



LLOYD INSTITUTE OF ENGINEERING & TECHNOLOGY

Plot No. 3, Knowledge Park II, Greater Noida – 201306 (Uttar Pradesh)

CENTRAL EXAMINATION COMMITTEE (EXAM CELL)

OBJECTIVE

- To conduct Internal Assessment and External Assessment Examination related all work as per APJ Abdul Kalam Technical University Uttar Pradesh, Lucknow regulations.

ROLE AND RESPONSIBILITIES

- To ensure a fair examination in a timely manner without compromising on quality.
- To conduct examinations and make internal policies regarding organization of examinations.
- To check and ensure the quality of internal examination and evaluation system for the betterment of the students
- To prepare relevant schedule for internal assessment.
- To make the seating arrangement and display them on the concerned Notice Board
- To encourage and create a culture for the students to follow the examination code of conduct and rules and prevent aberrant behaviour to ensure discipline & sanctity of the examination system.
- To handle all matters and concerns regarding internal examinations
- To maintain communication with student, faculty and university for examination issues
- To review any complaint that may have arisen from the exams' process.
- To co-ordinate with the authorities of the Dr APJ Abdul Kalam Technical University Uttar Pradesh, Lucknow to ensure compliance with the University notifications.
- To resolve grievance issues of the students
- To examine Unfair Means (UFM) cases and take actions as per rules and guidelines provided by the affiliated University/Institute.