



MAA VAISHNO DEVI LAW COLLEGE

(Affiliated to Lucknow University & Approved by Bar Council of India)

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Ref :-

Date :- 24/03/2014

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Notice

A cell for an Examination in our institution is being constituted to look into various interests of the students. An Examination cell (E-Cell) is headed by the controller of examinations with supporting staff. Conducting of all examinations is the prime responsibilities of the E-cell. Further E-cell co-ordinates with the University/other institutions regarding all examination matters. The controller of Examination supports the principal in regard to all examination matters and liable to submit monthly progress report to them. Any information either received or required to be sent to the University/Other institutions are being dealt with in the E-cell. The following are the members of the E-cell under the Chairmanship of Dr. Vikas Singh-

Name of the members of the E-Cell:

- 1) Dr. Vikas Singh (Chief Examinations Controller)
- 2) Mr. Arvind Singh (Member)
- 3) Miss. Garima Trivedi (Member)
- 4) Miss. Shipra Mishra (Member)

Mr. Sudeep Tripathi & Mrs. Kaushalya would assist the function of E-cell under supervision of chairman and members of E-cell. The function of an Examination cell are started from 25-03-2014.

The Function of the E-cell

- 1) Any circular, guideline, office order, Notification received by the college are processed in the E-cell, reply thereof prepared and after principal's signature dispatched to the University /other institutions.
- 2) Smoothly conducting Pre University test (PUT) and sessional exam in college.
- 3) Examination Notices received from the University /Other institutions are duly served to all concerned.
- 4) Preparation of smooth conduct of examination, preparation of Time table, Invegilation duty chart, seat allotment in the Examination halls etc.
- 5) During the examination time proper staff mobilization, assigning the duty as per the duty chart already prepared.

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