

(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
- 3. Dean Academic
- 4. Registrar
- 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

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. Navegulk Umar Suv Controller of Munimatis

Copy Por

- 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

計画は注いが 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: Mr. Naveen Kumar Srivastav: CHIC AT (COBICHETY Mr. Gyantindra Singh shill a a.in. Weeps Denuty COEhill Mr. M. Parvez Coordinator 12 4 T.E.: 17 .. 2.2023 Mr. Avinash Kr. Singh 23-1 Coordinator

Mrs. Ayushi Gupta Coordinator,

Agenda:

Exactination Committee

A reset To discuss about the Number of class test a on date 12.12.2023 at 12.10 PM in the office of a de signo discuss aboutenternal marks ao beigne en for assignment and stake less of lexamentic applications ir the cirro discuss about the examination date, test duration & allotment of invigilation duty.

Proceeding or the weeting of present in meeting:

It was decided two internal exams. RESPONABILITY

bir tax Itawas decided to conduct internal PUT exam for 180 minutes & maximum marks decided as 100.

1. 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.

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

Coordinator Mr. Avianih Kr. Singh

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- Concern Faculty Member 1 12114
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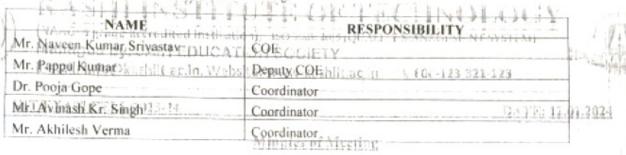
DATE: 12.01.2024

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:



Agenda:

Examination Committee

- a neverthe discuss about the Number of class testld on date 12.41.2024 in 0.230 FM in the office of
- and suffer discuss about internal marks to be given for assignment and class test of L xaman nich guadelines
- in the currel'discuss about the examination date, test duration & allotment of invigilation duty.

Proceeding of the meetings at present in meeting

- It was decided two internal exams.
- . It was decided to conduct internal midterm exam for 90 minutes & maximum marks decided as 20.

RESPONSED BY

- 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
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- 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 (NAC a prince and redited insulation	RESPONSIBILITY	Y 10
Mr. Naveen Kumar Srivastav DUCAT	COSCUETY	11:4
Mr. Pappo Kumacokashii Lac.in, Wabsi	Deputy COE (12.10 m 1 4.00-123-321-123	100
	Coordinator	
Mr. Avinash Kr. Singh 3 - 14	Coordinator DATE 15	14.2024
Mr. Akhilesh Verma	Coordinator Significant Signif	

Agenda:

Examination Committee

- A secolTo discuss about the Number of class test of on date 15.04 2034 at 0.0.30 PM in the office of
- and a still o discuss about internal marks to be given for assignment and class test of a xamin then guinelines
- 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.



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- All HODs
- Concern Faculty Member 11, and
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- if we decided to a select make up as around execut in which structure that deinter in tensional

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