

Date: 12/07/2019

### OFFICE ORDER

#### INSTITUTIONAL EXAM COMMITTEE

The Institutional Examination Committee for the academic year 2019-20 is constituted as follows

1.	Dr. Talele Gokul S.	Principal	Chairman
2.	Mr. Vyavahare Prashant V.	Assistant Professor	College Examination Officer
3.	Mrs. Fegade Varsha C.	Assistant Professor	Internal Examination officer
4.	Mr. Kapse Sachin N.	Assistant Professor	Member
5.	Mrs. Pagare Priyanka S.	Assistant Professor	Member
6.	Mrs. Birari Monali N.	Assistant Professor	Member

#### Function and Responsibilities:

1. To improve and control the quality of internal examinations to be conducted at institute level.
2. Ensure proper dissemination of information with regard to examination among all the stakeholders viz. student/ faculty/ non-teaching staff/ university authority etc.
3. Approval and submission of online examination forms on SPPU web portal.
4. Ensure proper Communication with SPPU with regards to examination and fulfillments of University circulars.
5. To ensure proper organization of In-semester assessments / sessional / end-semester examinations in the college.
6. Appointment alternative external senior supervisor/ chairman / internal examiners / external examiner for conduct of End-semester theory / practical examination with permission of university appointed authorities.
7. Resolve student / faculty/ university grievance with regards to examinations.
8. Uploading internal / End-semester examination marks on SPPU web portal.



  
Principal  
Matoshri College of Pharmacy,  
Eklahare, Nashik - 422 105

Copy to: 1. Establishment file  
2. Concern Faculty Member

## EXAMINATION REDRESSEL GRIVANCE MECHANISM

