

Ref: RIET/Dir./2023-24/25

Date: 13<sup>th</sup> September, 2023

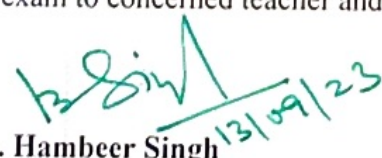
## Notice

The following examination committee has been constituted to conduct internal and-external examination related work as per JC Bose UST, YMCA Faridabad and HSBTE:

Sr. No.	Name	Designation	Department	Position
1	Mr. Parveen	HOD-ME	ME	Coordinator
2	Mr. Raj Kumar	Asst. Prof.	CSE	Member
3	Mr. Chander Mohan	Asst. Prof.	ME	Member
4	Mr. Devesh Pandey	Asst. Prof.	CE	Member
5	Mr. Gaurav Sharma	Asst. Prof.	ASH	Member
6	Mr. Abdesht Mandal	Office Supdt.	Academic	Member

### Responsibilities:

1. The examination committee shall prepare relevant exams time tables, attendance sheet for internal and external examination and question paper submission format for internal exams.
2. The examination committee shall make seating arrangement and display them on the concerned Notice Board/Website and Blocks.
3. The examination committee shall prepare and display an overall Supervision Duty List.
4. The examination committee shall ensure that adequate stationery, like answer sheets, drawing sheets, charts, graph paper, drawing boards, trays, threads etc. are made available.
5. Preparation of invigilation duty chart.
6. To conduct internal examination as per academic calendar.
7. The examination committee shall hold a pre-exam meeting to brief the members of faculty with regard to the examination procedures.
8. The examination committee shall arrange for strict vigilance during conduct of examination so as to avoid use of unfair means.
9. The examination committee shall arrange for handing over of answer sheets of internal exam to concerned teacher and keep a record of it.

  
Dr. Hambeer Singh  
Director

cc:

1. Administrator
2. All HODs
3. Deputy Registrar/Academic section
4. All Concerned
5. Student notice board
6. Institute website