolim Educational Society's  
**College of Arts & Commerce**

CUNCOLIM, SALCETE, GOA - 403 703  
(Affiliated to Goa University)

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Email Office: office@cescollege.ac.in  
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Principal Contact  
No.: 0832-2865774

### **Examination Committee: Policy Document**

Examination determines the academic prowess of students and therefore, the examination committee assumes a great significance in an educational institution. The college being affiliated to the Goa University and is governed by ordinance OA-45, OA-66 and OA-38 regarding the conduct of examination. The college has an examination committee to ensure that exams are conducted by adhering to the guidelines laid down by the Goa university.

**Our Motto:** To ensure the conduct of exams in a fair and impartial manner.

**Committee Composition:** The committee is constituted in accordance with the guidelines laid down by the Goa University.

### **Role and Responsibilities:**

The examination committee shall:

- Prepare a tentative time table at the start of each academic semester/term.
- Prepare relevant examination time tables, block arrangements, seating arrangements and post the same in class WhatsApp groups, college websites and notice boards.
- Prepare a list of invigilation schedule.
- Prepare a list of instruction for both students and supervisors to be followed during exams.
- Organize orientation sessions for both students and teachers as and when needed,

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- Ensure that all stationery required for the conduct of exams are ready in stock.
- Ensure that question paper manuscripts submitted by teachers are kept in safe custody, in a sealed cupboard under CCTV surveillance.
- Coordinate with departments in cases where teachers/supervisors are appointed as external examiners.
- Ensure that papers are collected by the concerned teachers for assessment immediately after the conduct of exams.
- Ensure that the assessed answer books and consolidated statement of marks are submitted to the exam section within the stipulated time frame.
- Ensure that there is no delay in declaration of results.
- Coordinate with the PTA and Mentoring committee to conduct open days.
- Conduct meetings as and when needed.
- Conduct exams in accordance with the guidelines laid down by the Goa University.
- **TO MONITOR THE ENTIRE EXAMINATION SYSTEM.**

Dr. Suraj M. Popker  
IQAC Co-Ordinator

Prof. Avinash V. Raikar  
OFFICIATING PRINCIPAL  
The C.E.S. College of Arts & Commerce  
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