

SECRECY BRANCH

Date: 04-10-2022

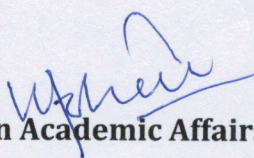
Minutes of meeting of Examination Committee held on 03-10-2022
at 3:00 pm in the Secrecy Branch.

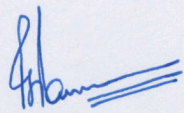
Agenda: Planning for Semester End Examination for Nov – 2022 session.

Keeping in view the upcoming Semester End Exams, the members of the committee decided to

1. Prepare and release the schedule for Semester End Exams within next 2 weeks after the approval of this proceeding. Afterwards, the same shall be circulated among all the HODs and to be displayed on college website.
2. The date sheet shall be released by the first week of the Nov 2023. The preference of sequences of exams shall be decided by the students and accordingly the date sheet shall be prepared.
3. The paper setter shall upload the questions as per the instructions to be passed in the upcoming HODs' meeting.
4. The Semester End Examinations shall be conducted as per the academic calendar.
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