

**SECRECY BRANCH**

Date: 28-04-2022

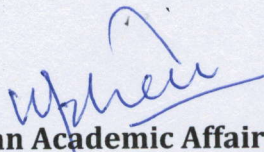
**Proceedings of meeting of Examination Committee held  
on 27-04-2023 at 11:00 am in the Secrecy Branch**

**Agenda:** Planning for Semester End Examination for May - 2022 session.

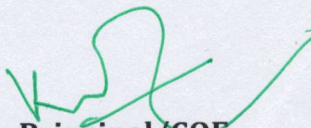
**Proceedings:** The members of the committee decided to

1. Publish the schedule for Semester End Exams within next 1 week after the approval of this proceeding. The schedule shall be circulated among all the HODs and to be displayed on college website.
2. The final date sheet shall be released by the second week of the May 2022. The preference of sequences of exams shall be decided by the students and accordingly the date sheet shall be prepared.
3. The Semester End Examinations shall be conducted as per the academic calendar.
4. The paper setter shall upload the questions as per the instructions to be passed in the upcoming HODs' meeting.
5. The session-wise conduct teams for exams shall be constituted one week before the exams.
6. The flying squad shall be constituted one day before the exams.
7. The Evaluation Centre shall be opened immediately after the first day of exams.
8. A schedule for dates for declaration of results shall be prepared and circulated.

  
Deputy Registrar

  
Dean Academic Affairs

  
Registrar

  
Approved by Principal/COE