

VidyaOne Demo College

Examination Council Charter

Purpose

To ensure the fair, transparent, and efficient conduct of all examinations at *VidyaOne Demo College* through a structured council with defined roles and responsibilities.

Roles & Functions

- Prepare and publish examination schedules.
- Coordinate invigilation and seating arrangements.
- Ensure secure printing and distribution of question papers.
- Address issues related to unfair means or malpractices.
- Oversee evaluation, reevaluation, and result declaration.

Examination Council Members

Name	Role	Contact Number
Mr. Abdul Khan	Controller of Examinations	+91-0000000000
Mr. Rajdeep Sinha	Deputy Controller	+91-0000000000
Mr. Thomas Samuel	Internal Assessment Officer	+91-0000000000
Mr. Arvind Jain	Technical Support In-charge	+91-0000000000

Examination Calendar

- **Mid-Term Exams:** October & March
- **End-Term Exams:** December & May
- **Revaluation Applications:** Within 7 days of result declaration
- **Final Results Publication:** On the official portal

 **Visit:** <https://vidyaone.com/exams>

Examination Resources Provided

- Seating Plans & Timetables
- Online Admit Cards & Hall Tickets
- Guidelines for Offline and Online Mode
- Grievance Redressal Portal

Rules for Students

- Carry college-issued ID and admit card
- Strictly no electronic gadgets allowed
- Report at least 30 minutes before exam start
- Follow all invigilator instructions carefully

Document Reference

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Issued by: Examination Department

Institution: VidyaOne Demo College

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