



Al Ameen Memorial Minority College

Jogibattala, Baruipur, Kolkata-700145

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Examination Committee Policy

The Examination Committee plays a crucial role in the academic affairs of the college. The Committee is headed by Principal with supporting staff from faculty members and non-teaching staff. The main responsibility of the Examination Committee is to conduct all examinations (Both Internal and External Exams) in fair and systematic manner under the directions of the Principal.

Functions of Examination Committee

- Serves all Examination notices received from University to all concerned
- Prepares Invigilation duty chart, seating plans for the students in the Examination halls, etc.
- Ensures smooth conduct of examinations
- Appoints evaluators
- Analyses results and prepares the report thereof for submission to appropriate authorities for follow up action.
- Examination Committee keeps all records pertaining to examinations.
- Ensures continuous Internal Assessment of all courses of all programmes.
- Exam schedule preparation for Internal Assessment/Sessional Examination.
- Meetings on examination related matters.
- Addresses grievances of students, faculty and staff on examination related issues.

Examination Committee Member

Prof. Dipankar Manna	Convener
Prof. Sayera Begum	Member
Prof. Matin Ahmed	Member
Prof. Sk Asgar Ali	Member
Sk Arif Ahmed	Member
Dibyendu Sardar	Member
Benajir Khatun	Member
Farida Khatun	Member
Goutam Sardar	Member
Sailendranath Naskar	Member
Anisuddin Molla	Member
Pannalal Pal	Member
Asadulla Khan	Member