



SHRI DHANWANTRY AYURVEDIC COLLEGE & HOSPITAL
SECTOR 46-B, CHANDIGARH, 160047

Visit us at : www.dhanwantrychd.org

Contact us : 0172-5046000 Email: ghanwantry@rediffmail.com

EXAMINATION COMMITTEE

The Examination committee is an apex body of the Institute and shall be facilitated by three sections:

- a. Examination
- b. Record Maintenance
- c. Administration.

Objectives

- The main objective is to plan and organize all college examinations, their smooth conduct and the declaration of the results on time.
- The objective includes whether a student meets the requirements with regard to knowledge, insight and skills, which are laid down in the Examination.
- The objective also includes to safeguard the quality of the examination procedures.

Responsibilities

- The main responsibility of this Committee is to carry out examinations, publish results, maintain their record and to award certificates to the students who pass the final examinations.
- Keeping the record of each and every issue related to the examination and organizing workshops and seminars for the improvement of the examination system .

Functions

- The committee has to prepare relevant time tables of the Institute, based on the Examination Time Table
- The committee has to approve and finalize the schedules of internal examinations.
- The committee has to make necessary arrangements to conduct both internal and external examinations with strict vigilance.
- The committee has to establish procedures and instructions for assessing and determining the results of internal examinations
- The Committee has to notify the schedules of examination to the faculty and students well in advance to prepare themselves for the examinations.

- The committee has to create guidelines for examiners and students.
- Committee has to collect list of examiners for assessment and moderation of each subject from respective HODs.
- The committee has to prepare smooth conduct of Examinations, Invigilation duty chart, Seat allotment in the Examination halls etc.
- The committee has to ensure that the entire exam related documents reach the university in time.
- Committee work includes distribution of marks lists to the students after the results of various examinations received from the University.
- The committee has to take measures against any misconduct or fraud.
- The committee has to display the statement of internal marks on student notice board and sending a mark sheet of student to respective parents.

Member of Examination Committee

1.	Chief Controller	Prof.Ramadas Maganti
2.	Controller	Dr. Thakur
3.	Asst. Controller	Dr.Viraj V. Jadhav
4.	Secretarial Assistant	Dr.Vinod Jain
5.	Member	Dr.Amrit Malik
6.	Member	Dr. Ashok Bishnoi
7.	Member	Dr. Rijin Mohan
8.	Member	Dr. Nidhin MM
8.	Member	Dr. Abhiram
9.	Member	Dr. Prerana

Meeting Schedule: Four time in a year (3rd Saturday of February, May, August and October)