

Examination Committee

Vision of the examination committee is to establish and maintain the rules and regulations for qualitative and reliable assessment and evaluation of students. The core purpose of examination is to encourage students for regular study to achieve academic excellence.

Role and Responsibilities of Examination Committee

1. To prepare the tentative examination timetable and make same available to the students at least one week before the date of the examination.
2. To correct the tentative date sheet in line with the observed corrections as may be raised by the students and/or examiners before the final date sheet.
3. To release the final date sheet for the examination at least two weeks before the date of the examination.
4. To ensure sanity and integrity of the examination by preparing the sitting arrangement of students in a manner that will not compromise the examination.
5. To prepare the attendance sheets for each venue to be used for the examination.
6. To prepare the attendance sheets for the invigilators and attendants and ensure that all officers on duty endorse the attendance sheets.
7. To prepare a schedule of invigilation for Chief Invigilators, Invigilators and Attendants.
8. To collect questions from the examiners two weeks before the commencement of the examinations and keep the records of questions submitted to the Committee before the commencement of the examination.
9. To document all cases of examination malpractices and forward same to the controller of examinations.

10. To ensure the overall sanity of the examination by moving round the venues allocated for the examinations in order to monitor the processes and conducts of the invigilators and/or the students.

11. To oversee the preparation of the examination reports

12. To report erring invigilator(s) to the controller of examinations for further action.

Sr. No	Name	Designation
1.	Dr. Shabir Ahmad khanday	Principal/Chairperson
2.	Mrs. Ravica	Examination Controller
3.	Mr. AB Rashid	IQAC Incharge
4.	Mr. Gurpreet Singh	Member
5.	Sukhpreet kaur	Member