



Ref.No.VVP/Estt./2022-23/ 435/7

Date: 21.07.2022

Institute Examination Committee

The following committee is constituted for Institute Examination committee to carry out examinations, publish results and award certificates (provided by the MSBTE and Institute) to the students who pass the final examinations.

Sr.No	Name of the Staff	Designation	Mobile No
01	Dr. V. R. Rathi	Chairman	9423787412
02	Mr. N. M. Garad	Member	9890844774
03	Mr. V. R. Lawande	Member	9022395155
04	Mr. A. A. Shaikh	Member Secreatry	9975626376
05	Mr. D. V. Patare	Member	9975417597
06	Mr. R. P. Kumawat	Member	9975626198
07	Mr. G. P. Walhekar	Member	9503714071
08	Mr. G. P. Kadu	Member	9970201020
09	Shri. D. G. Karle	Member	9766364385

Roles and Responsibilities of the committee:

- To prepare the tentative internal examination timetable and make same available to the students at least one month before the date of the examination.
- To correct the tentative timetable in line with the observed corrections as may be raised by the students and/or examiners before the final timetable.
- To circulate the final timetable for the examination at least two weeks before the date of the examination.
- To ensure sanity and integrity of the examination by preparing the seating arrangement of students in a manner that will not compromise the examination.
- To prepare the attendance sheets for each venue to be used for the examination.
- To prepare the attendance sheets for the invigilators and attendants and ensure that all officers on duty endorse the attendance sheets.
- To prepare a schedule of invigilation for Chief Invigilators, Invigilators and Attendants.
- To document all cases of examination malpractices and forward same to the office of the Dean for onward transmission to the Disciplinary Committee on Examination and Other Academic Related Matters.
- To ensure the overall sanity of the examination by moving round the venues allocated for the examinations in order to monitor the processes and conducts of the invigilators and/or the students.
- To carry out all other functions as may be assigned by the MSBTE.



(Dr. V.R. Rathi)
Principal
PRINCIPAL

Padmashri Dr. Vitthalrao Vikhe Patil
Institute of Technology & Engineering
(Polytechnic) Pravaranagar