



# KASHI INSTITUTE OF TECHNOLOGY

(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 1800-123-321-123



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

Date: - 24<sup>th</sup> 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



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



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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
- The Director
- Deans
- All HODs
- 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                       | RESPONSIBILITY |
|----------------------------|----------------|
| Mr. Navcen Kumar Srivastav | COE SOCIETY    |
| Mr. Gyanendra Singh        | Deputy COE     |
| Mr. M. Parvez              | Coordinator    |
| Mr. Avinash Kr. Singh      | Coordinator    |
| Mrs. Ayushi Gupta          | Coordinator    |

### Agenda:

### Examination Committee

- 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 PUJ 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.                                    |                |
| Mr. Avinash Kr. Singh  | Coordinator    |
| Mrs. Ayushi Gupta  | Coordinator    |



### Copy To:

- The Management
- The Director

Present:

- 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. Avinash Kr. Singh       | Coordinator    |
| Mr. Akhilesh Verma          | Coordinator    |

Agenda:

### Examination Committee

- 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.



Copy To:

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



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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:

### Examination Committee

- 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.

Mr. Avinash Kr. Singh

Coordinator



### Copy To:

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

- 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.

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