EXAMINATION COMMITTEE

Purpose: To ensure smooth conduction of college and university exams.

Scope: This SOP applies to the constitution of the Examination committee, roles and responsibilities of members of the Examination committee and maintenance of all activities and documents.

Objectives:

- Organizing different College and University examinations
- Arrangement for speedy evaluation and scrutiny of answer scripts of University examination to help the College announce results in time.
- Help the College maintain a good academic ambience during examinations.
- Keeping the records of each and every issue related to the examinations and organizing workshops and seminars for the improvement of the examination system.

Role and Responsibility:

The Examination Committee performs the following duties yearlong:

- Conducts College level (terminal exams, preliminary exams) and University level examinations.
- All University Practical Examinations
- Arranging for the stay of external examiners who are invited for the University level exams.
- Smooth functioning of Central Assessment of papers of MUHS theory papers checking.
- The Exam Cell shall put up notice inviting ATKT/fail students to have the exam form collected and returned in due time.
- The Examination Committee shall prepare relevant time tables for College based on the Examination Time Table of the MUHS.
- The Examination Committee shall make the Block and Seating Arrangement and display them on the concerned Notice Board/Website and Blocks.
- 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 the role and responsibilities of. A report of same shall be submitted to the Principal.

Committee should collect examiners names for assessment and moderation of each subject from respective HODs.

The Exam cell shall contact members of the panel (provided by the HOD) and shall prepare the list of the Examiners depending upon their availability.

The Committee members 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.

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.

The Exam Cell 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 HODs, the Principal and Director.

Preparation of smooth conduct of Examinations, preparation of time-table schedules, Invigilation duty chart, Seat allotment in the Examination halls etc.

To ensure that the entire exam related documents reach the university in time.

To conduct Internal Assessment examination as per academic calendar.

Distribution of marks lists to the students after the results of various examinations received from the University.

Any Circular, Guideline, Office Order, Notification received by the University are processed in the Examination Cell, reply thereof prepared and after Principal’s signature dispatched or circulates to the concerned Departments / Students.

Procedure :

- The members for the Examination Committee shall be selected by the administration committee at the start of the academic year.
- The exam committee shall prepare the examiners list for the academic year.
- The exam committee shall prepare and display the College exam time table (terminals and prelims) on the students notice board at least one month prior. The same shall also be displayed on the College website.
● The supervision schedule for the exam shall be prepared and displayed on teachers notice board at least a week prior to the exam.
● The Committee shall ensure that the theory question papers are submitted in the office at least 3 days in advance.
● The Committee shall ensure smooth functioning during practical exams.
● During College exams if any student is found of copying, the Principal along with the Committee shall take action against such students as per the guidelines from the MUHS.
● At the end of terminal, prelims and University exams, the committee shall prepare a report for the same.
● Once the theory and practical exams are done, the committee shall give a stipulated time period for paper corrections to all the examiners.
● The Committee shall ensure the confirmation of all the external examiners during the University exam. The stay and food arrangement for the external examiners shall be done by the committee.
● The Committee shall have meeting at least 4 times in a year. The minutes for the same shall be timely documented.

Responsibilities:

1) Dr. Khyati (PT)
2) Dr. Isha Tajane (PT)
Principal: Dr. Shweta Manwadkar (PT)

Meetings: Quarterly and as and when required