

**GOVT.MAHAKOSHAL ARTS AND COMMERCE  
AUTONOMOUS COLLEGE, JABALPUR**

**MANUAL OF AUTOMATION**

**EXAMINATION CELL**

## **Organization of Examination Cell**

- |    |                              |   |                     |
|----|------------------------------|---|---------------------|
| 1  | Chief Controller (Principal) | : | Dr. R. Samuel       |
| 2. | Exam Controller              | : | Dr. Prabha Purwar   |
| 3. | Deputy Controller            | : | Dr. M. Bhattacharya |
| 4. | Member                       | : | Dr.N. Raghuwanshi   |
| 5. | Member                       | : | Dr. Meena Keller    |

### **Employee in Examination Cell**

- 1 Shri Malesh Ram Patel
- 2 Shri Bhikam Singh
- 3 Shri Pradeep Chouksey
- 4 Shri Sunil Rajak
- 5 Shri Padmesh Tiwari
- 6 Shri Satish Chandra Das
- 7 Shri Munnalal Uckey

## **AUTOMATION INFRASTRUCTURE**

### **Examination Department Equipments and other resources :-**

1. Computer Set                      04
2. Photocopy Machine            03
3. Computer Printer                02
4. Risograph Machine              01
5. Scanner                            01
6. Wi-fi connected                 01
7. Internet Connectivity         01
8. Network and optional connectivity to external level network is also available.
9. Printing equipments including advanced photocopier printer, impact printer are used for in house printing.
10. Printing of Question Papers, forms, documents.
11. Cashless fees submission through online payment.
12. Generation and online examination forms registration.
13. Generation and online examination fees collection.
14. Processing Web of Examination Results.
15. Online promotion of students to the next year classes.
16. Online promotion of students to the next classes and fees collection except for UG (First Year)/PG (Semester-I), which is carried out by the Higher education departmental Portal of the State Government.