

SRI BHAGAWAN MAHAVEER JAIN FIRST GRADE COLLEGE

Geetha Road, Robertsonpet, K.G.F – 563 122.

EXAMINATION COMMITTEE

THE RESPONSIBILITIES OF THE EXAMINATION COMMITTEE

1. To Prepare the guidelines for conducting internal examination and University examination in accordance with the norms of the university.
2. To fix up the dates for conducting the internal examination after taking into consideration the completion of the syllabus by the respective subject teachers.
3. To inform the students regarding the examination dates and the pattern of the examination
4. To inform all the faculty members about the exam days and submission of the exam question papers on or before the date being fixed.
5. Submission of the absentees statement to the admin office to inform the parents.
6. Issue of the answer scripts to the concerned subject faculty for valuation
7. Submission of internal marks by the subject faculty to the committee.
8. To Inform the Final Examination by the University to the students and faculty
9. Display of internal marks of students on the notice board.
10. Allotment of Invigilation duties.