



## Examination & Evaluation Committee

The Examination committee is an apex body of the Institute controlled by Examination co-ordinator. The main function of this committee is to carry out examinations, evaluation and publish results of the student.

Directives:

- 1. To prepare schedule for mid-term internal examination of each semester
- 2. To do proof reading of internal question papers collected from the concerned faculty members
- 3. To assign supervision duty for internal theory examinations
- 4. To assign duties to lab-supervisors/assistants during practical examinations
- 5. To communicate classroom/block arrangement to the students
- 6. To ensure that the adequate stationery is made available
- 7. Filling of
  - i. Attendance report
  - ii. Supervision duty report
  - iii. Duty swapping form (alternative arrangement of exam duties if any)
- 8. To maintain all internally evaluated records of students
- 9. To display the evaluation grade sheets on the notice board

## Members

Chairperson	: Prof. Dr. R Krishnamurthy	[09825349279]
Head	: Dr. Meonis Pithawala	[09825660930]
Supporting Member	: Dr. Dhruti Amin	[09998980116]