

S. N. J. B's  
Smt. K. B. Abad Hom. Med. College Shri R. P. Chordiya Hospital &  
Bhamashah Shri V. D. Meheta Dev-Vijay P. G. Institute of Homoeopathy & Research Centre  
Neminagar, Chandwad (Nashik)

EXAMINATION COMMITTEE REPORT  
(June 2 - MAY 22)

To,  
The Principal  
SMT K B Abad HMC  
Chandwad

Subject – submission of examination committee report of June 2021 – May 2022

Respected Sir,

With reference to above cited subject, examination committee submitting the committee report of academic year June 2021 – May 2022.

Thanking you

Yours faithfully



Coordinator - DR. S. S. THORAT

(parewa)  
IGAC coordinator



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**1. Examination process:**

- a) Frequently committee meetings are conducted. After discussion with committee members and with consent of principal we prepare annual plan.
- b) The schedule of the examination and system of the institute is made to known to all students at the beginning of the academic session.
- c) Term end and preliminary exam conducted for every batch as per the academic calendar.
- d) Conduct internal examination as per MUHS guidelines to assess learning outcomes.
- e) Maintain high standard of quality of conducting examination
- f) Question papers for examination are collected from HOD's of different department.
- g) Review all examination papers and ensures that set guidelines have been followed as per college policy.
- h) Confidentiality maintained while typing, proof reading and printing of question papers.
- i) All material related to exam is stored in exam office with sealing.
- j) Evaluate the fairness, validity and reliability of exam items so as to make the necessary improvements and correction.
- k) Scheduling of exam, the reservation of exam halls, assigning exam invigilators along with other complementary tasks and duties.
- l) Meticulously observes the Discipline during exam.
- m) Grievances are pointed out and appropriate action is taken
- n) Waterman facility is provided during exam period.
- o) Based on results of the evaluation of the content of the exam, the committee will give report to academic committee.
- p) Maintain strict record of attendance of the students appearing for examination and disciplinary action as per necessity.



- q) Conduct counseling session and parents meeting for needy students.
- r) Conduct repeater classes and counseling lectures for repeater students.

