

EXAMINATION AND REMUNERATION POLICY

Examination Committee

1. Principal's Role:

- The Principal will act as the Chief Superintendent of Examinations.
- Appoint an Assistant Chief Superintendent and a team of Faculty Members to form the examination committee.
- Ensure the examination committee operates according to the University of Madras guidelines.
- The examination committee may change each semester based on the Principal's directives.

2. Examination Committee Responsibilities:

- Conduct regular class tests, Internal-1 Assessment, Internal-II Assessment and Model Examinations.
- Organize Internal-1 Assessment, Internal-II Assessment and Model Examinations and questions prepared according to Bloom's Taxonomy framework as per the college calendar.
- Coordinate with Heads of Departments (HODs) for subject question papers and examination timetables.
- Assign invigilation duties to faculty members under the Principal's guidance.
- Ensure smooth execution of all examinations and remain vigilant to the assigned tasks.

3. University Practical Examinations:

- The University Practical Examination should be conducted by the respective departments' HODs as per the guideline prescribed by the University of Madras without any issues in the work assigned
- Conducted by the respective department's HODs following University of Madras guidelines.
- Departments should fix External Examiners for Practical and Project viva-voce with the Principal's knowledge.
- Subject faculty will serve as internal examiners.
- Practical examinations should be overseen by the HOD with the Principal's awareness.

Remuneration and Payment

1. Remuneration Guidelines:

- Paid according to the norms prescribed by the University of Madras.
- Includes remuneration for internal and external examiners, invigilation, project viva-voce, soft skills, non-major electives, practical examinations, and internal mark entry.

2. Payment Process:

- All payments related to examinations should be processed through the individual's salary account.



Principal

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