

Objectives & Functions Of Examination Committee

Objectives: To conduct examinations and make policy decisions in regard to organizing and holding examinations, improving systems of examinations, moderations, etc. and to prepare a schedule of examinations and declaring the results.

Functions:

1. The Examination Committee deals with all the matters in relation to examinations and hears the complaints received pertaining to any matter arising out of the conduct of examinations and decides the course of action.
2. To initiate Internal Assessment and External Assessment Examination related all work as per college notifications and ordinance.
3. The Exam Committee shall prepare and display overall Supervision Duty List as well as Daily Supervision Duty List on the Staff Notice.
4. The Examination Committee shall make the Block and Seating Arrangement and display them on the concerned Notice Board.
5. Committee should collect examiners names for assessment and moderation of each subject from respective HODs.
6. Preparation of smooth conduct of Examinations, preparation of time – table schedules, Invigilation duty chart, Seat allotment in the Examination halls etc.

Committee Members:

1. The committee shall consist of members as required to the work.
2. The Principal shall appoint the convener and members of the committee in consultation with the staff.

Tenure/Terms:

The tenure of examination committee shall be 3 (three) academic calendar year or from the date of committee formation.

Examination Committee: (Date: 9th October 2019)

- | | |
|------------------------|------------------------------|
| 1. Dr. L. Khiloni | (Principal) - Convenor |
| 2. L. Solomon Dangsawa | (Vice Principal) - Secretary |
| 3. M. Premchand Singh | (Chemistry) - Member |
| 4. Marim Paingam | (Botany) - Member |
| 5. Dr. Moses Shanoi | (HOD Anthropology) - Member |
| 6. Dr. Alita Tarao | (History) - Member |
| 7. Roel Serungam Moyon | (Head Clerk) - Member |