

**DR. L. D. BALKHANDE COLLEGE OF ARTS AND COMMERCE
PAUNI, DIST. BHANDARA**

College Examination Committee

The following College examination committee is to be formed under the Direction No. 45 of 2023 of
R. T. M. Nagpur University, Nagpur Winter Examination 2023-24.

Sr. No.	Name of Exam. Committee Members	Designation
1	Dr. Ramesh S. Bansod	Chairman
2	Dr. Swati S. Shambharkar	Exam in charge (Secretary)
3	Dr. S. M. Nandagawali	Member
4	Mr. N. P. Singade	Member
5	Mr. M. G. Wahane	Member
6	Mr. R. G. Raut	Member

Procedure for conducting University Examination at the College Centre

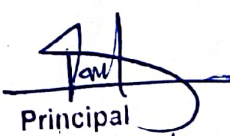
A) Appointment of Chief Supervisor/Officer in charge and His Duties:-

1. The Principal of the college is the Chief Supervisor of the examination.
2. The Principal can recommend a Senior Teacher as the Officer in charge with the consent of the University.
3. The Principal of the college shall alone be responsible for maintaining discipline at the College Campus and any lapses occurring at the examination centre during the conduct of examinations.
4. In the absence of Principal, the Officer in charge shall be responsible for conducting the examination and maintaining discipline at the college centre.

B) The Duties of Chief Supervisor of the college examination centre shall ensure that:

- 1) The Officer in charge should see the examination is to be conducted at the centre as per the rules/norms laid down by the University from time to time.
- 2) It is the duty of Principal and Officer in charge to see the examination premise is well protected so that no trace passers or outsiders can enter in the premises unnoticed.
- 3) The college decided to change the Seating arrangement as per the need and strength of the students appearing for the examination.
- 4) The unfair means during the conduction of examination should be strictly prohibited at the centre.
- 5) Preparation of Answer books:-
 - i) Answer books are prepared in the college with serial number on the cover page.
 - ii) Answer books should be in good condition
 - iii) Question papers are downloaded and printed in the college half an hour before the commencement of the examination.
 - iv) The invigilators are appointed from the approved full time and part time teachers only.
 - v) The Relievers should be appointed by Officer in charge as per the need of time.
 - vi) Physical search should be conducted regularly before the commencement of the examination.
 - vii) The unfair means must be reported to the college on the same day duly sign by officer in charge.
 - viii) The Answer books should be assessed in the college only.
 - ix) Results should be submitted immediately after the assessment.
 - x) The account of the college examination should be conducted within 15 days from the day of closure of examination at the centre.




Principal
Dr. L.D. Balkhande
College of Arts and Comm.
Pauni, Dist. Bhandara