

## Assam down town University

**OFFICE OF THE CONTROLLER OF EXAMINATIONS** 

Sankar-Madhab Path, Gandhi Nagar, Panikhaiti, Guwahati, Assam-781026

## **Examination Committee**

## There shall be an examination committee constituted with the following members:

- 1. Vice-Chancellor Chairperson
- 2. Pro Vice-Chancellor, Member
- 3. Dean of Studies, Member
- 4. Academic Registrar/Executive Dean, Member
- 5. Registrar, Member
- 6. All Deans of the Faculty of Studies, Members
- 7. Controller of Examinations, Member Secretary.

## Responsibilities of the committee are as follows:

- 1. To look after the smooth conduct of the examinations.
- 2. To approve the Examination Programs for examinations conducted by the University by ensuring that the time table is efficient and accommodating the various programs in a proper way.
- 3. To review and approve the results of the various examinations conducted by the university.
- 4. To ensure that exam processes adhere to university regulations and examination policies to maintain confidentiality and ensuring fairness and impartiality in the examination processes.
- 5. To review the modalities and policies related to examination from time to time.