

## **Don Bosco Institute of Technology, Mumbai - 70**

### **Exam Committee**

The exam committee will assist the Controller of Exams (CoE) and the Exam section for the smooth conduct of all forms of assessment.

#### Objectives:

- Put in place a robust system for all forms of assessment
- Prepare a set of guidelines to be followed by faculty regarding good assessment practices
- Ensure timely communication to faculty and students regarding all formal assessment
- Provide guidance regarding eligibility, re-evaluation process, exam related grievances
- Ensure fair and timely assessment and display of results
- Analyse results and recommend action to be taken
- Prepare guidelines for handling malpractices and use of unfair means
- Ensure smooth and timely conduct of all assessment
- Conduct exam audit and submit results to Management
- Ensure compliance with university requirements
- Work closely with CoE and Exam section to uphold the integrity of the examination process

#### Committee Members:

1. Dr. Prasanna Nambiar - Principal
2. Mrs. Pratibha Dumane - Controller of Examinations
3. Dr. S.S. Mande (EXTC)
4. Mrs. Shainila Mulla (COMP)
5. Mr. Uday Nayak (IT)
6. Mr. Sandip Sabnis (MECH)
7. Mr. Sameer Hadkar (BSH)