



Committee

**Bombay Bunts Association's
BUNTS COLLEGE OF HIGHER EDUCATION
(Night College)**

**EXAM COMMITTEE COMPOSITION
ACADEMIC YEAR 2025-2026**

SR.NO	NAME	DESIGNATION
1	Ms. Jyoti Yadav	Chairperson
2	Mr. Pawan Rathod	Member
3	Ms. Anusha Poojary	Member-Admin
4	Mr. Santosh Bhoi	Member- Clerk
5	Mr. Chetan Barve	Member-Peon
6	Mr. Tejas	Member-Peon



(Principal)
PRINCIPAL

**BBA'S Bunts College of Higher Education
(Night College) Juinagar, Navi Mumbai.**



Exam roles

**Bombay Bunts Association's
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(Night College)**

**EXAM COMMITTEE COMPOSITION
ACADEMIC YEAR 2025-2026**

Sr.No.	Name of Staff	Designation	Role & Responsibilities
1	Ms. Jyoti Yadav	Chairperson	<ul style="list-style-type: none">• Lead and supervise overall committee activities• Plan meetings, set agenda, and ensure smooth execution• Take final decisions and ensure implementation• Coordinate with management and external authorities• Monitor performance and ensure accountability of all members
2	Mr. Pawan Rathod	Member	<ul style="list-style-type: none">• Assist the Chairperson in planning and execution of tasks• Participate actively in meetings and decision-making• Coordinate with other members for smooth functioning• Take responsibility for assigned tasks and report progress
3	Ms. Anusha Poojary	Member-Admin	<ul style="list-style-type: none">• Handle administrative work and official documentation• Maintain records, files, and correspondence• Prepare notices, circulars, and reports• Coordinate internal communication within the committee
4	Mr. Santosh Bhoi	Member- Clerk	<ul style="list-style-type: none">• Support documentation and clerical work• Maintain registers, data entry, and records• Assist in preparing reports and maintaining files• Ensure proper filing and retrieval of documents



Shandani
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5	Mr. Chetan Barve	Member-Peon	<ul style="list-style-type: none"> • Provide logistical and physical support • Assist in arranging meetings, venues, and materials • Handle delivery of documents and notices • Support administrative staff in day-to-day tasks
6	Mr. Tejas	Member-Peon	<ul style="list-style-type: none"> • Provide logistical and physical support • Assist in arranging meetings, venues, and materials • Handle delivery of documents and notices • Support administrative staff in day-to-day tasks

Bhandari

(Principal)
PRINCIPAL

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EVALUATION FLOW OF EXAMINATION - COLLEGE LEVEL EXAMINATION & UNIVERSITY EXAMINATION

COLLEGE LEVEL EXAMINATION

College Level Examination

Session I

Session II

- Preparation of circular and timetable
- Question paper setting
- Collection of question paper from faculty

- Preparation of Invigilation list
- Hall allotment

- **Conducting the exam**

Answer sheet handover to subject faculty for evaluation

Grievance

Yes

No

Student Approach to exam department

Action taken on grievance

Marks display and entry in the portal

UNIVERSITY

University Examination

Registration for examination

Circular & timetable by University

Conducting the Exam

Result declared by university

Grievance

Revaluation

Result declaration of updated result by university

Overall result analysis



[Signature]
PRINCIPAL

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