

IMIRC COLLEGE

Affiliated to CCS University, Meerut (U.P.)

Approved by NCTE, Jaipur (Raj.)

(UNDER THE SOCIETY FOR MODERN INFOTECH AND RESEARCH CENTER)

THE EXAMINATION COMMITTEE

Ref. No. IMIRC/P/2025-26/0113

Dated 15/10/2025

The Examination Committee acts as the College's watchdog for academic integrity and efficiency. This dedicated group plays a vital role in upholding the following:

- **Exams on Time, Every Time:** The Committee meticulously plans and schedules examinations, ensuring they adhere to established timelines. This keeps students organized and minimizes stress.
- **A Level Playing Field:** The Committee oversees the entire examination process, upholding the highest standards of fairness and quality assurance. They work to prevent cheating and ensure every assessment is a true reflection of a student's knowledge.
- **Results When You Need Them:** The Committee is responsible for the timely and accurate release of examination results. This allows students to receive feedback promptly and plan their academic journey accordingly.

By consistently demonstrating unwavering commitment, the Examination Committee has established a tradition of excellence in administering all internal and external examinations. They ensure every assessment adheres to the rigorous guidelines set forth by Chaudhary Charan Singh University.

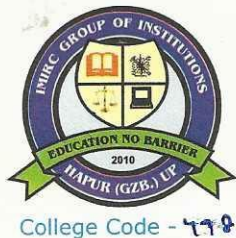
S.N	Name	Designation	Status
1.	Dr.Rajendra Singh Tomar	Director	Chief Controller, Examination
2.	Mr.Satendra Kumar	Member	Controller of Examination
3.	Dr. Lokendra Kumar	Assistant Professor	Member
4.	Dr. Prakashvir	Assistant Professor	Member
5.	Dr. Neeraj Kumar	Assistant Professor	Member
6.	Mr. Parvesh Kumar	Administrator	Convener
7.	Mr.Yogesh Chauhan	Administrator	Convener



Campus: - Garh Siyana Road Bhaina, Garhmukteshwar, Distt. - Hapur 245205 (U.P.)

Head Office:- 79/80,Radhey Shyam Park, Sec-5, Rajendra Nagar, Sahiababad, Ghaziabad (U.P)-201005

Contact No. : 05731-262222, 262223, 0120-4109381, 09458690543



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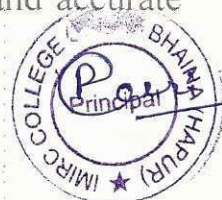
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OBJECTIVES

The Examination Committee serves as the cornerstone of academic assessment within the College. Its core functions encompass:

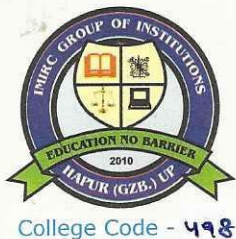
- **Examination Administration:** The Committee diligently conducts internal assessments and external examinations aligned with university notifications, ensuring all coursework is rigorously evaluated.
- **Programmatic Assessments:** The Committee oversees the administration of internal, external, and practical examinations for every program offered by the College.
- **Transparent Scheduling:** To ensure proper student preparation, the Committee meticulously prepares and disseminates a detailed examination schedule in advance.
- **Examination Logistics:** The Committee efficiently allocates appropriate examination halls for all College assessments.
- **Question Paper Preparation:** The Committee guarantees that question papers are meticulously crafted and distributed well in advance of each examination.
- **Answer Script Management:** Following each examination, the Committee collects all answer scripts and verifies the inclusion of any necessary supporting documents.
- **Evaluation Oversight:** The Committee arranges for both internal and external evaluations of the examinations, ensuring a comprehensive and unbiased assessment process.
- **Result Publication:** The Committee is responsible for the timely and accurate publication of examination results.



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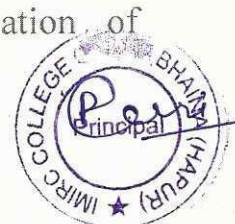
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- **Supplementary Examination Facilitation:** The Committee takes all necessary steps to ensure the prompt conduct of supplementary examinations for students who require them.
- **Grievance Redressal:** The Committee provides a vital platform for addressing any exam-related concerns or grievances raised by students or staff, fostering a fair and transparent examination environment.

FUNCTIONS

The Examination Committee plays a central role in ensuring all examinations run smoothly, from start to finish. Here's a breakdown of their key duties:

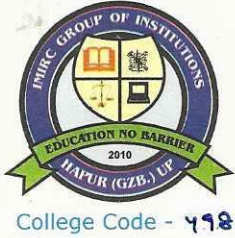
- **Leading the Charge:** They conduct all internal, external, and practical examinations for every program offered at the College.
- **Staying on Schedule:** They meticulously craft and distribute the exam timetable well in advance, keeping students informed and organized.
- **Assigning Space:** They allocate appropriate exam halls to accommodate all students comfortably during each assessment.
- **Question Powerhouse:** They ensure all question papers are prepared well in advance and adhere to high academic standards.
- **Gathering the Goods:** They collect all answer scripts and any necessary supporting documents after each exam.
- **Evaluation Expertise:** They arrange for internal or external examiners to evaluate the exams, depending on the requirement.
- **Results Release:** They oversee the timely and accurate publication of examination results.



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- **Second Chances:** They manage supplementary exams, ensuring students have opportunities to improve their performance if needed.
- **Open Communication:** They address any grievances or complaints raised by students or staff regarding exam-related issues, fostering a fair and transparent environment.

TENURE

The Examination Committee will function for two-year terms, requiring a two-thirds majority for official meetings to guarantee well-considered decisions. These meetings will be held at least twice per semester to ensure smooth communication and collaboration. This strategic scheduling allows the Committee to proactively discuss and manage examination procedures throughout the academic year, fostering a well-organized and efficient assessment process for both students and faculty.

PROCEDURE

To ensure efficient exam operations, the Examination Committee will meet at least twice per semester. Prior to each meeting, a formal notification goes out to all members, maximizing attendance and fostering preparation. These meetings won't be just discussions – after each productive session, the Committee will take decisive action. They'll translate their agenda points into concrete steps, guaranteeing that their discussions directly address the smooth running and management of examinations throughout the academic year.

