

**Attendees**

1. Dr. Upain K.Bhatia (Member)
2. Dr. Sandeep Kad (Ex. Officio Member)
3. Ms. Binod Kaur (Ex. Officio Member)
4. Dr. Sachin Khurana (Ex. Officio Member)
5. Mr. HS Sarkaria (Member Secretary)

The 59<sup>th</sup> meeting of the Examination Committee held on 08-05-2024 at 02:00 pm in the Examination Branch. The member secretary welcomed the members of the Examination Committee and presented the various agenda items for discussion & final approval as mentioned below;

**Agenda Item 59.1**

Constitution of Conduct Teams for May 2024 ESEs

**Proceedings**

The members reviewed the previous teams of morning and evening session for Nov. 2023 End Semester Examinations and accordingly after making the required changes the new teams have been constituted for May 2024 End Semester Examinations. The detail of both the teams for morning and evening sessions have been attached herewith.

**Agenda Item 59.2**

Schedule for result declaration for May – 2024 ESEs

**Proceedings**

As per the schedule of the session Nov-2023 ESEs, the members decided to allocate the same number of days required to declare the results after last exam of each semester. Accordingly, the already prepared schedule (attached herewith) for May 2024 ESEs has been reviewed and recommended for approval.

**Agenda 59.3**

Write off files recovered from Conduct Branch (2011 to 2015)

**Proceedings**

After reviewing the files, the members came to the conclusion that these files are no more required for any further references. Accordingly, these files shall be disposed off.

**Agenda 59.4**

Budget of Examination Branch for the year 2024-2025

**Proceedings**

After having the comprehensive discussion on various consumable and other items of the Examination Branch, the members of the Examination Committee reviewed the already prepared budget for 2024-25 and after some changes the same has been recommended for final approval as per the policy. The copy of the same has been attached herewith.



#### **Agenda 59.6**

Inclusion of Link for Examination Branch on college website

#### **Proceedings**

After thorough discussion covering various facets, the committee decided to integrate a dedicated section for the Examination Branch on the college website. It was proposed to incorporate essential components such as the Organogram of the Examination Branch, the Vision and Mission statements, Time-to-Time Date Sheet, the Schedule for Filling Examination Forms, Comprehensive Guidelines and Procedures for End Semester Examinations and Tentative Schedule for Result Declaration.

#### **Agenda 59.7**

Constitution of flying squad for the May 2024 ESEs.

#### **Proceedings**

The members decided to follow the previous practice of Nov 2023 ESEs for the constitution of flying squad. In case of shortage of experts, the members advised to request additional experts from HoDs. The CoE shall depute the random duties from the pool of experts already received from the HoDs.

**Ex-officio Member**  
(Head, Department of CA)

**Ex-officio Member**  
(Head, Department of AS)

**Ex-officio Member**  
(Head, Department of CSE)

**Dean Academic Affairs**  
(Member)

**Controller of Examinations**  
(Member Secretary)

**Approved by Principal**  
(Chairman)