



Bharatiya Vidya Bhavan's
SARDAR PATEL INSTITUTE OF TECHNOLOGY
(Autonomous)

Munshi Nagar, Andheri(W), Mumbai – 400 058.

Name of the Committee :- Examination Committee (EC)		
Structure of the committee		Composition of the committee (2017-18)
Chairperson of the Committee	Principal of the Institute	1. Dr. Prachi Gharpure
Members	Dean Academics	2. Dr. Surendra Rathod
	Two Expert from outside	3. Dr. R. G. Karandikar 4. Dr. Shyamlee Solanki
	Mumbai University Nominee	5. Prof. Deepak Wasave
	ETRX Dept. Exam Co-ordinator	6. Prof. K.T. Talele
	EXTC Dept. Exam Co-ordinator	7. Prof. Anand Mane
	Computer Dept. Exam Co-ordinator	8. Prof. Sunil Ghane
	IT Dept. Exam Co-ordinator	9. Prof. Varsha Hole
	MCA Dept. Exam Co-ordinator	10. Prof. Harshil Kanakia
	ASH Dept. Exam Co-ordinator	11. Prof. Meghna Naik
Member Secretary	Controller of Examination (COE)	12. Ex-Officio of S.P.I.T.
The Powers and Duties of EC: <ol style="list-style-type: none">1. The EC shall ensure proper performance of the various duties in conducting examinations viz. paper setting, time table preparation, assessment and declaration of results.2. The EC shall recommend examination reforms and shall implement them after approval of academic council.3. The EC shall prepare the detailed time table of examinations as per the schedule approved by academic council.4. The EC shall arrange for strict vigilance during the conduct of examination so as to avoid use of unfair means by the students, faculty, and invigilators.5. Complaint Redressal Committee (CRC) shall be an independent committee consisting of three members appointed by Chairman, EC as and when required to deal with the complaints related to the conduct of examinations.6. The recommendations of the CRC shall be approved by Chairman, EC to take appropriate disciplinary actions in the concerned matter. The disciplinary actions shall be endorsed by the EC.		



Bharatiya Vidya Bhavan's
SARDAR PATEL INSTITUTE OF TECHNOLOGY
(Autonomous)

Munshi Nagar, Andheri(W), Mumbai – 400 058.

7. For any meeting of EC, one-third members shall constitute a quorum. However, the same meeting shall be held after 30 minutes of the scheduled time, for which, no quorum shall be applicable.
8. The members of EC shall meet at least twice during the academic year and at other times as and when necessary.
9. The various formats shall be prepared by EC for record keeping and monitoring all examination related activities.
10. The EC shall perform such duties and responsibilities that are assigned by Academic Council of the institute from time to time.
11. COE shall be assisted by the department exam coordinators (DEC) for carrying out the following activities during examinations.
 - i. Paper Setting and Printing
 - ii. Examinations (Theory)
 - iii. Examinations (Practical, Project/Dissertation, seminar, online examination)
 - iv. Assessment of answer books
 - v. Preparation and declaration of provisional grades
 - vi. Preparation and declaration of final results

Principal