



Ref:No.:UMCAR/2025/20\

Date: 19.12.2025

OFFICE ORDER

**Subject: Constitution of Examination Committee for the
Academic Year: 2025-2026**

In accordance with the institutional policies for the smooth conduct of examinations and evaluation processes, the Competent Authority hereby constitutes the “Examination Committee” for the academic Year 2025–2026. The Committee shall be responsible for planning, coordination, execution, and monitoring of all examination-related activities in the College as per prescribed regulations.

The details of the members are as follows:

S. No.	Name & Desgination	Membership	Contact No.
1.	Dr. Vibhooti Chandrakar (Principal/ Professor, Samhita Siddhanta Department)	Chairperson	7248788958
2.	Dr. Vidyarani Joshi (Associate Professor, Kriya Sharir Department)	Co-ordinator	7895819853
3.	Dr. Vidhushi Sharma (Associate Professor, Rasa Shastra & Bhaisajya Kalpana Department)	Member	9411582413
4.	Dr. Akshat Sirdhyal (Assistant Professor, Swasthavritta & Yoga Department)	Member	8219678145
5.	Dr. Jyoti Negi (Assistant Professor, Agad Tantra Evam Vidhivaidyaka Department)	Member	9536642693
6.	Dr. Suman Bhandari (Assistant Professor, Rasa Shastra & Bhaisajya Kalpana Department)	Member	7895405100
7.	Dr. Preeti Vashist (Assistant Professor, Samhita and Siddhanta Department)	Member	9711244107

Responsibilities of the Examination Committee

- a)** Formulate the annual examination schedule (theory, practical, and viva) in advance and circulate it to all concerned.
- b)** Ensure question paper setting, moderation, and printing are carried out in a confidential and secure manner.
- c)** Oversee seating arrangements, invigilation duties, and examination hall readiness.

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Under the aegis of Sushila Devi Centre for Professional Studies and Research

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- d)** Monitor strict adherence to examination rules, regulations, and disciplinary protocols.
- e)** Coordinate evaluation, tabulation, and timely declaration of results.
- f)** Maintain confidentiality of examination-related records and documents.
- g)** Address and resolve examination-related grievances as per guidelines.
- h)** Prepare and submit a comprehensive annual examination report to the Competent Authority.

Instructions for the Committee:

- a)** The Chairperson may convene meetings as required before, during, and after examinations.
- b)** Proper minutes of meetings must be maintained and forwarded to the undersigned for record.
- c)** This Committee shall be effective from 19th December 2025 and shall remain functional for the entire Academic Year 2025–2026.

All concerned are requested to take note of the above and comply accordingly.



Principal

UMCAR

Principal

Uttaranchal Medical College

of Ayurveda & Research

Premnagar, Dehradun-UK

Copy to:

1. Director, UMCAR – for kind information
2. UMCAR/UHDC Admin. In-charge – for necessary changes in the portal
3. All concerned – for information and necessary actions