



Ow : SU/COM/006/2024-25

Dt.01/07/2024

Examination Committee

The Examination Committee is an apex body of the College which is headed by the Coordinator and shall be facilitated by three sections: Examination, Record Maintenance, and Administration. The main function of this Committee is to carry out examinations, publish results. Keeping the record of each issue related to the examination and organizing workshops and seminars for the improvement of the examination system are also the responsibilities of this Committee. The Examination Committee plans and organizes all internal as well external examinations in the university. The Examine Committee of the University is formed with the following members under the chairmanship of Controller of Examination.

Member	Designation	Contact No.
Mr. Mayur Rajguru	Chairman (COE)	80008 84185
Mr. Kashyap kanaiya	Member	99746 00888
Dr. Pradeepsinh Zala	Member	6351 136 026
Ms. Megha Joshi	Member	94289 16068
Dr. Jaydipsinh Parmar	Member	884 994 7952

- 1. The Examination Committee will frame regulations regarding the eligibility of students (based on Parameters: attendance and performance) for appearing in both internal and external examinations
- 2. The Examination Committee will prepare relevant timetables of the Internal Examination Schedule provided by the University time frame
- 3. Preparation of smooth conduction of Examinations, Question paper setting, Invigilation duty chart, Seating allotment, Attendance record, Evaluation of Answer Scripts, Preparing Mark sheets and Publication of Results, etc
- 4. The Examination Committee is responsible for preparation, administration, and conduction of pre and post-exam meeting

University Campus

Shree Pandit Nathulalji Vyas Technical Campus
Surendranagar-Ahmedabad Highway, Nr. Kothariya Village,
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City Admin Office

Sanskriti School of Thoughts, Jai Hind Society Corner,
Derasar Chowk, Jintan Road, Surendranagar-363002, Gujarat, India.
Ph.: (02752) 222777 / 221699



- 5. To ensure alignment of Proposed Examinations (Internal & External) with the Competencies required by discipline and Participate on Formal Review panels for Examinations as and when required
- 6. The major responsibility of the Examination Committee is to appoint both internal & external examiner and paper setter and report all matters to the higher authority
- 7. Make sure that all Written Exams are held following the regulations of the University and to take measures against fraud and malpractices
- 8. To check & validate marks uploading (Internal Assessment Marks, Practical Marks, Sessional Marks) & ensure that the Entire Exam related documents reach the University in time
- 9. Distribution of Marks lists & certificates to the Students after receiving the same from the University and Granting additional examination opportunities especially for sick aspects
- 10. The examination calendar should be checked and send to the Board of Studies (BOS) for suggestions and prepare yearly convocation schedule
- 11. Student performance evaluation- for students who fare badly in examinations
- 12. Center in Charge will conduct meetings before examinations and record all minutes



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Chairperson

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