



## Examination & Evaluation Committee

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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

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Chairperson	: Prof. Dr. R Krishnamurthy	[09825349279]
Head	: Dr. Meonis Pithawala	[09825660930]