किरोड़ीमल कॉलेज
दिल्ली विश्वविद्यालय, दिल्ली-११०००७
KIRORI MAL COLLEGE
University of Delhi, Delhi-110007
NAAC Accredited A++ 3.54 CGPA, CYCLE 2 NIRF RANK 9

Date: 12.08.2025

A cell titled **"The Examination Data Processing (EDP) Cell"** at Kirori Mal College has been formed to ensure streamlined, transparent, and systematic handling of all academic assessment records.

The EDP Cell will serve as a central unit responsible for the efficient administration and management of both internal assessment data for all the subjects and external theory assessment data for common courses SEC/VAC/AEC. The EDP Cell also look into the timely verification of Students Examination Forms as well. The specific roles of the cell will include:

1. **Internal Assessment Record Keeping:**
   - Maintaining and archiving records of Internal Assessment (IA), Continuous Assessment (CA), and Practical (PR) marks in a secure and organized manner.
   - **Ensuring timely communication and documentation of discrepancies, if any, in accordance with the University guidelines.**

2. **External Examination Record Keeping:**
   - Keeping detailed records of marks awarded in external theory papers in Ability Enhancement Courses (AEC), Skill Enhancement Courses (SEC), and Value Added Courses (VAC).
   - **Coordinating with respective faculty and administrative staff to ensure that external marks are properly recorded, verified, and stored.**

3. **Examination Form Verification:**
   - Verifying the personal and academic details filled in the examination forms.
   - Ensuring correctness of subjects/papers opted.
   - Checking fee receipts and any supporting documents required.
   - Resolving discrepancies in coordination with the Examination Branch, University of Delhi.

To ensure the smooth functioning of this cell, the following team structure is finalized:

Teaching Staff:

1. Nodal Officer: Mr. Vishal Dhawan
2. Coordinator: Dr. Neha Agrawal
3. Time-Table Incharge: Dr. S.P. Tripathi
4. Member: Dr. Chongtham Jiten
5. Member: Dr. Prempal Singh

Email.: principal@kmc.du.ac.in दूरभाष:- 011-71219044

किरोड़ीमल कॉलेज
दिल्ली विश्वविद्यालय, दिल्ली-११०००७
KIRORI MAL COLLEGE
University of Delhi, Delhi-110007
NAAC Accredited A++ 3.54 CGPA, CYCLE 2 NIRF RANK 9

Non-Teaching Staff:

1. Senior Technical Assistant (STA): Ms. Ankita Jain
2. Junior Assistant-cum-Typist (JACT): Mr. Jitendra Kumar
3. First Assistant: Mr. Man Singh
4. Second Assistant: Mr. Vikas Yadav
5. Attendant: Mr. Gokul Joshi

The creation of EDP Cell will promote transparency, accountability, and ease of access to records, which is essential for smooth academic functioning and future audits. It will also help in ensuring that University deadlines and protocols related to assessment submissions are adhered to efficiently.

Prof. Dinesh Khattar
Principal

C.C. Administrative Officer
SO (Admin)

Email.: principal@kmc.du.ac.in दूरभाष:- 011-71219044