

## **❖Exam Committee:**

### **A)Constitute :**

- Dr. N.C. Shah (Chairman)
- Dr. Chinmay K Desai (Member Secretary)
- Prof. Krupa Dave (Member, EC/EE)
- Prof. Vinay Bhavsar (Member, ASH)
- Prof. Jayesh Munjani (Member, EC/EE)
- Prof. Ankur Rana (Member, EC/EE)
- Prof. Chinmay Naik (Member, EC/EE)
- Prof. Ankit Adesara (Member, EC/EE)
- Prof. Jemish Maisuria (Member, EC/EE)
- Prof. Dharti Katti (Member, EC/EE)
- Prof. Vikesh Patel (Member, Mech/Auto)
- Prof. Krunal Gaywala (Member, Mech/Auto)
- Prof. Ankit Desai (Member, Mech/Auto)
- Prof. Palak Desai (Member, Mech/Auto)
- Prof. Rachna Patel (Member, CO/IT)
- Prof. Shweta Singh (Member, CO/IT)
- Prof. Vishvajit Bakarola (Member, CO/IT)
- Prof. Mihir Patel (Member, CO/IT)
- Prof. Parth Tandel (Member, Civil)
- Prof. Hiten Kheni (Member, Civil)
- Prof. Hemali Jardosh (Member, Civil)

### **B)Function:**

- To conduct internal exams at institute.
- To make necessary arrangements that include time-table, seating arrangement, arrangement of stationary, declaration of results.
- To analyze results Semesterwise, Subjectwise and make suggestion for corrective actions.
- To suggest any improvements in the existing examination system for betterment.

### **C)Process:**

- HoDs will co-ordinate conduction of exams at department level. HoDs also ensure fare conduction exams as well as uniform distribution of exam related duties.

### **➤Responsibilities of members of committee**

- Internal members on the committee shall be nominated by the Director/HoDs.

- Internal members shall participate actively in all meetings of the committee.
- External members on the committee shall be nominated by the Provost/Director.
- Internal members shall report the decisions made by the committee to their respective departments for necessary action/implementation.

➤ **Responsibilities of the members secretary of the committee**

- The member's secretary with permission of the chair shall prepare the agenda and call the meetings.
- The member secretary shall circulate minutes of the meetings to all members of the Board.