



SRR & CVR Government Degree College (Autonomous)
Machavaram Vijayawada-520004
NAAC accredited with B+ Grade
ISO 900:2015 Certified Institution

FUNCTIONS OF EXAMINATION WING

- Notify the schedule and dates of various stages connected with the examinations
- Fixing the Time Table for the conduct of the examinations.
- Question paper setting as per syllabi and model question papers decided by the Boards of Studies.
- Moderation of question papers to rectify mistakes, if any.
- Printing of Question Papers.
- Procurement of stationery, equipment and all the articles necessary for the conduct of examinations.
- Supply of examination applications to the candidates.
- Processing of Examination Applications and preparation of Hall Tickets.
- Printing of subject wise/paper wise OMR sheets and D-forms.
- Preparation of semester wise nominal rolls.
- Preparation of photo identity sheets.
- Issuing of Answer scripts one day before the each examination.
- Distribution of the question papers directly to the Assistant Examiners/Invigilators in the room five minutes before the commencement of the examinations.
- Receiving of Answer scripts as per the D-form supplied to the Examination Committee.
- Coding of the answer scripts after the examination and bundling the scripts.
- Undertaking valuation of answer scripts.
- Scrutiny of Answer scripts.
- Computerizing the marks
- Processing and verification of marks with register.
- Release of results through Online/Offline.
- Printing and distribution of marks memos.
- Revaluation/Recounting of Answer Scripts.
- Attending of any kind of Grievances
- Preparation of Consolidated Marks Memoranda cum Provisional Pass Certificates.
- Submission of all data and marks to the University for the award of Original Degrees by the University.
- Maintenance of Tabulated Marks Register (TR's) and Degree Registers.
- Maintenance of up to date records of marks.