



# PRINCETON COLLEGE OF PHARMACY

(Affiliated to JNTUH, Approved by PCI, New Delhi & Accredited by NAAC)  
Chowdariguda (V), Korremula, Ghatkesar (M), Medchal- Malkajgiri (Dist.) - 500 088  
E mail: [princeton.pharmacy@gmail.com](mailto:princeton.pharmacy@gmail.com), Website: [pcop.ac.in](http://pcop.ac.in)

Proc.09/PCOP/2025

Date: 03/11/2025


## COMPOSITION OF EXAMINATION COMMITTEE

Accordingly, the following committee is hereby constituted with the personnel listed below at Princeton College of Pharmacy, Chowdariguda (V), Ghatkesar (M), Medchal-Malkajgiri District

| S.No | Name of the Member | Actual Designation  | Designation in the committee |
|------|--------------------|---------------------|------------------------------|
| 1    | Dr.K.Satyanarayana | Principal           | Chairperson                  |
| 2    | Mrs.Ch.Sunitha     | Associate Professor | Co-ordinator                 |
| 3    | Dr.L.Harikiran     | Professor           | Member                       |
| 4    | Mr.B.Sandeep       | Associate Professor | Member                       |
| 5    | Mr.K.Kiran kumar   | Associate Professor | Member                       |
| 6    | Mr.M.Narsi Reddy   | Office Assistant    | Member                       |

**Note:** The committee hereby constituted shall continue to function for three years



  
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Princeton College of Pharmacy  
Chowdariguda (V), Ghatkesar (M),  
Medchal (D), Telangana-500088

## EXAMINATION COMMITTEE:

An Examination Committee is a group responsible for overseeing and managing all aspects related to the examination process. This committee plays a crucial role in ensuring that exams are conducted in a fair, transparent, and efficient manner, and that academic integrity is maintained. It handles everything from setting up examination schedules to managing results.

### Functions and responsibilities:

- ❖ The committee is responsible for creating the examination timetable, ensuring that exams are scheduled in a manner that minimizes clashes for students.
- ❖ It ensures that the examination dates and times are communicated effectively to all students and faculty.
- ❖ The committee works with subject professors or examiners to design and review question papers that align with the syllabus and academic standards. E
- ❖ Ensures that the exam papers are well-structured, clear, and free from errors.
- ❖ It may implement measures to prevent cheating, such as assigning invigilators and setting up surveillance systems during exams.
- ❖ The committee oversees the smooth conduct of examinations by ensuring that the examination rules and regulations are followed.
- ❖ It appoints invigilators, ensures exam centers are well-organized, and manages the seating arrangements to maintain discipline during the exam.
- ❖ Ensures transparency by providing information about exam dates, formats, and grading policies.
- ❖ Coordinate the evaluation process by ensuring that exam scripts are graded on time and accurately.
- ❖ It addresses discrepancies or grievances related to result discrepancies, re-evaluations, or errors in the grading process.
- ❖ The committee may also be responsible for issuing official transcripts, mark sheets, and other examination-related documents to students after the results are declared.
- ❖ If there are any instances of cheating, malpractice, or violation of examination rules, the committee investigates the matter and takes appropriate disciplinary action according to the institution's guidelines.



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