



EXAM COMMITTEE

The Exam Committee at SGDC is a body which is authorized to conduct examinations and make policy decisions for organizing and holding examinations, evaluation and moderation systems, preparing a schedule of all internal and external examinations, etc.

The Exam committee shall be facilitated by three sections : Examination, Record Maintenance and Administration.

The main function of this Committee is to carry out examinations, publish results and award certificates (provided by the University and Institute) to the students who pass the final examinations. Keeping the record of each and every issue related to the examination and organizing workshops and seminars for the improvement of the examination system are also the responsibilities of this Committee.

Objective

To conduct, all Internal and External Assessment Exams or Re-Exams/ATKT Exams, related all works as per the UoM notifications and ordinance.

Roles and Responsibilities

- The Exam Committee shall distribute the Exam Forms of the University to regular students (the fees for the same are collected as part of the college fees) and collect them back after having them duly filled in.
- The Exam Committee shall put up notice inviting students to have the exam form collected and returned in due time.
- The Exam Committee shall prepare relevant time tables for our College based on the Examination Time Table.
- The Examination Committee shall make the Block and Seating Arrangement and display them on the concerned Notice Board/Website and Blocks.
- Though the teaching faculty is entitled to vacation if eligible, it is expected that they are available for examination duty at least for two weeks. Hence they shall give their vacation preference dates to the Exam Committee in the specified format. The Exam Committee shall prepare and display an overall Supervision Duty List as well as Daily Supervision Duty List on the Staff Notice
- The Exam Committee shall ensure that adequate stationery, like answer sheets, drawing sheets, charts, graph paper, drawing boards, trays, threads, water jugs etc. are made available.
- The Exam Committee shall hold a pre-exam meeting to brief the members of faculty with regard to the examination procedures and a report of the role and responsibilities for the same shall be submitted to the Principal.
- The Committee should collect examiners names for assessment and moderation of each subject from the respective HODs and make its list depending upon their availability.
- The Committee In-charge shall ensure that the evaluation and moderation process is completed on time and the same be sent to the University for Necessary Approval within 30 days from the date of the last examination date.
- The Exam Committee shall be in touch with the University for obtaining necessary approvals on time.
- All the results (First Year to Final Year) shall be displayed on the respective student Notice Boards/College Website after 4pm. A copy of the same shall be sent to the respective HODs.
- Under the guidance of the Committee In-charge, the Exam Committee shall analyze the exam results and the same shall be verified by the respective HODs. After due verification, copies of the result analysis shall be sent to the HODs & the Principal.

Examination Committee

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| 1. Dr. (Mrs.) Vandana A. Sinha | - | Chairperson |
| 2. Ms. Rinkle Patel | - | Convenor |
| 3. Mrs. Sangeeta Tewatia Kundu | - | Faculty Member |
| 4. Mr. Hemant Yadav | - | Faculty Member |
| 5. Mr. Ketan Chindarkar | - | Faculty Member |
| 6. Mr. Ravi Tiwari | - | Faculty Member |
| 7. Mr. Sunil Kumbhar | - | Clerk |