



बिरला प्रौद्योगिकी संस्थान BIRLA INSTITUTE OF TECHNOLOGY

(वि. अनु. आ. अधिनियम १९५६ की धारा ३ के तहत मान्यता विद्यापीठ | A Deemed to be University u/s 3 of UGC Act, 1956)
मेसरा, राँची - ८३५२१५ (भारत) || MESRA, RANCHI - 835 215 (INDIA)

फोन/Phone: (EPBX) 0651-2275444/2275896.2276002/2276006 फैक्स/Fax: 0651-2275401/2276052 वेबसाइट/website: www.bitmesra.ac.in

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11 November 2022

OFFICE ORDER

EXAMINATION COMMITTEE

A Standing Committee is hereby constituted as under:

S.No.	Appointment	Position
1.	Dean of Post Graduate Studies (DPGS)	Chairperson
2.	Controller of Examinations (COE)	Convenor
3.	Dean of Under Graduate Studies (DUGS)	Member
4.	Dean of Admissions, Accreditation and Coordination (DAAC)	Member
5.	Dean of Student Affairs (DOSA)	Member
6.	Registrar	Member
7.	Head of Department (Physics)	Member
8.	Head of Department (Computer Science and Engineering)	Member
9.	Assistant Registrar (Examination)	Member Secretary

Scope:

- To create, modify and approve rules and processes of Examination.
- To endorse Tabulation Sheets and other Records of the Examination Department.
- To consider and decide on cases of unfair means and other issues pertaining to Examinations.
- To take up all matters related to Examination Department and its role in the Convocation.
- Other relevant matters referred by the Vice Chancellor, for consideration, from time to time.

Tenure: Till further order.

Meetings and Quorum: The Committee shall meet as often as may be necessary. The attendance of at least four members shall constitute the quorum for the meeting.

Role of Member Secretary: In addition to the above-listed scope of the Committee the Member Secretary shall be responsible for:

- (a) Scheduling and administration of meetings, record-keeping, and governance requirements.
- (b) Making sure meetings are regularly organized and minutes recorded efficiently.
- (c) Thorough communication and correspondence with all stakeholders.
- (d) Minutes/Recommendations of the Committee shall be duly approved by the Competent Authority.

This is issued with the approval of the Competent Authority, and it supersedes all previous orders on the subject.

To,

The Chairperson
All Members




Registrar

Copy to:

1. All Dean(s) / Assoc. Dean(s) / Director (IQAC) / CoE / CoA
2. All HoD(s) / In-Charge(s), Academic Departments / Sections
3. Director(s) / In-Charge(s), BIT Off Campuses
4. Director, University Polytechnic / BIT-STEP
5. Dy. Comptroller / Dy. Finance Officer
6. Dy. Registrar(s) / AO (E&HR) / Assistant Registrar(s)