



EXAMINATION COMMITTEE

Purpose : To ensure smooth conduction of college and university exams.

Scope : This SOP applies to the constitution of the Examination committee, roles and responsibilities of members of the Examination committee and maintenance of all activities and documents.

Role and Responsibility :

The Examination Committee performs the following duties yearlong :

- Conducts College level (terminal exams, preliminary exams) and University level examinations.
 - All University Practical Examinations
 - Arranging for the stay of external examiners who are invited for the University level exams.
 - The Examination Committee shall prepare relevant time tables for College based on the Examination Time Table of the MUHS.
 - The Examination Committee shall make the Block and Seating Arrangement and display them on the concerned Notice Board/Website and Blocks.
 - The Exam Committee shall prepare and display an overall Supervision Duty List as well as Daily Supervision Duty List on the Staff Notice
 - The Exam Committee shall ensure that adequate stationery, like answer sheets, drawing sheets, charts, graph paper, drawing boards, trays, threads, water jugs etc. are made available.
 - Preparation of smooth conduct of Examinations, preparation of time – table schedules, Invigilation duty chart, Seat allotment in the Examination halls etc.
 - To conduct Internal Assessment examination as per academic calendar.
 - Distribution of marks lists to the students after the results of various examinations received from the University.
 - Any Circular, Guideline, Office Order, Notification received by the University are processed in the Examination Cell, reply thereof prepared and after Principal's signature dispatched or circulates to the concerned Departments / Students



Procedure :

- The members for the Examination Committee shall be selected by the administration committee at the start of the academic year.
 - The exam committee shall prepare the examiners list for the academic year.
 - The exam committee shall prepare and display the College exam time table (terminals and prelims) on the students notice board at least one month prior. The same shall also be displayed on the College website. (students are intimated 1 month prior and timetable is displayed 15 days prior)
 - In case of absenteeism due to medical illness, student shall submit the medical certificate. Time table for the absent students during terminal exams shall be prepared and displayed 15 days in advance.
 - The supervision schedule for the exam shall be prepared and displayed on teachers notice board at least a week prior to the exam.
 - The Committee shall ensure that the theory question papers are submitted in the office at least 3 days in advance.
 - The Committee shall ensure smooth functioning during practical exams.
 - During College exams if any student is found of copying, the Principal along with the Committee shall take action against such students as per the guidelines from the MUHS.
- Keeping the records of each and every issue related to the examinations and organizing workshops and seminars for the improvement of the examination system.
- At the end of terminal, prelims and University exams, the committee shall prepare a report for the same.



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- No re-exams are taken for improving the internal assessment marks as per University.
- The Committee shall ensure the confirmation of all the external examiners during the University exam. The stay and food arrangement for the external examiners shall be done by the committee. Feedback shall be collected from the external examiners.
- The Committee shall have meetings at least 4 times in a year. The minutes for the same shall be timely documented.

Members:

Principal: Dr. Shweta Manwadkar (PT)
Dr. Khyati Kothary(PT)
Dr. Sneha Ganu (PT)
Ms. Sulbha dambale
Ms. Akshata Dalvi
Mr. Pravin Sawant
2 Class Representatives of each year

PRINCIPAL

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