



Chebrolu Hanumaiah Institute of Pharmaceutical Sciences

Chandramoulipuram, Chowdavaram, Guntur – 522019, Andhra Pradesh.

(Sponsored by Nagarjuna Education Society)

Approved by AICTE & PCI, Affiliated to Acharya Nagarjuna University.

Recognized by Govt. of Andhra Pradesh, An ISO 9001:2015 Certified Institute.

Accredited by NAAC

Duties of the Examination Cell

1. To conduct both internal and external examinations as per the academic calendars issued by University by circulating notices well in advance.
2. To assign invigilation duties to several staff members and circulating it well in advance.
3. To assign duties to staff members for evaluating the internal examination papers.
4. To prepare eligible faculty members list for sending it to the university to include them as external examiners.
5. To prepare and maintain both internal and external examinations marks registers and also to submit the necessary marks statements at the University from time to time.
6. To announce the results issued by University and guide the students for applying to revaluation or for reappearing the examination as per the University examination notification.
7. To depute several staff as guides for supervising the UG and PG projects.
8. To monitor and solve the grievances arisen by the students in evaluation of internal examination papers
9. Strict Confidentiality is maintained and monitored for the conduct of both internal and external examinations.