

Examination Cell

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| Chairperson | Prof. Varsha Gamare |
| Faculty in charge | Prof. Vidya Vishwakarma Dr. Sandhya Sarwade Prof. Vikas Yadav Mr. Asif Chougule (Admin) |

The examination committee plays a vital role in ensuring the integrity, fairness, and effectiveness of the examination process.

The objectives of an examination committee:

1. To Ensure that examinations are aligned with the learning objectives and curriculum standards set by the institution.
2. To Make sure that examination procedures are fair and impartial for all students, regardless of background, abilities, or circumstances. This includes preventing cheating, plagiarism, or any form of academic dishonesty.
3. To Monitor and evaluate the quality of examination papers, assessment methods, and grading criteria to uphold educational excellence and consistency.
4. To Implement measures to safeguard the security and integrity of examination materials, including question papers, answer sheets, and digital assessment platforms, to prevent leaks or breaches.
5. To Ensure compliance with institutional policies, regulations, and legal requirements governing examinations, including adherence to privacy laws and accessibility accommodations for students with disabilities.
6. To Provide training and support to examination invigilators and other staff involved in the examination process to ensure they are well-equipped to carry out their roles effectively.

7. To Promote transparency in the examination process by communicating examination policies, procedures, and outcomes clearly to students, faculty, and relevant stakeholders.

Procedure:

To ensure fairness and smooth conduct of the examinations kindly request your cooperation in adhering to the following instructions:

Before the Examination:

- Please arrive at least 15 minutes before the scheduled start time of the examination. Latecomers will not be granted extra time.
- Bring your college ID card or any other valid identification document. You will not be allowed to enter the examination hall without proper identification.
- Bring only the necessary materials such as pens, pencils, erasers, and approved calculators. Leave all bags, books, notes, electronic devices, and any unauthorized aids outside the examination hall.

During the Examination:

- Follow the seating arrangement specified by the invigilators. Sit only at your designated place and maintain silence throughout the examination.
- Wait for the invigilator's signal to start the examination. Ensure that you have received the correct question paper. If there are any discrepancies, notify the invigilator immediately.
- Write your name, student Roll No and examination code on the answer sheet legibly. Use only the provided answer booklet or sheets for your answers.
- Allocate your time wisely among different sections or questions. Keep track of the time remaining and pace yourself accordingly.
- Do not communicate with other students during the examination. Any form of cheating, plagiarism, or unauthorized collaboration will result in severe penalties.

After the Examination:

- Stop writing immediately when the invigilator announces the end of the examination. Ensure that you have filled in all required details on the answer sheet.
- Leave the examination hall quietly and orderly. Refrain from discussing the examination questions or answers with others to maintain integrity.

General Guidelines:

- Always maintain academic integrity. Any form of academic dishonesty will be strictly dealt with according to college policies.
- Show respect towards the invigilators and staff. Follow their instructions promptly and courteously.
- In case of any emergency or illness during the examination, notify the invigilator immediately for assistance.