



Ref. No -ICL/PO/2023/08/142

Date- 06/09/2023

**EXAMINATION COMMITTEE**

The Examination committee is an apex body of the Institute which is headed by Principal and shall be facilitated by three sections: Examination, Record Maintenance and Administration. The Examination Committee plans and organizes all internal as well external examinations in the Institute. The main function of this Committee is to carry out examinations, publish/display results and keeping the record of each and every issue related to the examination for the academic year 2023-2024.

**Examination Committee**

S.no	Name of member	Institute Affiliation	Designation
1	Dr. Ramesh Chandra Rai	Principal	Chairman
2	Mr. Rahul Thakre	COE	Convenor
3	Mr. Pradeep Kumar	Deputy COE	Member
4	Mrs. Dikshita Patil	Clerk	Member
5	Mrs. Vishwash Panchal	HOD BLS LLB	Member
6	Mr. Mahaveer Jain	Sr. Clerk	Member

**The functions and responsibilities of the Exam Committee**

To establish procedures and instructions for assessing and determining the results of examinations

To safeguard the quality of the examination procedures.

To improve and control the quality of internal examinations to be conducted at the institute level.

To appoint examiners for conducting internal exams.

To take measures against any misconduct or fraud.

To display the statement of internal marks on the student notice board sending a marksheet of students to respective parents.

To scrutinize all the checked papers and submission of internal marks to the university.  
Preparation and submission of annual exam report to the Director office.

Regards

Principal

(Dr. R. C. Rai)

Principal

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