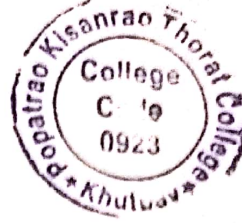


## Examination Committee:



### About:

- The Examination Committee has always been an asset of the Institution. With supreme degree of devotion and allegiance, the Committee has taken care of the efficient conduct of all the Internal and External Examinations of the College, as per the norms of the Savitribai Phule Pune University Pune.
- The Committee is dissolved at the end of every Academic Year and a New Committee is formed at the beginning of the consecutive year.

### Functions of Examination committee

- To conduct the Internal/ External/ Practical Examinations for all the programmes offered in the College.
- To prepare Time Table for the above-mentioned examinations in advance and inform the students about the same.
- To allot the exam halls for all the examinations conducted in the College.
- To ensure that all the question papers are prepared well in advance.
- To collect all the answer scripts and the supporting documents required.
- To arrange for External/Internal Valuation of Exams.
- To publish the results and take necessary steps for the conduct of supplementary exams in time.
- To address the grievances/ complaints of the students and staff concerning exam-related issues.

### Committee Composition

Sr.No.	Name	Designation	Position
1.	Dr.Rekha Salunkhe	Principal	Chief Controller, Examination
2.	Mrs.Archana Memane	Assistant professor	Controller of Examination
3.	Miss.Arati Sutar	Assistant professor	Convener – Faculty of Science
4.	Miss.Akshata Thorat	Assistant professor	Convener – Faculty of Commerce
5.	Dr. Sunita Bankar	Assistant professor	Convener – Faculty of Arts

  
Principal  
Principal

Popatrao Kisanrao Thorat College  
Khutbav, Tal.-Daund, Dist.-Pune.



**Bhairavnath Shikshan Mandal's  
Popatrao Kisanrao Thorat College, Khutbay  
Tal-Daund, Dist-Pune, 412203**

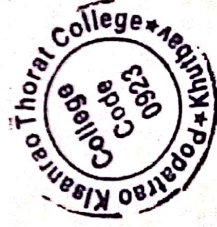
**Minutes of Examination Department Meetings and Action Taken  
Report**

**Academic Year 2022-23**

Sr. No.	Date and Time	Agenda of IQAC Meetings	Action Taken Report
1	15/12/2022 1.30 pm	Our college conducted Exam department meeting for the discussion on the conduct of internal examination. Then discussed about the commencement of the Oct-Nov Theory Examination 2023.	According to our plan of action exam department Conducted internal examination. According to our plan of action exam department Conducted offline theory examination of Oct-Nov Theory Examination 2023.
2	23/04/2023 11.00 am	Exam department made a plan to conduct internal examination of March-April 2023. Then discussed about the commencement of the March- April Practical Examination 2023.	According to our plan of action exam department Conducted internal examination. According to our plan of action exam department Conducted Practical examination of Science Students
3	29/05/2023 10.20 am	Discussion on the Conduct of offline theory examination of March- April 2023.	According to our plan of action exam department Conducted offline theory examination of March-April 2023.



**CEO**  
**College Exam. Officer**  
Bhairavnath Shikshan Mandal's  
Popatrao Kisanrao Thorat College Khutbay  
College Code 9231 Tal. Daund, Dist. Pune



  
**Principal**

**Popatrao Kisanrao Thorat College  
Khutbay, Tal. Daund, Dist.-Pune.**