

## Jain College - Examination Committee

The Examination Committee at Jain College is constituted to ensure the smooth and fair conduct of internal and external examinations. The committee oversees all activities related to the planning, organization, and evaluation of examinations in accordance with university norms and academic regulations.

### 1. Objectives

- To plan and schedule internal and end-semester examinations.
- To ensure strict adherence to examination rules and regulations.
- To maintain confidentiality and integrity in question paper setting and answer script evaluation.
- To coordinate with faculty and administrative staff for the smooth conduct of exams.
- To handle grievances and revaluation requests as per norms.

### 2. Examination Committee Members

Name	Designation	Role in Committee
Dr. Naveen Kumar C.M	Controller of Examinations	Chairperson
Ms. Pushpa N	Faculty, Dept. of Commerce	Coordinator
Dr.Saravanan M.P	Faculty, Dept. of Management	Member
Dr.Pranesh S.N	Faculty, Dept. of Languages	Member
Mr. Manjunath	Liasioning	Member
Mr.Somashekar	Administrative Staff	Member

### 3. Roles and Responsibilities

- Prepare the academic calendar for internal and university exams.
- Coordinate the preparation and printing of question papers in a secure environment.
- Organize invigilation duties and training sessions for faculty.
- Ensure safe collection, evaluation, and storage of answer scripts.
- Maintain records and submit results to the university as per deadlines.
- Address student grievances related to examinations and results.