

(NAAC- A grade accredited institution), ISO 9001: 2015 (QUALITY MANAGEMENT SYSTEM)

Managed by: JAIN EDUCATION SOCIETY

E-mail: info@kashiit.ac.in, Website: www.kashiit.ac.in 4 1800-123-321-123



Ref. No.: Kashi IT/Office Order/2023-24/ | 9

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
- 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



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



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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	1.
Mr. Naveen Kumar Srivastav	COE	160
Mr. Pappu Kumar	Deputy COE	
Dr. Pooja Gope	Coordinator	
Mr. Avmash Kr. Singh	Coordinator	41 242
Mr. Akhilesh Verma	Coordinator	

Agenda:

- * One To discuss about the Number of class test. I me that I also be the partition of the p
- 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.

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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	1 1
Mr. Naveen Kumar Srivastav	COE	Land Bar
Mr. Pappu Kumar	Deputy COE STORY TO THE STATE OF THE STATE O	100
Dr. Pooja Gope	Coordinator	
Mr. Avinash Kr. Singh	Coordinator RATE 11	91.242
Mr. Akhilesh Verma	Coordinator	

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1 to To discuss about the Number of class test. The data of the last of the la

Agenda:

- To discuss about internal marks to be given for assignment and class test. (12,000 and 20,000 and 2
- 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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- Concern Faculty Member



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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 NAME	RESPONSIBILITY	
Mr. Naveen Kumar Srivastav: Colle A	TICOBICICIETY	HERE!
Mr. Gyanendra Singhshilt a s.in. We	per Deputy COEhiltarchi % 800-123-3-1-113	The state of
Mr. M. Parvez	Coordinator	THE PLANT
Mr. Avlnash Kr. Singh 23-1	Coordinator U+TE 17.	2,702
Mrs. Ayushi Gupta	Coordinator	7.10
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Agenda:

Exactination Committee

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Proceeding of the meeting of present in meeting:

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It was decided to conduct make up sessional gram in which student fails & miss in sessional.

It was decided to prepare notice, exam schedule, sitting arrangement & duty allotment.

Mr. 11 was decided to last date of question paper submission.

Wir. Livingh Kr. Smith

Coordinator Coprdition

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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 Kymar Spivastav

Controller of Minimation

Copy Too

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

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EXAMINA	TION DEPARTMENT
Student	ts 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	R OFFICE USE ONLY	1	
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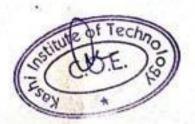
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Examination Grievance Redressal Mechanism

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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		OF TECHNOLOGY (428)
MID TERM/	PRE-UNIVERSITY/MAKE-UP EXAMI		SEM (SESSION)
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KASHI INSTITUTE OF TECHNOLOGY (428)

INSTRUCTIONS TO THE INVIGILATORS

- 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.
- 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.
- Check whether the students have occupied their respective seats according to the seating plan or not.
- 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.
- 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.
- 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

- Students will be permitted to occupy their allotted seats 15 minutes before the scheduled start of the examination.
- 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.
- 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.
- Mobile phones or any other electronic devices other than calculators are NOT ALLOWED inside the examination hall
- 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

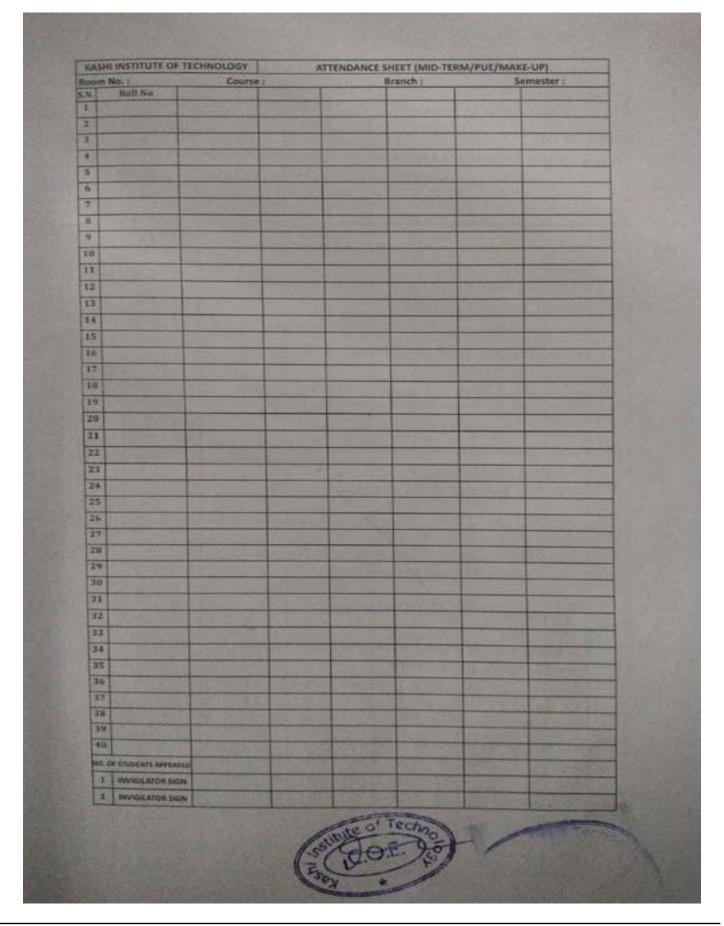
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	KASHI INSTITUTE OF TECHNOLOGY (428)
	FLYING SQUAD DUTY REPORT
NAME OF FLYING SQUAD MEMBER	
EXAMINATION	MID-TERM/PRE-UNIVERSITY EXAMINATION/MAKE-UP
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KASHI INSTITUTE OF TECHNOLOGY (428)					
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Washi Institu	ute of Technology	Department:				
Kasni Institu	ate of recanology	Examination : Mid-T	erm Exam (OI	D SE	M 2022-23)	
Course: Semester:		Section:			Roll No.	
Timing: 90 Min.	Subject:	Subject Code:	NE STATE		M. M. 30	
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KASHI INSTITUTE OF TECHNOLOGY		Department:					
Courses	Semester:	Examination: PRE-UNIVERSIT Section: Paper code: RUCTIONS AND QUESTIONS VE		VERSIT	Y EXAMINATION (ODD SEM 2022-23)		
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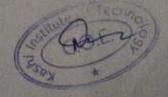
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KASHI INSTITUTE OF TECHNOLOGY (428)

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.



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