

Date-17/08/2023

Minutes of Meeting
Examination committee

A meeting of examination committee was held on 17/08/2023 at 02:30 PM in the office of undersigned to discuss the various issues related to the effective implementation of examination guidelines in the campus.

The following members were present in the meeting.

SR. NO.	NAME OF PERSON	PORTFOLIO
1	Mr. Jaswant Singh	COE (Controller of Examination)
2	Ms. Priya Kanaujiya	ACOE (Assistant Controller of Examination)
3	Ms. Sneha Yadav	Member
4	Ms. Deepti Sachan	Member

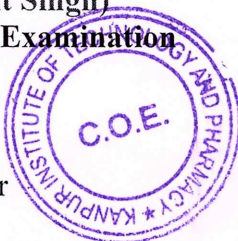
Agenda-

- 1) To discuss about the no. of class test & internal marks to be given for assignment & class test.
- 2) To discuss about the date of examination, duration of sessional, PUT & makeup exam, allotment of invigilation duties.

Proceeding of the meeting:

- 1) It was decided to conduct internal sessional exam for 02:00 hours & maximum marks decided as 50 and PUT exam for 03:00 hours & maximum marks decided as 75.
- 2) It was decided to conduct makeup sessional for students who fails or miss in sessional.
- 3) It was decided to prepare time table of internal exam & duty allotment.
- 4) Last date was decided for question paper submission.
- 5) It was decided to prepare time table flying squad duty allotment.

(Mr. Jaswant Singh)
Controller of Examination

**Copy to:**

1. Director
2. HOD
3. Faculty Members
4. Staff

Date-22/01/2024

Minutes of Meeting
Examination committee

A meeting of examination committee was held on 22/01/2024 at 03:30 PM in the office of undersigned to discuss the various issues related to the effective implementation of examination guidelines in the campus.

The following members were present in the meeting.


SR. NO.	NAME OF PERSON	PORTFOLIO
1	Mr. Jaswant Singh	COE (Controller of Examination)
2	Ms. Priya Kanaujiya	ACOE (Assistant Controller of Examination)
3	Ms. Sneha Yadav	Member
4	Ms. Deepti Sachan	Member

Agenda-

- 1) To discuss about the no. of class test & internal marks to be given for assignment & class test.
- 2) To discuss about the date of examination, duration of sessional, PUT & makeup exam, allotment of invigilation duties.

Proceeding of the meeting:

- 1) It was decided to conduct internal sessional exam for 02:00 hours & maximum marks decided as 50 and PUT exam for 03:00 hours & maximum marks decided as 75.
- 2) It was decided to conduct makeup sessional for students who fails or miss in sessional.
- 3) It was decided to prepare time table of internal exam & duty allotment.
- 4) Last date was decided for question paper submission.
- 5) It was decided to prepare time table flying squad duty allotment.


(Mr. Jaswant Singh)
Controller of Examination

Copy to:

1. Director
2. HOD
3. Faculty Members
4. Staff

