**Examination Committee**

*Examination Committee*is composed of a convener and two faculty members.

Function of this committee is to take decision on matters relating to examinations.

Examination Committee meets thrice a year

**Shri Krishna College of Education, Pali (Mahendergarh)**

**MINUTES OF THE MEETING OF EXAMINATION COMMITTEE**

(2017-18)

The first meeting of the ExaminationCommittee of the Academic Session 2017-18 was held at 2:00 p.m. on 10 August 2017 in the office of the Principal the College.

The following attended

***S.No Name Designation***

1. Dr. A K Gupta Chairperson-Convener

2. Sh. Rohtash Kumar Member

3. Sh. Anil Kumar Member

4. Ms. Poonam -do-

**Deliberations**

Principal/Chairman apprised the members of the key points for discussion in the meeting.  :

* Focus on the planning for schedule in the academic calendar for the conduct of examination.
* Distribution of duties & responsibilities among the faculty members.
* Criteria for internal assessment.
* Budget for the internal examination.

**Decision**s

* It was decided that Sh. Satpal Singh, and Ms Prem Lata will develop a working paper on the above points and get it approved by the Principal within a weak time.

Meeting concluded with vote of thanks to the chair.

**Chairperson**

**Shri Krishna College of Education, Pali (Mahendergarh)**

**MINUTES OF THE MEETING OF EXAMINATION COMMITTEE**

(2017-18)

 The second meeting of the ExaminationCommittee of the Academic Session 2017-18 was held on 15th Feb 2018 in the chamber of the Principal.

 Meeting was chaired by the Principal. The following members attended

Meeting was chaired by the Principal and following members attended:

 ***S.No Name Designation***

1. Dr. A K Gupta Chairperson-Convener

2. Sh. Rohtash Kumar Member

3. Sh. Anil Kumar Member

4. Ms. Kavita Kumari Member

**Deliberations**

Principal/Chairman apprised the members on the development and effective conduct of two examinations. He appreciated the role played by the convener and other members in the smooth and timely conduct of examination.

**Decisions**

1. Members agreed to the proposal of the convener for analysis of the scores obtained by the students in the internal examination as it will facilitate to extend additional support and reinforcement to those who are lacking in the performance.
2. It was also decided to identify the weak performers and conduct extra classes for them.

Meeting concluded with vote of thanks to the chair.

 **Chairperson**

**Shri Krishna College of Education, Pali (Mahendergarh)**

**MINUTES OF THE MEETING OF EXAMINATION COMMITTEE**

(2018-19)

The first meeting of the ExaminationCommittee of the Academic Session (2018-19) was held at 2:00 p.m. on 18 August 2018 in the office of the Principal.

The following attended

**S.No Name Designation**

1. Dr. A K Gupta (Principal) Chairperson
2. Sh. R P Vishwakarma Convenor
3. Ms Urmila Member
4. Sh. Naresh Kumar Member

**Deliberations**

Principal/Chairman apprised the members of the key points for discussion in the meeting.  :

* Providing input for planning the schedule of internal evaluation in the academic calendar.
* Distribution of duties & responsibilities among the faculty members.
* Budget for the internal examination.

**Decision**s

1. It was decided that the convener will develop a working paper on the above points and get it approved by the Principal within a weak time, for required follow up action.
2. The committee distributed duties & responsibilities among the faculty members.
3. Budget for the internal examination was submitted and accordingly approved.

Meeting concluded with vote of thanks to the chair.

**Chairperson**

**Shri Krishna College of Education, Pali (Mahendergarh)**

**MINUTES OF THE MEETING OF EXAMINATION COMMITTEE**

(2018-19)

The second meeting of the ExaminationCommittee of the Academic Session (2018-19) was held at 1:45 pm on 21 Nov. 2018 in the chamber of the Principal.

Meeting was chaired by the Principal and following members attended:

 **S.No Name Designation**

1. Dr. A K Gupta (Principal) Chairperson
2. Sh. R P Vishwakarma Convenor
3. Ms Urmila Member
4. Sh. Naresh Kumar Member

**Deliberations**

Principal/Chairman apprised the members on the development and implementation of:

* Examination schedule
* Performance of duties & responsibilities as allocated to the faculty members.
* Internal assessment.

**Decisions**

1. Members discussed the progress of developing question bank for the students. It felt the need of seeking expert opinion/guidance to take the task to logical conclusion. The chairperson was requested to take necessary steps to materialize the suggestion.
2. The convener informed that the sanctioned amount of budget for the academic session under Examination head of account was likely to suffice. Members agreed in principle that examination needs more budgetary provision to meet the expenses to be incurred on the aspect mentioned at 1 above. The principal agreed and ensured that he will put up proposal to the Secretary, of Society for addition in grant.

Meeting concluded at 3:00 with vote of thanks to the chair.

 **Chairperson**

**Shri Krishna College of Education, Pali (Mahendergarh)**

**MINUTES OF THE MEETING OF EXAMINATION COMMITTEE**

(2018-19)

The third meeting of the ExaminationCommittee of the Academic Session (2018-19)

was held at 1:00 pm on 22 March 2019 in the chamber of the Principal.

 Meeting was chaired by the Principal. The following members attended

**S.No Name Designation**

1. Dr. A K Gupta (Principal) Chairperson
2. Sh. R P Vishwakarma Convenor
3. Ms Urmila Member
4. Sh. Naresh Kumar Member

**Deliberations**

* Principal/Chairman apprised the members on the development and effective conduct of examinations. He appreciated the role played by the convener and other members in the smooth and timely conduct of examination.

**Decisions**

1. Members agreed to the proposal of the convener for issuing one extra book to the student teachers during the examination. The chairperson assured that the matter will be placed before the Library Advisory Committee for giving effect to the proposal
2. It was also decided to identify the economically poor students that needed extra-support to make preparations for the University Examinations.  Their needs too should be identified. Chairperson agreed to take up the suggestion.

Meeting concluded at 2:25 with vote of thanks to the chair.

 **Chairperson**

**Shri Krishna College of Education, Pali (Mahendergarh)**

**MINUTES OF THE MEETING OF EXAMINATION COMMITTEE**

(2019-20)

The first meeting of the ExaminationCommittee of the Academic Session (2019-20) was held at 12:30 p.m. on 10 August 2019 in the office of the Principal.

The following attended

**S.No Name Designation**

1. Dr. Satrughan (Principal) Chairperson
2. Sh. Kamlesh Kumar Yadav Convenor
3. Sh. Dinesh Choudhary Member
4. Ms. Meera Yadav Member

**Deliberations**

Principal/Chairman apprised the members of the key points for discussion in the meeting.  :

* Inputs for the academic calendar for the conduct of examination.
* Distribution of duties & responsibilities.
* Details for internal assessment.
* Approved Budget for the internal examination.

**Decision**s

1. The Principal placed the detailed inputs regarding exam-tests, etc for incorporation into the Academic Calendar. The committee appreciated the effort and put its seal of approval thereon.
2. The committee requested the principal to ensure strict adherence to the Academic Calendar.

Meeting concluded at 2:00 pm with vote of thanks to the chair.

**Chairperson**

**Shri Krishna College of Education, Pali (Mahendergarh)**

**MINUTES OF THE MEETING OF EXAMINATION COMMITTEE**

(2019-20)

The second meeting of the ExaminationCommittee of the Academic Session (2019-20) was held 12:00 noon on 26 Nov. 2019 in the chamber of the Principal.

Meeting was chaired by the Principal

The following members attended:

 **S.No Name Designation**

1. Dr. Satrughan (Principal) Chairperson
2. Sh. Kamlesh Kumar Yadav Convenor
3. Sh. Dinesh Choudhary Member
4. Ms. Meera Yadav Member

**Deliberations**

Principal/Chairman apprised the members on the development and implementation of

* Examination schedule
* Duties & responsibilities as allocated to the faculty members.
* Trouble free conduct of internal assessment.

**Decisions**

1. Members expressed concern on the delay in arranging expert for the development of question bank for the students. Principal assured the committee for doing needful at the earliest.
2. The convener informed that the sanctioned amount of budget under Examination-head for the academic session would exhaust as ne more internal examination was yet to be conducted.  Members agreed in principle that examination needs more budgetary provision and the prices had shot up.  The principal agreed and ensured that he will put up proposal to the Secretary, of Society for addition in grant.

Meeting concluded at 12:50 noon with vote of thanks to the chair.

 **Chairperson**

**Shri Krishna College of Education, Pali (Mahendergarh)**

**MINUTES OF THE MEETING OF EXAMINATION COMMITTEE**

(2019-20)

The third meeting of the ExaminationCommittee of the Academic Session (2019-20) was held at 12.45 pm on 24 Feb 2020 in the chamber of the Principal.

Meeting was chaired by the Principal.

The following members attended

**S.No Name Designation**

1. Dr. Satrughan (Principal) Chairperson
2. Sh. Kamlesh Kumar Yadav Convenor
3. Sh. Dinesh Choudhary Member
4. Ms. Meera Yadav Member

**Deliberations**

Principal/Chairman apprised the members on the development and effective conduct of examinations. He appreciated the role played by the convener and other members in the smooth and timely conduct of examination. He informed that additional budgetary provision has also been made

**Decisions**

1. Members reviewed the analysis of the scores obtained by the students in the internal as well as external examinations. The committee strongly felt that there was room for ensuring better qualitative performance. It suggested that the concerned subject teachers should be asked to go through the marks obtained in their respective subjects to see what more may be done to raise the quality level. This may also be placed before the PAC for seeking suggestions.
2. It was also decided to identify subject-wise weak performers and ensure required corrective action.
Meeting concluded at 2:00 pm with vote of thanks to the chair.

 **Chairperson**