



**PUNE VIDYARTHI GRIHA'S**  
**COLLEGE OF SCIENCE & TECHNOLOGY**

Affiliated to University of Mumbai

CTS. NO.218, Br. Nath Pai Nagar, Ghatkopar (East), Mumbai – 400077. Tel: 2506 9118

Email: pvgcst@yahoo.com Website: www.pvgcst.in

## EXAMCELL COMMITTEE

The Department is divided into following the parts, on functional basis:

### Pre-Examination work:

- To prepare schedule of Examinations (Under Section 71 of Maharashtra Universities Act, 1994)
- To appoint Paper-setters, Examiners, Moderators (Under Section 32(5)(a) Senior Supervisors
- To prepare the financial estimates for incorporation in the budget of the University and submit the same to the Finance & Accounts Committee (Under Section 32(7)
- To appoint Vigilance Squads (Under Section 32(8)
- To do the seating Arrangement of students,
- To prepare Examinations Programmes of all the Examinations (Time Table); making arrangements for advances to the colleges and University Departments.
- To distribute Stationery to the concerned Centers, distribution of Question papers to the examination Centres etc.

### Actual Conductance of Examination and Preparation of Results

- To make arrangement for Vigilance Squads
- To visit various examinations centers
- To make arrangement to collect the answer books from the various examination's centers
- To get the answer books to assessed by the examiners/moderators
- To receive the report of the Unfair means cases reported by the vigilance squads from the examination centers
- To receive the Practical examinations, Mark lists from the concerned Chairman, examination Centers
- To carry out the work of an assessment of answer books, collecting mark lists/C.D. of mark lists from the Central

### Assessment Programme and the examiners

- To process the result on Computers / Manually
- To declare the results of various examinations, to send the result etc.to the colleges concerned



**Post Examination work:**

- To receive the verification and Revaluation forms from the colleges/Students
- To make the arrangement for the verification and revaluation of answer books
- To send the result of verification and revaluation to the colleges/Students
- To receive application for degrees, diplomas and Certificates
- To make the arrangement for distribution of degrees, diplomas and certificates
- To make arrangement of the answer books received from the examination centers /CAP and preserve the record of examination
- To issue Duplicate mark lists, Transcript, Ranking Certificates
- To deal with the cases of Unfair means, lapses on the part of the students and teachers respectively
- To issue revised marksheets on the basis of change in revaluation etc
- To make available the statistical/other examination information to the Honourable Chancellor's office/UGC/State Government from time to time.

Sr No.	Committee Members	Post
1	Dr. Ajay Kumar Pathak	Chairman
2	Mrs. Meena Patel	Member – Secretary
3	Mr. Gaurav Singh	member

*A. K. S.*

**Principal**

**I/C Principal  
Pune Vidyarthi Griha's  
College of Science & Technology**



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PUNE VIDYARTHI GRIHA'S

# COLLEGE OF SCIENCE & TECHNOLOGY

Affiliated to University of Mumbai (College Code : 866)

CTS No : 218, Br. Nath Pai Nagar, Ghatkopar (East), Mumbai - 400 077 Tel. : 022-2506 9118

Email: pvgcst@yahoo.com • Website: www.pvgcst.in

Ref: PVG/CST/EXAM/2023/3619B

Date: 03/07/23



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2	Mrs. Meena Patel	Exam Co-ordinator (BMS & B. Com Department)
3	Mr. Monu Singh	Exam Co-ordinator (I.T. & C.S. Department)
4	Mrs. Jayshri Borhade	Member

*A.K. Pathak*  
Principal