

Examination Committee (2023-2024)

Role and responsibilities

1. To prepare guidelines for faculties to prepare question paper for different course (UG & PG).
2. To prepare fixed and clear instructions to faculties regarding
 - (a) Exam question paper layout
 - (b) Language of instruction
3. To make examination schedule with the consent from higher authorities.
4. To prepare examination duty charts for the faculties.
5. To make proper seating arrangement for students for different examinations.
6. Examination committee takes necessary steps for distribution of Answer sheets to the concerned faculty after completion of the exam.
7. Faculty will check their respective subject answer sheet according to guidelines issued by examination committee.
8. All faculty members should submit their examination record to departmental examination Committee coordinators.
9. Departmental coordinator of examination committee should ensure to conduct PTM in their respective department.
10. Students can complain any unwanted activity observed during examination.
11. Faculty member can complaint student unfair means to the examination in charge.
12. Examination notices received from the University are duly served to all concerned.

The examination committee members are listed below. (2023-2024)

| S. No. | Faculty Name | Designation | Contact No. & Email |
|--------|--------------------|---------------------------|---------------------------------------------|
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