



EXAMINATION COMMITTEE

(As per SPPU Guidelines SAVITRIBAI PHULE PUNE UNIVERSITY ACT, 2016)

SN	Member Name	Designation
1	Dr. Pradipkumar Tambe	Principal
2	Mr. LEVI Morningstar	Chief Examination Officer
3	Mr. Kailash Poul	Internal Sr. Supervisor
4	Ms. Rohini Deshpande	Administrative Officer
5	Mr. Umesh Kate	Student Representative



EXAMINATION COMMITTEE

CHAPTER I

PRELIMINARY

1. Short Title

These Regulations may be called **"The Examination Committee Regulations"** of the Institution.

2. Commencement

These Regulations shall come into force from the date approved by the competent authority of the Institution.

3. Applicability

These Regulations shall apply to all **internal, university, semester, practical, moot, viva-voce, and evaluation activities** conducted in the Institution in accordance with **SPPU rules**.

CHAPTER II

ESTABLISHMENT AND AUTHORITY

4. Establishment of Examination Committee

There shall be an **Examination Committee** in the Institution to oversee and regulate all examination-related activities.

5. Authority

The Examination Committee shall function under:

- Savitribai Phule Pune University Act, Ordinances & Circulars
- Directions issued by SPPU from time to time
- Institutional academic regulations



CHAPTER III

CHIEF EXAMINATION OFFICER (CEO)

6. Appointment of CEO

The **Principal / Head of Institution** shall act as the Chief Conductor & he shall appoint a senior faculty member as CEO as per University norms.

7. Powers and Responsibilities of CEO

The CEO shall:

1. Act as the **principal authority** for conduct of examinations
2. Ensure strict compliance with SPPU examination rules
3. Maintain confidentiality and integrity of examination processes
4. Supervise internal and external examinations
5. Liaise with the University Examination Section

CHAPTER IV

COMPOSITION OF THE EXAMINATION COMMITTEE

8. Composition

The Examination Committee shall consist of:

1. Chief Examination Officer (CEO) – Chairperson
 2. Convener / Examination In-Charge – Senior Faculty Member
 3. Two to four Faculty Members
 4. Office Superintendent / Senior Clerk – Member
 5. Examination Clerk / Support Staff – Member Secretary
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CHAPTER V

OBJECTIVES OF THE EXAMINATION COMMITTEE

9. Objectives

The objectives of the Examination Committee shall be:

1. To ensure fair, transparent and timely conduct of examinations
2. To maintain confidentiality and integrity of question papers, answer scripts, and results
3. To ensure compliance with SPPU examination rules
4. To facilitate smooth coordination between students, faculty and the University
5. To prevent malpractice and ensure discipline during examinations

CHAPTER VI

FUNCTIONS AND DUTIES

10. Core Functions

The Examination Committee shall:

1. Prepare and implement the **examination timetable**
2. Conduct internal assessments, semester examinations and practical exams
3. Appoint supervisors, invigilators and examiners
4. Ensure proper seating arrangements and examination discipline
5. Maintain examination records and documentation
6. Ensure secure handling of question papers and answer books
7. Facilitate evaluation and timely declaration of results
8. Handle cases of **unfair means** / **malpractice** as per university rules
9. Forward examination data, marks and reports to SPPU
10. Address examination-related grievances of students



CHAPTER VII

CONFIDENTIALITY AND DISCIPLINE

11. Confidentiality

All members shall maintain **absolute confidentiality** in examination matters.

12. Unfair Means

Cases of unfair means shall be dealt with strictly in accordance with **SPPU norms** and principles of natural justice.

CHAPTER VIII

MEETINGS, RECORDS AND REPORTING

13. Meetings

The Examination Committee shall meet:

- Prior to each examination cycle
- As and when required for urgent matters

14. Records

The Committee shall maintain:

- Minutes of meetings
- Examination registers
- Confidential records
- Result data and correspondence