

## EXAMINATION COMMITTEE

SL. NO.	NAME	DESIGNATION	POSITION
1	Mr. Sandip Bose	Asst. Professor (CSE)	OIC
2	Mr. Prithick Saha	Asst. Professor (ECE)	Assistant OIC
3	Ms. Sharmistha Roy	Asst. Professor (ECE)	Member
4	Ms. Asmita Poddar	Asst. Professor (EE)	Member
5	Mr. Sourav Dutta	TA (ECE)	Member

***Broad functions:***

- To take all Responsibility/ Accountability linked to conduction of the Examination, Evaluation / Assessment
- To strictly adhere to the Confidentiality Norms linked to Examination Process
- To keep close liaison with University related to conduction of the examination process and validation checking (collecting question papers of all codes in time).
- To take care of all related issues proactively (viz. Examination form-fill up, Exam fee collection etc.)
- To deal completely with matter related to Tabulation, Paper setting, Conduction of Examination, Invigilation duty, Script Evaluation and Result Publication (In house Programs)
- To provide Examination Conduction Guideline to all Stakeholders (Tabulators/Invigilators/ Paper setters/ Evaluators) after getting approval of the Higher Authority (Head of the Institution)
- To keep close liaison with University regarding publication of the results of Affiliated Programs
- To focus on Institutional Revenue Generated (IRG) by hosting External Examinations (viz. SSC, Co-cube, TCS test etc.) as directed by the Authority from time to time.
- To enforce disciplinary norms as directed by the Authority on violation of any exam related norms/ rules / regulations for all concerned.
- To strictly enforce Punctuality (No invigilators can be absent on exam days unless approved and extreme emergency) and Commitment (evaluated scripts must be returned by the examiner within deadline)
- To make an Introspective Assessment of the conducted process for Betterment / Improvement on the next round