

Ref:IITWADA/PO/CF/2023/24012

Date: 26/06/2023

### Notice: Formation of Examination Committee

Examination committee has been formulated to facilitate examination, and associated administration. The constitution of this committee for the session 2023-24 is stated as below:-

#### 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.

#### Examination Committee

S.no	Name of member	Institute Affiliation	Designation
1.	Dr. Vikas Narain	Principal	Chairman
2.	Mr. Vishal Kumar	COE	Convenor
3.	Mr. Pradeep Kumar	Deputy COE	Member
4.	Mrs. Vaibhavi Thakare	Clerk	Member
5.	Mr. Ram Bhavan	HOD Electrical	Member
6.	Mr. Ajay Patil	Sr. Clerk	Member
7.	Varsha Shelar	Associate Professor	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



**Principal**  
**Dr. Vikas Narain**

**Ideal Institute of Technology**  
At Post-Posheri, Taluka-Wada,  
District-Palghar, Maharashtra 421303



CC:

1. The Chairman (For Kind information)
2. Concern Members
3. Admin Office