



Dated: 9<sup>th</sup> October 2025

### Minutes of Meeting

A meeting of Examination Committee, Academic Coordinators and Heads of Departments (HODs) was held in the Principal Office on 09.10.2025 at 2.00 P.M.

#### Agenda

The agenda of meeting was

1. Finalization of the dates for the Mid-Term Test.
2. Discussion on the setting of question papers.
3. Scheduling of two papers per day.
4. Preparation of the datesheet by the Time Table and Examination Committees.

#### Discussion and Decisions

##### 1. Finalization of Mid-Term Test Dates:

- The committee discussed the suitable period for conducting the Mid-Term Test.
- After deliberation, it was decided that the Mid-Term Test will be held from **26.11.2025**

##### 2. Setting of Question Papers:

- All departments are required to prepare question papers as per the syllabus coverage till the Mid-Term.
- The deadline for submission of question papers to the Examination Committee is fixed as **15.11.2025**.

##### 3. Conducting Two Papers in a Day:

- It was agreed that two examinations will be conducted each day.
- Duration of each paper will be one hour and a gap will be provided between the two papers.

##### 4. Preparation of Datesheet:

- The Time Table Committee, in coordination with the Examination Committee, will prepare the final datesheet for the Mid-Term Test.
- The datesheet will be displayed on the notice board by **10.11.2025**.

The Chairperson thanked all members and HODs for their valuable inputs. It was emphasized that timely submission of question papers and adherence to the finalized schedule will ensure smooth conduct of the Mid-Term Test.

The following members attended the meeting

1. Dr. Sapna Sharma
2. Dr. Deepti Pajni
3. Dr. Shweta Thakur
4. Dr. Preeti Kaundal

*Sapna*  
*Deepti*  
*Shweta*  
*Preeti*

*Sr. Rosily*

Officiating Principal  
St. Bede's College  
Shimla - 171 002



St. Bede's College

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5. Dr. Kanu Mehta

*Kanu*

6. Dr. Pankaj Ashish

*Pankaj*

7. Dr. Madhubala

*Madhu*

8. Dr. Punam Chauhan

*Punam Chauhan*

9. Dr. Jyotika Brari

*Jyotika*

10. Dr. Devina

*Devina*

11. Mr. Mohit Kumar

*Mohit Kumar*

12. Dr. Savita Rana Prashar

*Savita Rana Prashar*

13. Dr. Shruti Gupta

*Shruti Gupta*

*Sr. Rosily Jm*

Officiating Principal

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