

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 main functions of the Examination Committee are as follows:**

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

(02) To instruct professors to prepare question papers on time. Along with this, to maintain the confidentiality of the question papers.

(03) To get photocopy (Xerox) copies made according to the number of students after the question papers are prepared. To ensure that confidentiality is not breached.

(04) To ensure there are sufficient answer sheets, supplements, and other examination-related materials.

(05) To prepare block-wise seating arrangements and a list of supervisors according to the number of students.

(06) To arrange proper seating arrangements, numbering, etc., in the examination hall with the help of the administrative staff.

(07) To take care of lights, fans, cleanliness, etc.

(08) To start the examination on time.

(09) After the examination is over, to retrieve the answer sheets and distribute them properly to the respective professors for assessment (checking).

(10) To prevent malpractices and conduct surprise inspections of the classrooms.

(11) To keep an accurate record of students appearing for the exam and absent students in the attendance sheet.

(12) To get the results prepared within the time limit.

(13) To display the internal assessment marks on the notice board for the students.

(14) To upload the internal assessment marks online on the university portal on time.

- (15) To make proper arrangements for conducting re-tests as per rules.
- (16) To resolve student complaints appropriately.
- (17) To quickly resolve matters related to mark calculation, re-checking, and re-assessment.
- (18) To make proper blocks, seating arrangements, numbering, and properly arrange block supervisors as well as senior supervisors during 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:

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