

CE/Exam/I-58/19

Forwarded to Dean.  
30/7  
HOD  
web site etc  
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dt: 24/07/2019

To,  
The Incharge Principal  
M H Saboo Siddik College of Engineering

Sub: Details of working committees related to examination conduction and allied activities

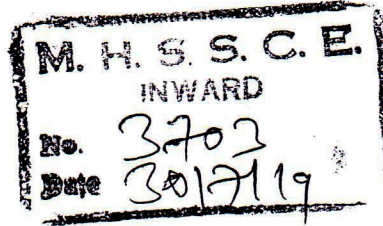
Your Reference No. CE/Admn/851-2019 dated 16<sup>th</sup> July 2019

Sir,  
Following are the committee under Examination Cell

### 1. Examination Cell

Examination Cell consist of following staff

- |                          |                       |
|--------------------------|-----------------------|
| 1. Prof. A R Khan        | Incharge Examinations |
| 2. Mr. Dilip Mohite      | Senior Clerk          |
| 3. Ms. Shabanbanu Shaikh | Senior Clerk          |
| 4. Mr. Rahim B Pathan    | Senior Clerk          |
| 5. Mr. Kalim Sayed       | Peon                  |
| 6. Mr. Dilip Sawant      | Peon                  |



#### Objective and Responsibilities:

1. Examination Cell facilitate the examination related activities like verification of examinations form & its acceptance.
2. Examination Cell provides candidates' list and marksheet of students appearing Sem-III to Sem-VI Examinations to various departments.
3. Examination Cell prepare results and Grade Cards of candidates appeared Sem-III to Sem-VI Examinations.
4. Examination Cell communicate with University related to Offline and Online assessment/moderation of answerbooks, corrections in result/name of students (and many other issues) and updating name of examiners etc.
5. Preparation of duty charts of various responsibilities for smooth conduction of examinations and supervise the same during examination. Examination is conducted with support of teaching and non teaching staff of all the departments.
6. Examination Cell deals with with Revaluation of answerbooks of candidates appeared Sem-III to Sem-VI Examinations and update same to University.

### 2. Assessment Moderation Co-ordinator's Committee

#### Objective and Responsibilities:

Responsibility of this committee is to update staff about availability of answerbooks for online and offline assessment and moderation. And to get answerbooks assessed and moderated.

#### This committee consists of following staff from various departments:

Automobile Engineering	Prof. Nafees Khan
Civil Engineering	Prof. Asif Mazhar Ansari
Computer Engineering	Prof. Fatima Ansari
Electronics Engineering	Prof. Parmatma Pandey
Electronics and Telecommunication Engineering	Prof. Rehana Jamadar
Information Technology	Prof. Swati V Ganar
Mechanical Engineering	Prof. Pradeep Yadav

### **3. Unfairmeans Enquiry Committee**

#### **Objective and Responsibilities:**

To deal with Unfairmeans adopted/alleged to be adopted by students and staff related to Examinations and allied activities.

#### **This committee consists of following staff:**

Chairman	Dr. Ganesh Kame
Member	Dr. Javed Habib
Member	Dr. Pirani Zainab Sultanali
Member	Prof. Abdul Sayeed A S
Member	Prof. Ujwal G. Choudhari

  
**INCHARGE EXAMINATIONS**