

**Sancheti Institute for Orthopaedics and Rehabilitation College of Physiotherapy**  
**Examination and Internal assessment Committee**

***Purpose:***

- To safeguard the quality of the examination procedure.

***Objectives:***

- To conduct internal assessment examination related all work as per MUHS guidelines.

***Scope:***

- Conduction of two midterm examination for Undergraduates.
- Conduction of terminals and preliminary examination for Undergraduates.
- Conduction of preliminary examination for Postgraduates.
- To formulate rules and regulation for examination.

***Function:***

- To sensitize students about examination and its rules and regulation and Internal assessment.
- To formulate rules and regulation for examination
- Adhere to the academic calendar for the conduct of examination
- Ensure that it is robust and transparent
- Prepare time tables for Exam
- Put up timely notices for students regarding all examination related matters.
- Prepare Seating Arrangement and display them on the concerned Notice Board.

 **sancheti**  
College of Physiotherapy

11/12, Thube Park, Shivajinagar, Pune - 411 005.  
(Id No. PU / PN / Physio / 122 / [1997])  
(Id No. MUHS / 121)

Direct : 020 - 25539393  
Tele Fax : 020 - 25539494  
E-mail : [sancheticop@sha.edu.in](mailto:sancheticop@sha.edu.in)

Tel. No. : 020 - 27999999,  
28999999  
Extn. : 9411 / 9412 / 9413

- Prepare and display an overall theory question paper setter, moderators, practical examiners, supervision duty list as well as assessment duty list on the staff notice board.
- Ensure that the theory paper setting, moderation & evaluation process is completed on time.
- Conduct pre-exam meeting to brief the members of faculty with regard to the examination procedures and the role and responsibilities.
- Ensure that adequate stationery, like answer sheets, graph paper, staplers, water jugs etc. are made available.
- To address malpractice
- Keep the record of each and every issue related to the examination including absenteeism.
- Decision regarding conduction of reexamination for absent students.
- Publish result and Internal assessment.
- After completion of examination report of same shall be submitted to the Principal.



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***Constitution of the Committee AY 2022-23:***

Sr. No.	Name	Designation
1.	Dr. Radha Bhattad	Chairperson
2.	Dr. Venu Mohan	Coordinator
3.	Dr. Apurv S Dr. Suroshree M Dr. Razia N Dr. Sona K Dr. Prajakta S Dr. Dinesh C Dr. Siddhanth S Ms. Kamalini P	Member
4.	Apoorva Sancheti Siddhi Bhadgaonkar Sanika Mandavkar Nandan Biyani	Student Member



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