

Minutes of Meeting
Examination Committee

A meeting of Examination Committee was held on 03.12.2022 in the staff room at 10.30 a.m.

Agenda:

Agenda of the meeting was

- The Midterm examination dates & date sheet

Report:

During the meeting, the topic of conducting mid-term tests for all streams was thoroughly discussed and a decision was made to schedule them on 14th December 2023. Furthermore, it was agreed that the timetable committee will be responsible for preparing the datesheet, which will be displayed no later than 7th December 2023. With this meeting came to end.

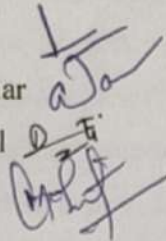
Following committee members attended the meeting.

1. Dr. Sapna Sharma

2. Dr. Anupama Tomar

3. Ms. Preeti Kaundal

4. Mr. Mohit Kumar



Minutes of Meeting
Examination Committee

A meeting of Examination Committee was held on 06.03.2023 in the staff room at 10.30 a.m.

Agenda:

Agenda of the meeting was

- The examination dates & date sheet
- The examination venue
- Duty of Invigilators and support staff
- Necessary arrangements for candidates

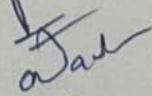
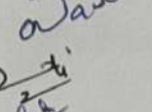
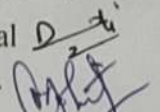
Report:

In the meeting it was discussed and decided:

- to address important matters pertaining to examination scheduling and conduct. One of the primary agenda items discussed was the potential clashes of examination date sheet within various subjects. It was agreed that the Heads of Departments (HODs) would be responsible for identifying any instances of overlapping dates and promptly report them to the examination committee for further action.
- To ensure the efficient administration of the exams, a decision was made to conduct them in the spacious and accommodating environment of the auditorium.
- To maintain integrity and fairness during the exams, special attention will be given to enforcing the rules concerning electronic devices, cheating prevention, and overall examination hall discipline.

With this meeting came to end.

Following committee members attended the meeting

1. Dr. Sapna Sharma 
2. Dr. Anupama Tomar 
3. Ms. Preeti Kaundal 
4. Mr. Mohit Kumar 