

Controller of Examinations Report Academic Year: 2025-26

The Examination Committee successfully planned, coordinated and executed all examination-related activities during the academic year 2025–2026. Significant initiatives were undertaken to improve examination administration, result processing tasks.

A. ATKT Online Form Filling Process

The ATKT online form filling process was introduced to reduce student difficulties such as long queues, delays, and payment issues. Students could fill out forms and pay examination fees online through secure payment methods. The system saved time, reduced paperwork and ensured a smooth, transparent and efficient examination registration process. This helped in facilitating:

- Digital submission of examination forms.
- Online verification and approval process.
- Reduction in paperwork and manual errors.
- Faster processing of applications.
- Improved accessibility for students.
- Transparency through online payment and status tracking.

B. Training of teaching staff for Online marks filling on the portal

A training session for the teaching staff on online marks entry through the portal was organized. The session provided detailed instructions on the process of filling and submitting students' marks online.

C. Preparation of Subject Codes under NEP

As part of the implementation of the National Education Policy (NEP), comprehensive subject coding was undertaken.

Major accomplishments:

- Development of standardized subject codes for all programmes.
- Mapping of legacy courses with NEP curriculum.
- Creation of digital subject code databases.
- Coordination with academic departments for validation.
- Integration of subject codes into examination software.
- Facilitation of smooth registration, evaluation, and result processing.

This initiative established a uniform framework for examination management under NEP.

D. Examination Date Planning:

- Preparation and publication of semester-wise examination schedules.
- Coordination with teaching departments to ensure completion of the syllabus before examinations.

- Allocation of examination slots to avoid timetable conflicts.
- Timely communication of examination schedules through the university portal and official notices.
- Continuous monitoring and revision of schedules whenever necessary due to unforeseen circumstances.

E. ATKT Examination Planning

ATKT examinations were planned and conducted efficiently to facilitate student progression.

- Preparation of ATKT examination schedules.
- Verification of student eligibility.
- Conduct of ATKT examinations with the same level of confidentiality and transparency as regular examinations.

F. Semester End Examination Implementation

- Appointment of Invigilators and Flying Squad members.
- Preparation of seating arrangements and examination centre management.
- Distribution of confidential examination materials.
- Monitoring classrooms to ensure less cases of unfair means by students and adherence to examination rules.
- Addressing student grievances promptly during the examination period.

G. Printing and Packing of Question Papers.

Strict confidentiality was followed throughout the printing and packing process.

- Finalization and verification of question papers.
- Secure printing under confidential conditions.
- Coding and packaging of question papers.
- Date and semester wise packet preparation.

H. Unfair Means Committee

The Unfair Means Committee convened a meeting with the parents to discuss and report the examination malpractices committed by their wards. The committee investigated the reported cases of malpractice, reviewed the documentary evidence and students' explanations, and communicated its decisions to the concerned students and departments. During the meeting, the committee also emphasized the importance of adhering to ethical examination practices and creating awareness about academic integrity.

I. Evaluation and Result Declaration

The Examination Committee ensured the timely publication of examination results by effectively coordinating all examination-related processes. The committee appointed examiners and moderators, supervised the centralized collection and verification of marks and carried out the digital processing of examination data. It also resolved any

discrepancies before the publication of results to ensure accuracy and transparency. The semester examination results were declared within the stipulated timeline, published on the college website followed by the distribution of mark sheets to the students.

J. Degree Award Ceremony (2024–2025)

The Examinations committee coordinated all examination-related activities for the Degree Award Ceremony. The office verified the eligibility of graduates, prepared the final award lists, and authenticated academic records. Data was sent to the University for the printing of degree certificates, coordinated with the academic departments, and maintained the award registers. The distribution of degree certificates was carried out efficiently during the ceremony, which was conducted successfully.

K. Introduction of Third-Year Programme under NEP 2020

Third-Year Undergraduate examination system under NEP 2020 was implemented for the academic year 2025–2026, including examination framework, revised course structures, subject codes and system integration. The Examination committee coordinated for the planning, assessment, and result processing while ensuring the smooth conduct of examinations and timely declaration of results under the new curriculum.

Dr. Darshana Buch
Controller of Examinations