



# Tara Government College Sangareddy

(Autonomous)

An ISO 9001: 2015 certified college



## *Policy of confidentiality in examination branch*

Tara Government college Sangareddy was established in the year 1977. It was accorded autonomous status in 2015. The first batch in autonomous mode was started from the academic year 2016. The examination branch of an affiliated college is different from that of an autonomous college, both in scale and quality. In an autonomous college, Controller of Examinations (CoE) is given responsibility to look after the examination duties. The CoE has Additional CoEs, Academic Coordinators and other non-teaching staff who look after smooth conduct of pre-during and post examination duties.

With the advent of autonomy, responsibility of the examination branch of our college increased. There has been a tumultuous shift from merely conducting examinations and sending answer scripts to the parent university to

- A. Facilitating smooth conduct of BoS
- B. Storing of BoS and other confidential records with the support of IQAC and autonomous committee.
- C. Facilitate the conduct of Academic Council with the support of IQAC and autonomous committee.
- D. Facilitate the conduct of Finance committee and Governing Body with the support of IQAC.
- E. Conducting sensitisation programmes and other empowerment activities to teachers of the college and external examiners.
- F. Preparation of Nominal Rolls of students.

- G. Collection of examination fee, (the fee is paid through online gateway portal Qfix, the branch merely helps students pay fee and checks if the student has paid).
- H. Preparation of time table for examinations.
- I. Preparation of D Forms, attendance sheets absent statements and other lists/ forms for the conduct of examinations.
- J. Issue of hall tickets.
- K. Getting question papers from external examiners in a confidential manner.
- L. Coding of answer scripts.
- M. Making arrangements for evaluation. From the present academic year, digital evaluation has been adopted.
- N. Preparation for declaration of results. Consulting COE of the parent university and approval of results.
- O. Declaration of results. Upload of results onto the website of the college.
- P. Issue of memorandum of marks, Provisional certificates, TC and other certificates.
- Q. Tabulation of marks.
- R. Verification of antecedents of old students.
- S. Apart form the above-mentioned works, the branch has to perform all and sundry services relevant to examination of the college.
- T. To perform the above services in efficient, transparent and effective manner, the branch follows

### *Raison d'être*

- To conduct examinations in a smooth, efficient and fair manner.
- To make confidentiality a vital value in conduct of examinations and valuations.
- To maintain transparency wherever necessary.
- To initiate reforms in evaluations to serve all stakeholders within the vision of the college.
- To empower examiners and branch personnel by conducting empowerment programmes when in need.
- To provide employers or third parties the data of graduated students within the conditions for their employment, entrepreneurship or any other service pertaining to student.

## To make this

- ❖ All the computers which are used in the branch are covered with the pass words.
- ❖ All the essential mails are protected with passwords.
- ❖ The branch maintains strict confidentiality in the Examinations process.
- ❖ No one is allowed inside branch without permission of the Controller of Examinations.
- ❖ The branch Strictly maintains Secrecy while sending the answer scripts to the evaluators and also keep the secrecy of external examiners.
- ❖ The branch removes all the personal details of the candidates from the answer scripts and provides of coding numbers for evaluation process.
- ❖ Utmost care has been taken for sending the answer scripts to the examiners in transportation. From this present academic year, the institution adopted digital evaluation. Accordingly, two training sessions were conducted to facilitate the transformation. The staff working in the branch were given training regarding the latest know-how.

*Dr. E. S. S. Reddy*  
Principal (FAC)  
PRINCIPAL  
TARA GOVT. COLLEGE  
AUTONOMOUS  
SANGAREDDY-502 001.