

Our Lady of Grace Trust's

ST. GONSALO GARCIA COLLEGE OF ARTS AND COMMERCE, VASAI



EXAMINATION COMMITTEE **POLICY**

1. About:

The Examination Committee is a significant body of the institution headed by Examination In charge. This Committee is authorized to conduct examinations, frame policy decisions regarding smooth conduct of examination and timely declaration of the results and deals in every matter related to examination.

2. Functions:

- To frame the policy regarding organizing examinations both internal and External.
- To organize required resources for timely and orderly completion of Examination.
- To frame the schedules of internal examination, external examination, Periodic Test, preliminary examination, practical examination and Viva-Voce examination.
- To collect the data regarding number of students and Subjects.
- To allot seat number to students appearing the exam and preparing seating arrangement.(Counting blocks and benches available per block, numbering and display of seating arrangement at various places for convenience of students and supervisors.)
- Appointment of Paper Setters and assigning their duties regarding the same.
- Collecting multiple sets of question papers in order to maintain secrecy in the exam.
- To appoint supervisors and assigning supervision duty in advance for smooth conducts of exams.
- Providing Help Desk facility to solve students' queries and technical problems.
- Taking special care of Physically Challenged students.
- To provide a 'water boy' facility.
- Collection of answer sheets along with supervisor's reports and attendance.
- Providing CAP facility for assessment of answer sheets.
- To collect and submit the mark sheets to the result committee, uploading and synchronizing Marks on University Portal.



- To hear the complaints received regarding any matter arising out of the conduct of examinations and deciding the further course of action.
- To conduct re-exam as per university guidelines.

3. Facilities of the Committee:

- Fully Inverter backed- up and Air conditioned Examination control room equipped with CCTV Camera, High Configured Computer with high speed internet facility. and attached Printer.
- Two cyclostyle Machines, One Xerox machine, One laptop, Required furniture(Table and Chairs)
- Stationery including Printing papers, Files, Scissors, Calculators, Steplers, Pins, treads, Pens, Pencils, Erasers, Scales, Gum bottles, Ink, Rubber Stamp, Date Stamp, Rubber bands, Packing paper, Envelopes, registers,.

4. Management of The Committee:

Committee consists of the Chief Conductor, In charge and six faculty members. Examination Clerk, understudy, Peons

Committee Members

1. Principal Dr. Somnath Vibhute - Chief Conductor
2. Prof. Hyacinth Andrades - In-charge
3. Prof. Sebastian Rebello - Member
4. Dr. Gunwant Gadbad - Member
5. Dr. Sangita Dubey - Member
6. Dr. Gatting Koli - Member
7. Prof. Brandon Dsilva - Member
8. Prof. Stanislaus Lopes - Member
9. Mrs. Rachael Vaz - Understudy
10. Mr. Jonas Vasaikar - Understudy

5. Role of the In-charge

- To finalize the plans and control the execution of the same.
- To attend the queries faced by students and staff.
- To attend the meetings and seminars organized by University and Cluster.




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- To keep record of each and every issue related to the examination

6. Role of Committee members

- Performing various duties assigned by Principal and Exam In-charge.



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