

**Office Order**

**Subject: Formation of Competitive Examination Cell**

In line with the institution's commitment to providing comprehensive support to students aspiring for various competitive examinations is hereby established a Competitive Examination Cell (CEC) under the Headship of Ms. Laxmi Poonia, Assistant Professor, Department of Computer Science & Engg. The CEC shall be responsible for preparing students to face a myriad of competitive examinations including but not limited to GATE, UPSC, RJS, GRE, TOEFL, CAT, etc.

Aims and Objectives of the Competitive Examination Cell (CEC):

1. **Comprehensive Preparation:** To provide holistic and structured preparation to students aspiring for competitive examinations by offering guidance, resources, and mentorship.
2. **Enhancing Competency:** To enhance students' competencies in relevant subjects and skills required for different competitive examinations through specialized training programs.
3. **Fostering Confidence:** To boost the confidence in students by conducting mock tests, practice sessions, and providing feedback to help them gauge their preparation level and improve accordingly.
4. **Personalized Guidance:** To offer personalized counselling and guidance to students based on their strengths, weaknesses, and individual learning needs to optimize their preparation strategies.

Key Responsibilities of the Competitive Examination Cell (CEC):

1. **Curriculum Development:** Develop and regularly update the curriculum for various competitive examinations in consultation with subject matter experts and faculty members.
2. **Training Programs:** Organize regular training programs, workshops, seminars, and guest lectures by experts to impart specialized knowledge and skills required for different competitive examinations.
3. **Mock Tests and Practice Sessions:** Conduct regular mock tests, practice sessions, and problem-solving workshops to familiarize students with the exam pattern, time management techniques, and develop problem-solving abilities.
4. **Individual Counselling:** Provide individual counselling and mentoring to students to address their academic concerns, clarify doubts, and guide them on effective study strategies and exam preparation techniques.



*Alagrawal*  
Registrar  
JECRC University, Jaipur-303905

5. **Resource Management:** Manage and maintain a repository of study materials, reference books, question banks, and online resources relevant to various competitive examinations for the benefit of students.
6. **Monitoring and Evaluation:** Monitor the progress of students' preparation through periodic assessments, performance analysis, and feedback mechanisms to track their development and provide timely interventions.

This office order shall come into effect immediately. The designated faculty shall induct other members in the Competitive Examination Cell (CEC) as per the need after taking due approvals and shall commence their duties as per the outlined aims, objectives, and responsibilities.



A handwritten signature in purple ink, appearing to read "M. Jaiswal".

Registrar

Registrar  
JECRC University, Jaipur-303905

CC: All the Students/All Dean & Heads/Head of CEC

Copy to the President

The Vice Chairpersons

The Director, Digital Strategies.