

COM. No.9/A.Y.2024-2025

02nd September 2024**CIRCULAR**

The Examination Committee is reconstituted and will continue *from the* Academic Year 2024-2025. The members of the committee are as follows:

Sr. No.	Name of the Staff	Department	Designation
1	Prof. M A Mohite	ExTC Engineering	Chairman
2	Prof. N D Galande	Chemical Engineering	Member
3	Prof. V S Jadhav	Civil Engineering	Member
4	Prof. V M Swami	Mechanical Engineering	Member
5	Prof. S D Latkar	Computer Engineering	Member
6	Prof. A V Phanse	AIML Engineering	Member
7	Prof. S K Dhawale	ASH Department	Member
8	Mr. M M Jadhav	Computer Engineering	Member
9	Mr. V B Palekar	Computer Engineering	Member

Committee should conduct at least one meeting every month and as & when required. Chairman should maintain the record of minutes of meetings and produce to the undersigned as and when required.


PRINCIPAL

cc :All GIT Staff.

Role and Responsibilities:

- To conduct the Internal/ External/ Practical Examinations for all the programmes offered in the College.
- To prepare a Time Table for the above-mentioned examinations in advance and inform the students about the same.
- To allot the exam halls for all the examinations conducted in the College.
- To ensure that all the question papers are prepared well in advance.
- To collect all the answer scripts and the supporting documents required.
- To arrange for External/Internal Valuation of Exams.
- To prepare the result of SE and TE and get it approved by the university.
- To publish the results and take necessary steps for the conduct of supplementary exams in time.
- To address the grievances/ complaints of the students and staff concerning exam-related issues.

