

Year 2025 - 2026

Report on the Functions of the Examination Committee
S. L. U. Arts and H. & P. Thakore Commerce College for Women,
Ellisbridge, Ahmedabad - 380006

The Examination Committee is considered a very important and sensitive department. The main function of this committee is to conduct and complete all college as well as university examinations impartially, on time, and smoothly.

***The key tasks accomplished by the Examination Committee were as follows:**

(01) Prepared a well-organized timetable for internal examinations under the guidance of the Principal as per university guidelines, and displayed it on the notice board as well as in the students' groups.

(02) Instructed professors to prepare question papers on time and effectively maintained the confidentiality of the question papers.

(03) Managed the photocopying process according to the number of students once question papers were prepared, strictly ensuring no breach of confidentiality.

(04) Ensured the sufficient availability of answer sheets, supplements, and other examination-related materials.

(05) Prepared block-wise seating arrangements and a comprehensive list of supervisors based on student enrollment.

(06) Arranged proper seating, numbering, and hall layouts in coordination with the administrative staff.

(07) Managed facility readiness, including lights, fans, and cleanliness.

(08) Commenced all examinations precisely on schedule.

(09) Retrieved answer sheets immediately after examinations and distributed them securely to the respective professors for assessment.

(10) Conducted surprise classroom inspections to actively prevent any malpractices.

(11) Maintained an accurate and precise record of present and absent students via the attendance sheets.

(12) Successfully prepared and finalized the results within the stipulated time limit.

(13) Displayed the internal assessment marks on the notice board for student reference.

(14) Uploaded the internal assessment marks online to the university portal in a timely manner.

(15) Organized and executed proper arrangements for conducting re-tests as per institutional rules.

(16) Appropriately addressed and resolved any student complaints regarding the examination process.

(17) Expedited and resolved matters related to mark calculation, re-checking, and re-assessment.

(18) Executed proper block creation, seating arrangements, and numbering, and effectively coordinated block supervisors and senior supervisors during the university examinations.

Under the proper guidance of the College Principal, with the cooperation of all members of the Examination Committee, professors, and administrative staff, all examinations during the year were completed peacefully and successfully. The Examination Committee has always been ready to maintain the credibility of the examinations.

Report Prepared By:

1) Dr. R. K. Kotwal – Convener

2) Prof. Narvatsinh Damor - Member

3) Dr. Madhusudan Mukerjee – Member

4) Dr. Rashmi Soni – Member

5) Dr. Neeta Patel – Member

6) Dr. Sheetal Rathod - Member