



Ref. No.: Kashi IT/Office Order/2023-24/ 19

Date: - 24th August, 2023

OFFICE ORDER **EXAMINATION COMMITTEE**

Following faculty members are assigned the responsibilities as shown against their names for session 2023-24. They are advised to take over the responsibilities with immediate effect.

S. No.	Name	Department	Responsibility
1	Mr. Naveen Kumar Srivastava	ME	COE
2	Mr. Gyanendra Singh	EC	ACOE
3	Mr. Mohd. Parvez	Civil	Coordinator
4	Mr. Avinash Kumar Singh	CSE	Coordinator
5	Mrs. Ayushi Gupta	MBA	Coordinator
6	Mr. Santosh Kumar	ME	Supporting Member
7	Mr. Basant Kumar Yadav	ME	Supporting Member

Copy to:-

1. Vice-Chairman
2. Deputy Director
3. Dean Academic
4. Registrar
5. All HODs
6. Administrative Officer
7. Transport In-charge
8. Hostel Warden (Boy's & Girl's)
9. Account Officer
10. Security Officer
11. All Notice Board





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KIT/EXAM CELL/2023-24

DATE: 15.04.2024

Minutes of Meeting

Examination Committee

A meeting of Examination committee was held on date 15.04.2024 at 02:30 PM in the office of undersigned to discuss the various issues related to the effective implementation of Examination guidelines in the campus.

The following members were present in meeting:

NAME	RESPONSIBILITY
Mr. Naveen Kumar Srivastav	COE
Mr. Pappu Kumar	Deputy COE
Dr. Pooja Gope	Coordinator
Mr. Avinash Kr. Singh	Coordinator
Mr. Akhilesh Verma	Coordinator

Agenda:

- To discuss about the Number of class test.
- To discuss about internal marks to be given for assignment and class test.
- To discuss about the examination date, test duration & allotment of invigilation duty.

Proceeding of the meeting:

- It was decided two internal exams.
- It was decided to conduct internal PUT exam for 180 minutes & maximum marks decided as 100.
- It was decided to conduct make up sessional exam in which student fails & miss in sessional.
- It was decided to prepare notice, exam schedule, sitting arrangement & duty allotment.
- It was decided to last date of question paper submission.



Copy To:

- The Management
- The Director
- Deans
- All HODs
- Concern Faculty Member



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KIT/EXAM CELL/2023-24

DATE: 12.01.2024

Minutes of Meeting

Examination Committee

A meeting of Examination committee was held on date 12.01.2024 at 02:30 PM in the office of undersigned to discuss the various issues related to the effective implementation of Examination guidelines in the campus.

The following members were present in meeting:

NAME	RESPONSIBILITY
Mr. Naveen Kumar Srivastav	COE
Mr. Pappu Kumar	Deputy COE
Dr. Pooja Gope	Coordinator
Mr. Avinashi Kr. Singh	Coordinator
Mr. Akhilesh Verma	Coordinator

Agenda:

- To discuss about the Number of class test.
- To discuss about internal marks to be given for assignment and class test.
- To discuss about the examination date, test duration & allotment of invigilation duty.

Proceeding of the meeting:

- It was decided two internal exams.
- It was decided to conduct internal midterm exam for 90 minutes & maximum marks decided as 20.
- It was decided to conduct make up sessional exam in which student fails & miss in sessional.
- It was decided to prepare notice, exam schedule, sitting arrangement & duty allotment.
- It was decided to last date of question paper submission.



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KIT/EXAM CELL/2023-24

DATE: 12.12.2023

Minutes of Meeting

Examination Committee

A meeting of Examination committee was held on date 12.12.2023 at 02:30 PM in the office of undersigned to discuss the various issues related to the effective implementation of Examination guidelines in the campus.

The following members were present in meeting:

NAME	RESPONSIBILITY
Mr. Naveen Kumar Srivastav	COE
Mr. Gyanendra Singh	Deputy COE
Mr. M. Parvez	Coordinator
Mr. Avinash Kr. Singh	Coordinator
Mrs. Ayushi Gupta	Coordinator

Agenda:

- To discuss about the Number of class test
- To discuss about internal marks to be given for assignment and class test.
- To discuss about the examination date, test duration & allotment of invigilation duty.

Proceeding of the meeting:

	RESPONSIBILITY
It was decided two internal exams.	
It was decided to conduct internal PUJT exam for 180 minutes & maximum marks decided as 100.	
It was decided to conduct make up sessional exam in which student fails & miss in sessional.	
It was decided to prepare notice, exam schedule, sitting arrangement & duty allotment.	
It was decided to last date of question paper submission.	

Copy To:

- The Management
- The Director

Present in meeting:

- All HODs
- Concern Faculty Member

Address: 23 km Milestone, Varanasi-Prayagraj Road, Mirzamurad, Varanasi- 221307 (U.P.)



KIT/EXAM CELL

DATE: 03.08.2023

Minutes of Meeting

Examination Committee

A meeting of Examination committee was held on date 03.08.2023 at 03:00 PM in the office of undersigned to discuss the various issues related to the effective implementation of Examination guidelines in the campus.

The following members were present in meeting:

NAME	RESPONSIBILITY
Mr. Naveen Kumar Srivastav	COE
Mr. Gyanendra Singh	Deputy COE
Mr. M. Parvez	Coordinator
Mr. Avinash Kr. Singh	Coordinator
Mrs. Ayushi Gupta	Coordinator

Agenda:

- To discuss about the Number of class test.
- To discuss about internal marks to be given for assignment and class test.
- To discuss about the examination date, test duration & allotment of invigilation duty.

Proceeding of the meeting:

- It was decided two internal exams.
- It was decided to conduct internal sessional exam for 90 minutes & maximum marks decided as 30.
- It was decided to prepare notice, exam schedule, sitting arrangement & duty allotment.
- It was decided to last date of question paper submission.

Mr. Naveen Kumar Srivastav

Controller of Examination

Copy to;

- The Management
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- Concern Faculty Member



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EXAMINATION DEPARTMENT	
Students Grievance Form	
INSTITUTE CODE	428
STUDENT PERSONAL DETAIL (To be filled by students)	
NAME OF STUDENT	
ROLL NO.	
COURSE	
BRANCH	
YEAR	
SEMESTER	
E-MAIL ADDRESS	
CONTACT NUMBER	
STATEMENT OF GRIEVANCE	

SIGNATURE OF STUDENT (WITH DATE)

FOR OFFICE USE ONLY	
REMARK	
HOD (SIGNATURE)	COE (SIGNATURE)



Address : 23 km Milestone, Varanasi-Prayagraj Road, Mirzamurad, Varanasi - 221 307 (U.P.)



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Examination Grievance Redressal Mechanism

In case of any kind of examination related grievance, following guide lines are recommended:

- Student has to collect examination grievance form from exam cell.
- Student has to fill the form with proper statement of grievance & form is to submit to concern head of department.
- HOD has to discuss the concern grievance with concern person.
- HOD has to take final decision as per availability of evidence.
- After mentioning the final action taken, HOD has to submit the form to exam cell.
- Final recommendation will be done by exam cell.



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KASHI INSTITUTE OF TECHNOLOGY (428)
INVIGILATOR DUTY

MID TERM/PRE-UNIVERSITY/MAKE-UP EXAMINATION DUTY ODD/EVEN SEM (SESSION.....)

DATE OF EXAMINATION.....SHIFT.....

ROOM NO.	NAME OF INVIGILATOR	ARRIVAL TIME	SIGNATURE





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YEAR/SEMESTER/BRANCH							
MID-TERM/PRE-UNIVERSITY/MAKE-UP EXAM Answer Sheet Record (Receiving & Submission) ODD/EVEN (SESSION.....)							
Sr. No.	Subject Name/Code	Receiving Date	No. of Copy	Faculty Name	Signature	Submission Date	Signature



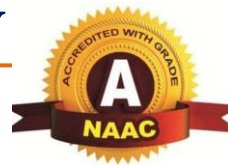


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KASHI INSTITUTE OF TECHNOLOGY (428)

INSTRUCTIONS TO THE INVIGILATORS

1. All invigilators must report to the exam cell before 30 minutes of the examination schedule time and must reach the respective examination hall before 15 minutes of the examination schedule time.
2. All invigilators must be vigilant, prevent unfair means and will report unfair means cases if any, without any discrimination. (UFM form will be in envelope)
3. All invigilators must maintain silence in the examination hall.
4. All invigilators must announce instructions for students in the examination hall.
5. Mobile phones must be in silent mode & should not be used in the examination hall.
6. Check whether the students have occupied their respective seats according to the seating plan or not.
7. Distribute the answer sheets to the students before 10 minutes of the examination schedule and ask them to fill all the details in the answer sheet.
8. Take the signature of the students on the attendance sheet and maintain attendance record of the examination hall.
9. Invigilators must watch the students continuously and should be vigilant.
10. Move in the examination hall to prevent indiscipline / copying.
11. Should not leave the examination hall during the examination period. In case of urgency at least one invigilator must be in the examination hall.
12. Other invigilators are not allowed to enter into other examination halls without consent of the controller of examination.
13. Distribute the supplement answer books / graph sheets to the students when requested by students.
14. Announce the students to tie their supplement answer books before 5 minutes of the end of the examination time.
15. Once examination is completed, Answer sheets will be collected by the concerned invigilator separately (Such as: Branch/Section/Year) from the examination hall.

INSTRUCTIONS TO THE STUDENTS

1. Students will be permitted to occupy their allotted seats 15 minutes before the scheduled start of the examination.
2. No student will be allowed to enter the examination hall 30 minutes after the scheduled start of the examination.
3. Students will not be permitted to leave the examination hall before the end of the examination.
4. Calculators are allowed in the examination hall. However sharing a calculator is STRICTLY PROHIBITED.
5. Students should not bring any charts/tables/loose sheets into the examination hall.
6. Mobile phones or any other electronic devices other than calculators are NOT ALLOWED inside the examination hall.
7. There may not be any facility for safe-keeping of these devices outside the examination hall; hence, it will be prudent to leave them at your residence





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Room No. :	Course :	Branch :	Semester :		
S.N.	Roll No				
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
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21					
22					
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24					
25					
26					
27					
28					
29					
30					
31					
32					
33					
34					
35					
36					
37					
38					
39					
40					
NO. OF STUDENTS APPEARED:					
1	INVIGILATOR SIGN				
2	INVIGILATOR SIGN				



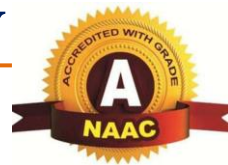


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KASHI INSTITUTE OF TECHNOLOGY (428)									
UFM RECORD									
MID TERM/PUT/MAKE-UP		ODD/EVEN SEM (SESSION)		ROOM NO.			DATE :	SHIFT :	
S N	NAME OF STUDENT	ROLL NO.	BRANCH	SEMESTER	SUBJECT	SUBJECT CODE	UFM DESCRIPTION	SIGNATURE OF STUDENT	SIGNATURE OF INVIGILATOR





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STUDENTS OUT GOING RECORD							
MID-TERM/PUE/MAKE-UP EXAMINATION ODD/EVEN (SESSION)							
SN	ROLL NO.	NAME OF STUDENT	ROOM NO.	OUT (TIMING)	SIGNATURE OF STUDENT	IN (TIMING)	SIGNATURE OF STUDENT

INVIGILATOR SIGN





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FLYING SQUAD DUTY REPORT	
NAME OF FLYING SQUAD MEMBER	
EXAMINATION	MID-TERM/PRE-UNIVERSITY EXAMINATION/MAKE-UP
SEMESTER	ODD/EVEN (SESSION.....)
DATE OF EXAMINATION	
SHIFT	
OBSERVATIONS	
S N	DISCRIPTION
SIGNATURE OF FLYING SQUAD MEMBER	



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DEPARTMENTAL SUBJECT FACULTY DETAILS			
BRANCH NAME.....			SEMESTER.....
S N	Subject Code	Subject Name	Faculty Name





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KASHI INSTITUTE OF TECHNOLOGY (428)

QUESTION PAPER UPLOADING STATUS/SUBMISSION STATUS

MID-TERM/PRE-UNIVERSITY/MAKE-UP EXAMINATION ODD SEM/EVEN SEM (SESSION.....)

BRANCH	SEMESTER	QUESTION PAPER	FACULTY NAME	STATUS





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Kashi Institute of Technology		Department :		
		Examination : Mid-Term Exam (ODD SEM 2022-23)		
Course:	Semester:	Section:	Roll No.	
Timing: 90 Min.	Subject:	Subject Code:	M. M. 30	
READ ALL INSTRUCTIONS AND QUESTIONS VERY CAREFULLY				
SECTION A				
(Attempt ALL questions)		[05]	CO	Bloom's Taxonomy (K)
A1	MCQ TYPE	[0.5]		
A2	MCQ TYPE	[0.5]		
A3	MCQ TYPE	[0.5]		
A4	MCQ TYPE	[0.5]		
A5	FILL IN THE BLANKS	[0.5]		
A6	FILL IN THE BLANKS	[0.5]		
A7	FILL IN THE BLANKS	[0.5]		
A8	TRUE/FALSE TYPE	[0.5]		
A9	TRUE/FALSE TYPE	[0.5]		
A10	TRUE/FALSE TYPE	[0.5]		
SECTION B				
(Attempt ANY THREE questions)		[15]		
B1		[05]		
B2		[05]		
B3		[05]		
B4		[05]		
B5		[05]		
SECTION C				
(Attempt ANY ONE question)		[10]		
C1		[10]		
C2		[10]		
#### END OF PAPER ####				



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KASHI INSTITUTE OF TECHNOLOGY		Department :		
		Examination : PRE-UNIVERSITY EXAMINATION (ODD SEM 2022-23)		
Course:	Semester:	Section:	Roll No.	
TIME: 180 Min.	Subject:	Paper code:	M. M. 100	
READ ALL INSTRUCTIONS AND QUESTIONS VERY CAREFULLY				
SECTION A				
(Attempt ALL questions)		[20]	CO	Bloom's Taxonomy (K)
A1	MCQ TYPE	[1]		
A2	MCQ TYPE	[1]		
A3	MCQ TYPE	[1]		
A4	MCQ TYPE	[1]		
A5	MCQ TYPE	[1]		
A6	MCQ TYPE	[1]		
A7	MCQ TYPE	[1]		
A8	MCQ TYPE	[1]		
A9	MCQ TYPE	[1]		
A10	MCQ TYPE	[1]		
A11	FILL IN THE BLANKS	[1]		
A12	FILL IN THE BLANKS	[1]		
A13	FILL IN THE BLANKS	[1]		
A14	FILL IN THE BLANKS	[1]		
A15	FILL IN THE BLANKS	[1]		
A16	TRUE/FALSE TYPE	[1]		
A17	TRUE/FALSE TYPE	[1]		
A18	TRUE/FALSE TYPE	[1]		
A19	TRUE/FALSE TYPE	[1]		
A20	TRUE/FALSE TYPE	[1]		
SECTION B				
(Attempt ANY THREE questions)		[30]	CO	Bloom's Taxonomy (K)
B1		[10]		
B2		[10]		
B3		[10]		
B4		[10]		
B5		[10]		
SECTION C				
(Attempt ANY ONE question)		[10]	CO	Bloom's Taxonomy (K)
C1		[10]		
C2		[10]		
(Attempt ANY ONE question)		[10]	CO	Bloom's Taxonomy (K)
C3		[10]		
C4		[10]		
(Attempt ANY ONE question)		[10]	CO	Bloom's Taxonomy (K)
C5		[10]		
C6		[10]		
(Attempt ANY ONE question)		[10]	CO	Bloom's Taxonomy (K)
C7		[10]		
C8		[10]		
(Attempt ANY ONE question)		[10]	CO	Bloom's Taxonomy (K)
C9		[10]		
C10		[10]		
#### END OF PAPER ####				



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INSTRUCTIONS TO THE FLYING SQUAD MEMBER

- Ensure proper checking of the students at the entry gate.
- Ensure that no unauthorized student (i.e. Detained/Without ID card) is appearing in the examination.
- Ensure that no Books, Mobile Phones or any other material is being carried by candidates into the examination hall /room.
- Ensure that no candidate takes recourse to any unfair means and possesses any unauthorized paper or material with him/her.
- The members of the flying squad will observe the conduct of the Invigilators and other functionaries deployed for examination duty, to ensure that no one helps any student directly or indirectly.
- The members of the flying squad will observe the activity of the room invigilator during the examination whether they are present or not in their assigned room.
- The members of the flying squad will check that no unauthorized person is present in the examination room.
- The members of the flying squad will submit the report of both students & room invigilator (Regarding visit to the examination room), to the examination department on the same day.

