



MJ SCHOOL

NEW ARYA NAGAR, KOHKA, BHILAI, C.G.

CBSE AFF. No. - 3330498

EXAMINATION COMMITTEE FOR SESSION 2023-24

The Examination Committee of the school is in the responsibility of smooth conduct of sessional examination for all the courses and maintenance of student's records.

The purpose of Examination Committee is to assess students in recommendations for awarding sessional.

The following members of Examination committee are responsible for all examination/ sessional related tasks for the session – 2023-24:

S. No.	Name of the Committee Member	Designation
01	Mrs. H. Laxmi	Principal
02	Ms. Pamela Bose	Teacher Incharge
03	Ms. Anita Diwedi	Teacher Incharge (Primary)
04	Mr. Sourabh Nigam	Teacher
05	Mr. Vikas Dewangan	Computer Operator

Xant
Principal
PRINCIPAL
M J SCHOOL
New Arya Nagar
Kohka, Bhilai (C.G.)

RULES AND REGULATIONS

- ✚ **Code of Conduct:** Establish a clear code of conduct for both students and staff involved in the examination process, emphasizing honesty and integrity.
- ✚ **Prohibited Items:** Clearly define items not allowed in the examination hall, including electronic devices, notes, and unauthorized materials.
- ✚ **Attendance:** Monitor and enforce attendance during examinations, ensuring the presence of authorized personnel and students.
- ✚ **Cheating and Plagiarism:** Outline consequences for cheating and plagiarism, emphasizing a zero-tolerance policy to maintain academic honesty.
- ✚ **Exam Hall Regulations:** Specify rules within the examination hall, such as maintaining silence, proper seating arrangements, and timely submission of answer sheets.

GUIDELINES FOR THE SCHOOL EXAMINATION COMMITTEE

- ✚ **Fairness and Impartiality:** Ensure that examination processes are fair, unbiased, and free from any form of discrimination.
- ✚ **Security:** Implement stringent security measures to prevent leaks, tampering, or any form of malpractice.
- ✚ **Confidentiality:** Maintain strict confidentiality of examination materials, results, and any sensitive information.
- ✚ **Scheduling:** Develop a comprehensive examination schedule, considering students' well-being and avoiding clashes with any festival.
- ✚ **Accessibility:** Accommodate students with special needs, providing necessary accommodations and support.