



Date: 21/6/2024

Ref. No. SRPCE/2024-25/158

## OFFICE ORDER

To ensure smooth, fair, transparent, and efficient conduct of internal and university examinations, Smt. Radhikatai Pandav College of Engineering, Nagpur has constituted an **Examination Cell**.

The Examination Cell is responsible for planning, organizing, monitoring, and evaluating all examination-related activities in accordance with university rules and academic regulations.

The Examination Cell of Smt. Radhikatai Pandav College of Engineering, Nagpur is constituted as follows:

Sr.No.	Name	Designation	Position
01	Dr. P.S. Lanjewar	Principal	Chairman
02	Dr. N.P. Giradkar	Assoc. Prof	Coordinator
03	Mr. V.V. Wankhede	HOD	Members
04	Mr. Y.G. Mul	HOD	Members
05	Mr. A.S. Moon	HOD	Members
06	Miss. P.b. Jaipurkar	Asstt. Professor	Members
07	Mrs. S.B. Bhuyarkar	Asstt. Professor	Members

### **Responsibilities of Examination Cell**

- Prepare academic examination calendar in coordination with university schedule.
- Plan internal assessments, unit tests, mid-semester, and end-semester exams.
- Ensure smooth and fair conduct of internal and university examinations.
- Appoint invigilators and supervisory staff.
- Display results within stipulated time.
- Maintain examination records, attendance sheets, and result data.
- Coordinate revaluation and photocopy processes as per university rules.
- Ensure transparency in grievance redressal.

PRINCIPAL  
SMT RADHIKATAI PANDAV COLLEGE  
OF ENGINEERING  
BAHADURA, (NAGPUR)