



# SEICOM DEGREE COLLEGE

(AFFILIATED TO SV UNIVERSITY)

(ACCREDITED BY NAAC)

9-66/14-A, New Maruthi Nagar, Extension, Tirupathi. Ph : No. 0877-2241094, 2242606

## CONSTITUTION OF THE EXAMINATION COMMITTEE

### Preamble

To ensure the smooth and transparent conduct of examinations, SEICOM Degree College formally constituted the **Examination Committee on 3rd August 2015**. This committee is dedicated to maintaining academic integrity and ensuring a fair assessment process.

### Objectives

- To oversee the planning and execution of internal and external examinations.
- To uphold academic standards through strict adherence to examination policies.
- To ensure the confidentiality and security of examination materials.

### Committee Composition

The Examination Committee shall consist of the following members:

#### Chairperson

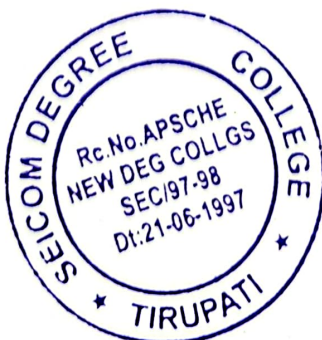
Mr. B. Jotheeswara Babu

#### Secretary

Mrs. Masupalli Roopa

#### Members

- Mrs. B. Neelima
- Mr. V. Jayachandra
- Mr. C. Naresh
- Dr. K. C. Lavanya
- Mr. T. Ramachandraiah



*D. Chandra Reddy*  
PRINCIPAL  
Seicom Degree College  
Tirupati

## Roles & Responsibilities

- Prepare and publish the examination schedule well in advance.
- Ensure the proper allocation of invigilators and examination venues.
- Monitor the secure preparation, storage, and distribution of question papers.
- Address and resolve any grievances related to the examination process.
- Maintain records of examination results and related documentation.

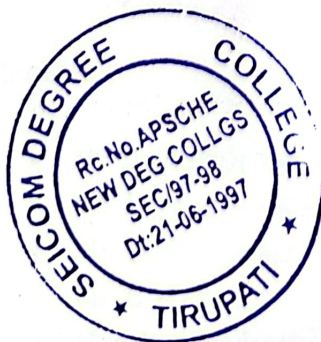
## Implementation Procedure

- Convene regular meetings to plan and review examination-related activities.
- Coordinate with faculty for the preparation and evaluation of examination materials.
- Conduct periodic reviews to ensure compliance with examination guidelines.
- Implement corrective actions based on feedback from students and faculty.

## Review & Amendment

This constitution is subject to periodic review by the Examination Committee in consultation with the college administration to ensure its relevance and effectiveness in achieving its objectives.

***This constitution reflects SEICOM's commitment to upholding academic integrity and excellence through a robust examination process.***



  
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