



Shikshan Prasarak Mandal's
Jawahar Arts, Science & Commerce College,
Anadur, Tal: Tuljapur, Dist: Osmanabad.

President: Hon. B. F. Kasture

Secretary: Hon. S. N. Alure Guruji

Principal: Dr. Umakant Chanshetti (M.Sc. M.Phil. Ph. D.) 9420488874

Ref. No. JASCCA/

Date: June 17, 2019

To,

Dr. Somshankar Rajmane,
Head, Department of Physics,
Jawahar ASC College,
Anadur, Dist: Osmanabad.

**Subject: Appointment as a Convener of Examination
Committee of College.**

Dear Sir,

It gives me an immense pleasure to inform you that, you have been appointed as a Convener of **Examination Committee** of our Jawahar College, Anadur from this academic year June 2018.

Your appointment on this **Examination Committee** as a convener is for five year. The details of this cell are enclosed with this letter.

Here with you advised that, you should communicate with other members and prepared the perspective plan for this academic year 2019-2020, and submit to the office up to June 30, 2019.

Wishing you all the best.

Encl: Manual of Examination committee.

For Information Copy to:

Hon. S. N. Alure Guruji,
Secretary, Shikshan Prasarak Mandal,
Anadur, Dist: Osmanabad.

PRINCIPAL
Jawahar Arts, Science & Commerce
College, Anadur,
Tal Tuljapur Dist Osmanabad

11. Examination Committee

Composition:

Convener: Dr. Somshankar Rajmane

Coordinator: Dr. M. T. Musande

Members: Prof. Suryakant Aaglave; Prof. Shailesh Shaiwale; Mr. Dilip Chavhan;

Mr. Prakash Bhure; Mr. Vijaykumar Bagade; Mr. Namdev Kale;

Smt. Shubhangi Swami

Associate Coordinators: 1 (Conduct of exams)

- 1 (Results compilation) Members:
- 2 First year- Class Co-ordinator
- 3 Second year - Class Co-ordinator
- 4 Third year- Class Co-ordinator

Role and Responsibilities

Conduct of exams

- You are responsible for Internal as well as University Examinations.
- Preparation of internal examination timetables in coordination with Coordinator
- Allocation of supervision duties, assigning Examiners & Moderators with Coordinator
- Seating arrangements for sessional exams (periodic) and semester exams with Coordinator
- Downloading/ Collecting of semester/ periodic test question papers
- Coordinating with members of respective class for smooth conduct of examination.
- Coordinating office staff for stationary

Results compilation

- Coordinating with members of respective classes for compilation of mark sheets
- Liaisoning with Controller of Examination of BAMU for declaration of results.
- Liaisoning with BAMU University of Aurangabad for sending of marks.

Frequency of meeting: Twice/semester before each exam

Expected Outcomes

- Smooth conduct of examinations and monitoring of all examinations by college vigilance squad.
- Timely declaration of results as per University timelines.


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Ref. No. JASCCA/

Date: June 17, 2019

To,

Dr. M. T. Musande,

Head, Department of Geography,

Jawahar ASC College,

Anadur, Dist: Osmanabad.

**Subject: Appointment as a Co-Convener of Examination
Committee of College.**

Dear Sir,

It gives me an immense pleasure to inform you that, you have been appointed as a Co-Convener of **Examination Committee** of our Jawahar College, Anadur from this academic year June 2018.

Your appointment on this **Examination Committee** as a Co-convener is for five year. The details of this cell are enclosed with this letter.

Here with you advised that, you should communicate with other members and prepared the perspective plan for this academic year 2019-2020, and submit to the office up to June 30, 2019.

Wishing you all the best.

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Ref. No. JASCCA/

Date: June 17, 2019

To,

Mr. Shailesh Shaiwale,

Librarian,

Jawahar ASC College,

Anadur, Dist: Osmanabad.

**Subject: Appointment as a Member of Examination
Committee of College.**

Dear Sir,

It gives me an immense pleasure to inform you that, you have been appointed as a Member of **Examination Committee** of our Jawahar College, Anadur from this academic year June 2018.

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Ref. No. JASCCA/

Date: June 17, 2019

To,

Prof. Suryakant Aaglave,
Department of Mathematics,
Jawahar ASC College,
Anadur, Dist: Osmanabad.

**Subject: Appointment as a Member of Examination
Committee of College.**

Dear Sir,

It gives me an immense pleasure to inform you that, you have been appointed as a Member of **Examination Committee** of our Jawahar College, Anadur from this academic year June 2018.

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Ref. No. JASCCA/

Date: June 17, 2019

To,

Mr. Dilip Chavhan,

Supporting Staff,

Jawahar ASC College,

Anadur, Dist: Osmanabad.

**Subject: Appointment as a Member of Examination
Committee of College.**

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Date: June 17, 2019

To,

Mr. Prakash Bhure,

Lab Assistant,

Jawahar ASC College,

Anadur, Dist: Osmanabad.

**Subject: Appointment as a Member of Examination
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*It gives me an immense pleasure to inform you that, you have been appointed as a Member of **Examination Committee** of our Jawahar College, Anadur from this academic year June 2018.*

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Date: June 17, 2019

To,

Mr. Vijaykumar Bagade,

Lab Assistant,

Jawahar ASC College,

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Date: June 17, 2019

To,

Smt. Shubhangi Swami,

Supporting Staff,

Jawahar ASC College,

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To,

Mr. Namdev Kale,

Supporting Staff,

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