

Examination Committee

K.N.Bakshi College of education, Karmatand, Bengabad, Giridih,

Jharkhand-815312

Minutes of Examination Committee

Dt. 12/02/2019

Keeping in view of the first external examination of the University, Principal Dr. Ravindra Kumar called all the examination committee to attend a meeting in seminar hall on 12/02/2019.

Agenda:

1. Opening remarks
2. Confirmation of the action taken report on previous meeting
3. Notification of the date for 1st semester as declared by University
4. Distribution of Admit cards
5. Selection of faculty members to guide and resolve any official problem arises in the allotted examination centre.

Following members were present in the meeting:

Sl No.	Name	Designation	Committee Member	Signature
1	Dr.Ravindra Kumar	Principal	Chairperson	Ravindra Kumar
2	Dr.Ajitkumarsingh	Vice principal	Member	Ajit Kumar Singh
3	Mr.Prakash Bardhan	Faculty	Co-ordinator	Prakash Bardhan
4	Mr.Pavan Kumar Suman	Faculty	Member	Pavan Kumar Suman
5	Mr. Rajesh Ravidas	Faculty	Member	Rajesh Ravidas
6	Miss SeemaKumari	Faculty	Member	Seema Kumari

Principal welcomed all the members attended and informed that as per the notification of University the 1st external examination will be held from 26/02/2019 to 06/03/2019, for which we have to make the necessary arrangements to conduct the examination successfully. Coordinator Mr. Prakash Burdhan read out the agenda and following points were discussed;

1. **Action taken report:** Coordinator confirmed there was no grievance received from any student regarding evaluation of internal examination.


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2. **Notice for 1st semester date:** Coordinator informed the date of 1st semester as notified by University, and requested Principal to instruct the person concern to display the same on the college notice board to inform the students.
3. **Distribution of Admit cards:** All the 1st. semester students will be informed to collect their respective Admit card from examination section.
4. **Assignment given to the faculty member:** It was decided that the faculty members Mr. Pavan Kumar Suman, Mr. Rajesh Ravidas, Miss Seema Kumari will look after the students to guide and resolve any official problem if at all arises in the allotted examination centre.

At last Principal requested all the members to provide their cooperation to complete the 1st semester smoothly and successfully. The meeting was concluded with vote of thanks.

RKumar

Signature of Principal

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Rajesh Baxdhan
Signature of Coordinator

Arif Khan

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Minutes of Examination Committee

Dt. 05/08/2019

A meeting of the Examination committee was called by Principal Dr. Ravindra Kumar on 05/08/2019 to discuss about the 2nd Internal Examination.

Agenda:

1. Welcome address
2. Action taken report of the previous meeting
3. Process to conduct 2nd Internal examination
4. Preparation of question paper
5. Transparency in the evaluation process
6. Submission of internal examination mark sheet to the University

Following members were present in the meeting:

Sl No.	Name	Designation	Committee Member	Signature
1	Dr.Ravindra Kumar	Principal	Chairperson	RKumar
2	Dr.Ajitkumarsingh	Vice principal	Member	Ajit Kumar
3	Mr.Prakash Bardhan	Faculty	Co-ordinator	Prakash Bardhan
4	Mr.Pavan Kumar Suman	Faculty	Member	Pavan Kumar Suman
5	Mr. Rajesh Ravidas	Faculty	Member	Rajesh Ravidas
6	Miss SeemaKumari	Faculty	Member	Seema Kumari

The meeting was held in the seminar hall of the college at 11.30 A.M., on 05/08/2019.

1. Principal welcomed the members at the onset of the meeting, there after coordinator Mr.Prakash Bardhan, conducted the meeting as per the agenda.
2. Coordinator confirmed that all the decisions taken in the previous meeting were carried out successfully.





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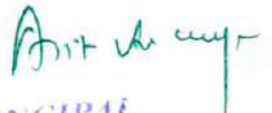
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3. Principal instructed all the members to make the proper sitting arrangements for the internal examination and allotment of faculty members as invigilator for the 2nd internal examination to be conducted from 17/08/2019 to 21/08/2019.
4. It was decided to instruct the entire faculty to prepare the question papers as per the courses they have completed for their respective subject.
5. All the subject teachers will evaluate the answer papers within 7 days from the date finish of the internal examination. To maintain the transparency of evaluation faculty member will discuss with the students after evaluation by showing the evaluated answer sheet. Any grievance or complain of the student will be resolved immediately.
6. A final list of mark sheet will be prepared and produce before examination committee, which will be submitted to University.

The meeting was concluded with the vote of thanks by coordinator Mr. Prakash Burdhan.


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Signature of Coordinator


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Minutes of Examination Committee

Dt. 22/08/2019

Keeping in view of the second external examination of the University, Principal Dr. Ravindra Kumar called all the examination committee to attend a meeting in seminar hall on 22/08/2019.

Agenda:

1. Opening remarks
2. Confirmation of the action taken report on previous meeting
3. Notification of the date for 1st external examination as declared by University
4. Distribution of Admit cards
5. Selection of faculty members to guide and resolve any official problem arises in the allotted examination centre.

Following members were present in the meeting:

Sl No.	Name	Designation	Committee Member	Signature
1	Dr.Ravindra Kumar	Principal	Chairperson	RKumar
2	Dr.Ajitkumarsingh	Vice principal	Member	Ajit Kumar
3	Mr.Prakash Bardhan	Faculty	Co-ordinator	Prakash Bardhan
4	Mr.Pavan Kumar Suman	Faculty	Member	Pavan Kumar Suman
5	Mr. Rajesh Ravidas	Faculty	Member	Rajesh Ravidas
6	Miss SeemaKumari	Faculty	Member	Seema Kumari

Principal welcomed all the members of the committee and informed that as University has declared the dates from 14th September to 20th September 2019 for 2nd semester external examination. Principal requested all the members to carry out the necessary preparation. Coordinator Mr. Prakash Burdhan red out the agenda and following points were discussed;

5. First of all coordinator confirmed the action taken as per the decisions taken in the previous meeting.


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6. Coordinator informed the dates of 2nd semester external examination as notified by University, and requested Principal to instruct the person concern to display the same on the college notice board and college website for the information of the students.
7. All the 2nd semester students will be informed to collect their respective Admit card from examination section.
8. It was decided that the faculty members Mr. Rajesh Ravidas, Miss Seema Kumari, Mr. Pavan Kumar suman will look after the students to guide and resolve any official problem if at all arises in the allotted examination centre.

In the closing remarks, Principal thanks all the members for their continues cooperation to complete the 1st semester external examination smoothly and successfully. The meeting was concluded with vote of thanks.

R Kumar
Signature of Principal
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Bhawanish Baidhram
Signature of Coordinator

Amit K Singh
PRINCIPAL
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Minutes of Examination Committee

Dt. 05/02/2020

A meeting of the Examination committee was called by Principal Dr. Ravindra Kumar on 05/02/2020 to discuss about the 3rd Internal Examination.

Agenda:

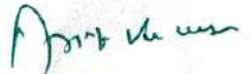
1. Welcome address
2. Action taken report of the previous meeting
3. Process to conduct 3rd Internal examination
4. Preparation of question paper
5. Robust in the evaluation process
6. Submission of internal examination mark sheet to the University

Following members were present in the meeting:

Sl No.	Name	Designation	Committee Member	Signature
1	Dr.Ravindra Kumar	Principal	Chairperson	R.Kumar
2	Dr.Ajitkumarsingh	Vice principal	Member	Ajit Kumar Singh
3	Mr.Prakash Bardhan	Faculty	Co-ordinator	Prakash Bardhan
4	Mr.Pavan Kumar Suman	Faculty	Member	Pavan Kumar Suman
5	Mr. Rajesh Ravidas	Faculty	Member	Rajesh Ravidas
6	Miss SeemaKumari	Faculty	Member	Seema Kumari


All the members of examination committee assembled in the seminar hall of the college at 11.30 A.M., on 05/02/2020 to attend the meeting called by Principal.

1. Principal welcomed the members and the meeting was conducted by coordinator Mr.Prakash Bardhan, as per the agenda.
2. Coordinator confirmed that all the decisions taken in the previous meeting were carried out successfully.


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3. Coordinator requested all the members to make the proper sitting arrangements for the internal examination and allotment of faculty members as invigilator to conduct 3rd internal examination from 10/02/2020
4. It was finalised to instruct the entire faculty to prepare the question papers as per the courses they have completed for their respective subject.
5. All the subject teachers are to be instructed to evaluate the answer papers within 7 days from the date finish of the internal examination. To maintain a healthy evaluation process, faculty member will discuss with the students after evaluation by showing the evaluated answer sheet. Any grievance or complain of the student will be resolved immediately.
6. A final list of mark sheet will be prepared and produce before examination committee, which will be submitted to University.

The meeting was concluded with the vote of thanks by coordinator Mr. Prakash Burdhan.


Signature of Principal
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Signature of Coordinator


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Minutes of Examination Committee

Dt. 27/02/2020

Principal Dr. Ravindra Kumar called a meeting of the Examination committee on 27/02/2020 to discuss about the 3rd external examinations to be conducted by the college.

Following members were present in the meeting:


Sl No.	Name	Designation	Committee Member	Signature
1	Dr.Ravindra Kumar	Principal	Chairperson	RKumar
2	Dr.Ajitkumarsingh	Vice principal	Member	Ajit Kumar Singh
3	Mr.PrakashBardhan	Faculty	Co ordinator	Prakash Bardhan
4	Mr.Pavan Kumar Suman	Faculty	Member	Pavan Kumar Suman
5	Mr. Rajesh Ravidas	Faculty	Member	Rajesh Ravidas
6	Miss SeemaKumari	Faculty	Member	Seema Kumari

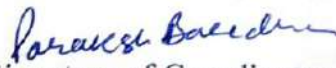
After the opening remarks of Principal, Convener welcomed the members and informed the objectives of Internal Examination. The meeting and discussion was continued by convenor Mr. Prakash Bardhan.


The minutes of meeting are as follows:

- It was decided that the Examination Committee will prepare the schedule of the 3rd external examination which will be conducted from 4th March 2020
- The Committee members shall prepare Examination Time Table.
- The Examination Committee members shall make the Seating Arrangement and display them on the Notice Board.
- Question paper pattern was discussed .
- It was decided to discuss with students about their performance and comply their grievances on evaluation if any.

After this decision the convenor called it a day with vote of thanks.


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Signature of Coordinator


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Minutes of Examination Committee

Dt. 02/12/2020

After notification for 4th semester internal examination of the University, Principal Dr. Ravindra Kumar called all the examination committee to attend a meeting in seminar hall on 02/12/2020.

Agenda:

6. Opening remarks
7. Confirmation of the action taken report on previous meeting
8. Notification of the date for 4th internal as declared by University
9. Distribution of Admit cards to the students
10. Selection of faculty members to guide and resolve any official problem arises in the allotted examination centre.

Following members were present in the meeting:

Sl No.	Name	Designation	Committee Member	Signature
1	Dr. Ravindra Kumar	Principal	Chairperson	R Kumar
2	Dr. Ajitkumarsingh	Vice principal	Member	Ajit Kumar Singh
3	Mr. Prakash Bardhan	Faculty	Co-ordinator	Prakash Bardhan
4	Mr. Pavan Kumar Suman	Faculty	Member	Pavan Kumar Suman
5	Mr. Rajesh Ravidas	Faculty	Member	Rajesh Ravidas
6	Miss Seema Kumari	Faculty	Member	Seema Kumari

Principal welcomed all the members of the committee and informed that as University has notified to conduct 4th semester internal examination from 4th to 8th December 2020. Principal requested all the members to carry out the necessary preparation. Coordinator Mr. Prakash Burdhan red out the agenda and following points were discussed;

1. Action taken report as per the decisions taken in the previous meeting was confirmed by coordinator.
2. Coordinator informed the date of 4th semester internal examination as and requested Principal to instruct the person concern to display the

Ajit Kumar Singh

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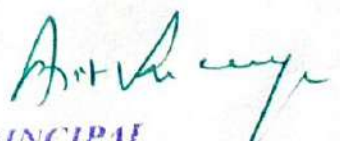
same on the college notice board and college website for the information of the students.

3. It was decided that all the faculty members will prepare the question papers of their respective subjects.
4. The meeting was concluded with vote of thanks.


Signature of Principal


Signature of Coordinator

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Minutes of Examination Committee

Dt. 11/12/2020

Principal Dr. Ravindra Kumar called a meeting of the Examination committee on 11/12/2020 to discuss about the 4th external Examination.

Agenda:

1. Welcome address
2. Action taken report of the previous meeting
3. Process to conduct 4th external examination
4. Question paper Preparation
5. Evaluation process and transparency in it
6. Submission of internal examination mark sheet to the University

Following members were present in the meeting:

Sl No.	Name	Designation	Committee Member	Signature
1	Dr. Ravindra Kumar	Principal	Chairperson	R. Kumar
2	Dr. Ajitkumarsingh	Vice principal	Member	Ajit Kumarsingh
3	Mr. Prakash Bardhan	Faculty	Co-ordinator	Prakash Bardhan
4	Mr. Pavan Kumar Suman	Faculty	Member	Pavan Kumar Suman
5	Mr. Rajesh Ravidas	Faculty	Member	Rajesh Ravidas
6	Miss Seema Kumari	Faculty	Member	Seema Kumari

All the members of examination committee assembled in the seminar hall of the college at 11.30 A.M., on 11/12/2020 to attend the meeting called by Principal.

1. Principal welcomed the members and informed that it was finalised to conduct the 4th external examination from 14th December to 21st December 2020, so it is required to discuss about the preparation for the 4th external examination. There after coordinator Mr. Prakash Bardhan conducted the meeting as per the agenda.


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2. Coordinator confirmed that all the decisions taken in the previous meeting were carried out successfully.
3. Like every external examination it was decided that responsibility will be given to Mr. Pawan Kumar Suman, Dr. Rajesh Ravidas, and Mrs Seema Kumari to help the students at the examination center and will resolve their problem.

The meeting was concluded with the vote of thanks by coordinator Mr. Prakash Burdhan.

Rkumar
Signature of Principal

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Prakash Burdhan
Signature of Coordinator

Prakash Burdhan
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Bengabad, Giridih

Examination Committee

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Minutes of Examination Committee

Dt. 15/02/2020

After notification for 1st semester internal examination of the University, Principal Dr. Ravindra Kumar called all the examination committee members to attend a meeting in seminar hall on 15/02/2020.

Agenda:

1. Opening remarks
2. Confirmation of the action taken report on previous meeting
3. Planning to conduct internal exam and fixation of date for internal exam to conduct internal exam.
4. Discussion about evaluation time period.
5. Closing remarks

Following members were present in the meeting:

Sl No.	Name	Designation	Committee Member	Signature
1	Dr. Ravindra Kumar	Principal	Chairperson	R Kumar
2	Dr. Ajitkumarsingh	Vice principal	Member	Ajit Kumar Singh
3	Mr. Prakash Bardhan	Faculty	Co-ordinator	Prakash Bardhan
4	Mr. Pavan Kumar Suman	Faculty	Member	Pavan Kumar Suman
5	Mr. Rajesh Ravidas	Faculty	Member	Rajesh Ravidas
6	Miss Seema Kumari	Faculty	Member	Seema Kumari

Principal welcomed all the members of the committee and informed will conduct 1st semester internal examination earlier, so we have to carry out the necessary preparation. Coordinator Mr. Prakash Burdhan red out the agenda and following points were discussed;

1. Action taken report as per the decisions taken in the previous meeting was confirmed by coordinator.
2. Coordinator informed the date of 1st semester internal examination will commenced from 19th February 2020 to 22nd February 2020. Here requested Principal to instruct the person concern to display the


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- same on the college notice board and college website for the information of the students, and also instruct faculty members to prepare question papers of their respective subjects.
3. Principal instructed all the faculty members to evaluate the internal answer papers within seven days and submit the mark sheet with examination committee.
 4. At last coordinator Mr. Prakash Bardhan declared the closing of the meeting with vote of thanks.

Since there was no other point to discuss so the meeting was concluded with vote of thanks.



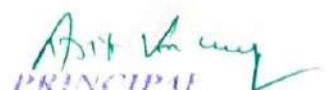
Signature of Principal

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Signature of Coordinator



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Minutes of Examination Committee

Dt. 25/10/2020

A meeting of the Examination committee was called by Principal Dr. Ravindra Kumar on 25/10/2020 to discuss about the 1st external Examinations.

Agenda:

1. Welcome address
2. Fixation of schedule for 1st external examination
3. Distribution of Admit cards to the students
4. Selection of faculty members to guide and resolve any official problem arises in the allotted examination centre.
5. Closing remarks

Following members were present in the meeting:

Sl No.	Name	Designation	Committee Member	Signature
1	Dr.Ravindra Kumar	Principal	Chairperson	RKumar
2	Dr.Ajitkumarsingh	Vice principal	Member	Ajit Kumar Singh
3	Mr.Prakash Bardhan	Faculty	Co-ordinator	Prakash Bardhan
4	Mr.Pavan Kumar Suman	Faculty	Member	Pavan Kumar Suman
5	Mr. Rajesh Ravidas	Faculty	Member	Rajesh Ravidas
6	Miss SeemaKumari	Faculty	Member	Seema Kumari

All the members of examination committee assembled in the seminar hall of the college at 11.30 A.M., on 25/10/2020 to attend the meeting called by Principal.

1. Principal welcomed the members and informed that due to covid-19 pandemic University has declaration of schedule for 1st semester external examination in lat that is from 31/10/202 to 06/11/2020. .



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2. All the members appreciated the proposal of Principal and it was unanimously decided to conduct the 1st internal examination from 19th to 22nd February 2020.
3. All the subject teachers were instructed to prepare question papers for 1st and 2nd internal examination separately and submit the same to examination committee.
4. Coordinator requested all the members to make the proper sitting arrangements and allocation of invigilator for 1st internal examination.
5. All the subject teachers are to be instructed to evaluate the answer papers within 7 days from the date finish of the internal examination. To maintain a healthy and transparency in evaluation process, faculty member will discuss with the students after evaluation by showing the evaluated answer sheet. Any grievance or complain of the student will be resolved immediately.
6. A final list of mark sheet will be prepared and produce before examination committee, which will be submitted to University.

The meeting was concluded with the vote of thanks by coordinator Mr. Prakash Burdhan.



Signature of Principal

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Bengabad, Giridih



Signature of Coordinator



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Minutes of Examination Committee

Dt. 06/03/2021

Principal called an online meeting of the examination committee to discuss about 2nd internal examination.

Agenda:


1. Opening remarks
2. Notification of the date to conduct online 2nd internal examinations
3. Distribution of duties to conduct online examination
4. Preparation of question paper for online examination
5. Evaluation of answer papers

Following members were present in the meeting:

Sl No.	Name	Designation	Committee Member	Signature
1	Dr.Ravindra Kumar	Principal	Chairperson	RKumar
2	Dr.Ajitkumarsingh	Vice principal	Member	Ajit Kumar
3	Mr.Prakash Bardhan	Faculty	Co-ordinator	Prakash Bardhan
4	Mr.Pavan Kumar Suman	Faculty	Member	Pavan Kumar Suman
5	Mr. Rajesh Ravidas	Faculty	Member	Rajesh Ravidas
6	Miss SeemaKumari	Faculty	Member	Seema Kumari

The meeting of examination committee was held in the seminar hall on 06/03/2021 at 11.30 A.M. in presence of aforementioned members.

1. The meeting was resumed with the opening remarks of Principal Dr. Ravindra Kumar. He suggested to conduct 2nd internal examinations from 9th March to 12th March 2021, therefore we have to plan properly to conduct online 1st semester internal examination.
2. It was decided to display the notice of 1st semester internal online examination on college website and also notice will be forwarded through WHATS APP group which was created during pandemic.
3. Mr.Pavan Kumar Suman and Mr. Rajesh Ravidas were requested to conduct the online examination.


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4. All the faculty members were informed to evaluate the answer papers of their respective subjects and submit the evaluated answer papers.

Mr. Prakash Burdhan, coordinator called it a day with the vote of thanks.

R. Kumar
Signature of Principal

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Prakash Burdhan
Signature of Coordinator

Ajit Kumar
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Bengabad, Giridih

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Minutes of Examination Committee

Dt. 15/03/2021

In view of 2nd external examination Principal called a meeting of the examination committee on 15th March 2021.

Agenda:

1. Opening remarks
2. Declaration of date for 2nd semester external examination
3. Intimate students the dates of 2nd semester external examination and to download their admit card.
4. Faculty in charge to help to resolve any technical problem arise in the examination centre.
5. Assigned faculty members to guide and help the students at the allotted examination centre.
6. Closing remarks

Following members were present in the meeting:

Sl No.	Name	Designation	Committee Member	Signature
1	Dr.Ravindra Kumar	Principal	Chairperson	RKumar
2	Dr.Ajitkumarsingh	Vice principal	Member	Ajit Kumar Singh
3	Mr.Prakash Bardhan	Faculty	Co-ordinator	Prakash Bardhan
4	Mr.Pavan Kumar Suman	Faculty	Member	Pavan Kumar Suman
5	Mr. Rajesh Ravidas	Faculty	Member	Rajesh Ravidas
6	Miss SeemaKumari	Faculty	Member	Seema Kumari

The meeting of examination committee was held in the seminar hall on 15/03/2021 at 11.00 A.M. in presence of aforementioned members.

1. Principal welcomed all the members and thanks them for their judicious service and dedication even during this pandemic. There after principal requested coordinator to take over the charge of the meeting and proceed further as per the agenda.


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2. Mr. Prakash Burdhan, informed that 2nd. Semester external examination will be held on 18th to 24th March 2021, which was declared by University.
3. It was decided to intimate the students the dates of 2nd semester external examination. They are also informed to download their admit cards from the website.
4. Mr. Rajesh Ravidas and Miss Seema Kumari were assigned to guide and help the students at the allotted examination centre.
5. After all the above discussion Principal concluded the meeting with vote of thanks.

RKumar

Signature of Principal

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Prakash Burdhan

Signature of Coordinator

Prakash Burdhan
PRINCIPAL

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Minutes of Examination Committee

Dt. 20/08/2021

A meeting of the Examination committee was called by Principal Dr. Ravindra Kumar on 20/08/2021 to discuss about the 3rd Internal Examination.

Agenda:


1. Welcome address
2. Action taken report of the previous meeting
3. Process to conduct 3rd Internal examination
4. Preparation of question paper
5. Transparency in the evaluation process
6. Submission of internal examination mark sheet to the University

Following members were present in the meeting:

Sl No.	Name	Designation	Committee Member	Signature
1	Dr.Ravindra Kumar	Principal	Chairperson	R Kumar
2	Dr.Ajitkumarsingh	Vice principal	Member	Ajit Kumar
3	Mr.Prakash Bardhan	Faculty	Co-ordinator	Prakash Bardhan
4	Mr.Pavan Kumar Suman	Faculty	Member	Pavan Kumar Suman
5	Mr. Rajesh Ravidas	Faculty	Member	Rajesh Ravidas
6	Miss SeemaKumari	Faculty	Member	Seema Kumari

All the members of examination committee assembled in the seminar hall of the college at 11.30 A.M., on 20/08/2021 to attend the meeting called by Principal.

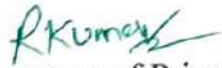
1. Principal welcomed the members and the meeting was conducted by coordinator Mr.Prakash Bardhan, as per the agenda.
2. Coordinator confirmed that all the decisions taken in the previous meeting were carried out successfully.
3. Coordinator requested all the members to make the proper sitting arrangements for the internal examination and allotment of faculty


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members as invigilator to conduct 3rd internal examination on 26/08/2021.

4. It was finalised to instruct the entire faculty to prepare the question papers as per the courses they have completed for their respective subject.
5. All the subject teachers are to be instructed to evaluate the answer papers within 7 days from the date finish of the internal examination. To maintain a healthy evaluation process, faculty member will discuss with the students after evaluation by showing the evaluated answer sheet. Any grievance or complain of the student will be resolved immediately.
6. A final list of mark sheet will be prepared and produce before examination committee, which will be submitted to University.

The meeting was concluded with the vote of thanks by coordinator Mr. Prakash Burdhan.


Signature of Principal
PRINCIPAL
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Signature of Coordinator


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University was unable to conduct 3rd semester external examination due to Covid- 19 pandemic. 1st external marks were awarded to the students on the basis of marks they secured in the 1st internal examination.



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K.N.Bakshi College of education, Karmatand, Bengabad, Giridih,

Jharkhand-815312

Minutes of Examination Committee

Dt. 10/10/2021

A meeting of the Examination committee was called by Principal Dr. Ravindra Kumar on 10/10/2021 to discuss about the 4th Internal Examination.

Agenda:

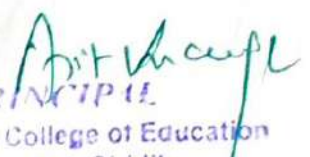
7. Welcome address
8. Action taken report of the previous meeting
9. Process to conduct 3rd Internal examination
10. Preparation of question paper
11. Transparency in the evaluation process
12. Submission of internal examination mark sheet to the University

Following members were present in the meeting:

Sl No.	Name	Designation	Committee Member	Signature
1	Dr. Ravindra Kumar	Principal	Chairperson	RKumar
2	Dr. Ajitkumarsingh	Vice principal	Member	Ajit Kumar Singh
3	Mr. Prakash Bardhan	Faculty	Co-ordinator	Prakash Bardhan
4	Mr. Pavan Kumar Suman	Faculty	Member	Pavan Kumar Suman
5	Mr. Rajesh Ravidas	Faculty	Member	Rajesh Ravidas
6	Miss Seema Kumari	Faculty	Member	Seema Kumari


All the members of examination committee assembled in the seminar hall of the college at 11.30 A.M., on 10/10/2021 to attend the meeting called by Principal.

1. Principal welcomed the members and the meeting was conducted by coordinator Mr. Prakash Bardhan, as per the agenda.
2. Coordinator confirmed that all the decisions taken in the previous meeting were carried out successfully.
3. Coordinator requested all the members to make the proper sitting arrangements for the internal examination and allotment of faculty members as invigilator to conduct 4th internal examination from 18/10/2021 to 20/10/2021.


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4. It was finalised to instruct the entire faculty to prepare the question papers as per the courses they have completed for their respective subject.
5. All the subject teachers are to be instructed to evaluate the answer papers within 7 days from the date finish of the internal examination. To maintain a healthy evaluation process, faculty member will discuss with the students after evaluation by showing the evaluated answer sheet. Any grievance or complain of the student will be resolved immediately.
6. A final list of mark sheet will be prepared and produce before examination committee, which will be submitted to University.

The meeting was concluded with the vote of thanks by coordinator Mr. Prakash Burdhan.


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Minutes of Examination Committee

Dt. 15/10/2021

Keeping in view of the 4th external examination of the University, Principal Dr. Ravindra Kumar called all the examination committee to attend a meeting in seminar hall on 15/10/2021.

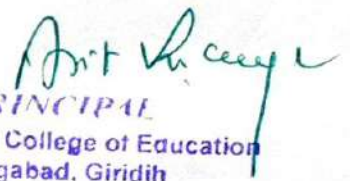
Agenda:

1. Opening remarks
2. Confirmation of the action taken report on previous meeting
3. Notification of the date for 4th external examination as declared by University
4. Distribution of Admit cards
5. Selection of faculty members to guide and resolve any official problem arises in the allotted examination centre.

Following members were present in the meeting:

Sl No.	Name	Designation	Committee Member	Signature
1	Dr.Ravindra Kumar	Principal	Chairperson	RKumar
2	Dr.Ajitkumarsingh	Vice principal	Member	Ajit Kumar Singh
3	Mr.Prakash Bardhan	Faculty	Co-ordinator	Prakash Bardhan
4	Mr.Pavan Kumar Suman	Faculty	Member	Pavan Kumar Suman
5	Mr. Rajesh Ravidas	Faculty	Member	Rajesh Ravidas
6	Miss SeemaKumari	Faculty	Member	Seema Kumari

1. Principal welcomed all the members of the committee and informed that as University has declared the dates to conduct 4th external examination from 25th October to 28th October 2021. Principal requested all the members to carry out the necessary preparation.
2. Coordinator Mr. Prakash Burdhan red out the agenda and then following points were discussed;
3. First of all coordinator confirmed the action taken as per the decisions taken in the previous meeting.
4. Coordinator informed the dates of 4th semester external examination has notified by University, and requested Principal to instruct the person


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concern to display the same on the college notice board and college website for the information of the students.

5. All the 4th semester students will be informed to collect their respective Admit card from examination section.
6. It was decided that the faculty members Mr. Rajesh Ravidas, Miss Seema Kumari, Mr. Pavan Kumar suman will look after the students to guide and resolve any official problem if at all arises in the allotted examination centre.

In the closing remarks, Principal thanks all the members for their continues cooperation to complete the 1st semester external examination smoothly and successfully. The meeting was concluded with vote of thanks.

Rkumar

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Ravish Baidya

Signature of Coordinator

Ajit Kumar

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Examination Committee

K.N.Bakshi College of education, Karmatand, Bengabad, Giridih,

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Minutes of Examination Committee

Dt. 08/02/2022

Dr. Ravindra Kumar, Principal, called a meeting of examination committee on 8th February 2022 to discuss about 2nd semester external examination declared by University.

Agenda:

7. Opening remarks
8. Declaration of date for 2nd semester external examination
9. Intimate students the dates of 2nd semester external examination and to download their admit card.
10. Assigned faculty members to guide and help the students at the allotted examination centre.

Following members were present in the meeting:

Sl No.	Name	Designation	Committee Member	Signature
1	Dr. Ravindra Kumar	Principal	Chairperson	RKumar
2	Dr. Ajitkumarsingh	Vice principal	Member	Ajit Kumarsingh
3	Mr. Prakash Bardhan	Faculty	Co-ordinator	Prakash Bardhan
4	Mr. Pavan Kumar Suman	Faculty	Member	Pavan Kumar Suman
5	Mr. Rajesh Ravidas	Faculty	Member	Rajesh Ravidas
6	Miss Seema Kumari	Faculty	Member	Seema Kumari

The meeting of examination committee was started at 11.00 A.M. on 08/02/2022 in the seminar hall.

1. The meeting was resumed after the opening remarks of Principal and then he requested coordinator Mr. Prakash Burdhan to conduct the meeting as per the agenda.
2. Coordinator informed that University has already notified the dates of 2nd semester external examination which will be conducted from 19th to 26th February 2022.

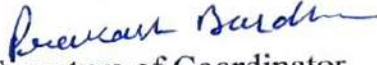

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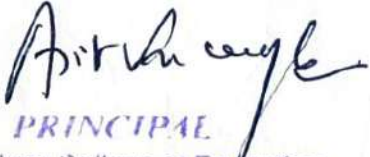
3. It was decided to intimate the students the dates of 2nd semester external examination. They are also informed to download their admit cards from the website.
4. Mr. Rajesh Ravidas and Miss Seema Kumari were assigned to guide and help the students at the allotted examination centre.

Principal concluded the meeting with vote of thanks.


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Examination Committee

K.N.Bakshi College of education, Karmatand, Bengabad, Giridih,

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Minutes of Examination Committee

Dt. 15/06/2022

Principal called a meeting of examination committee on 15th June 2022 to discuss about the 3rd internal examination and also 3rd external examination.

Agenda:

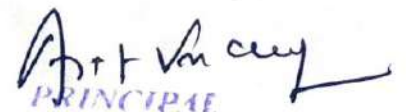
1. Welcome address
2. To decide the date of 3rd internal examination
3. Preparation for 3rd semester internal examination.
4. Preparation of question papers and allotment of invigilators
5. Date declared by University for 3rd semester external examination
6. Assigned faculty members to guide and help the students at the allotted examination centre.
7. Closing remarks

Following members were present in the meeting:

Sl No.	Name	Designation	Committee Member	Signature
1	Dr.Ravindra Kumar	Principal	Chairperson	RKumar
2	Dr.Ajitkumarsingh	Vice principal	Member	Ajit Kumar Singh
3	Mr.Prakash Bardhan	Faculty	Co-ordinator	Prakash Bardhan
4	Mr.Pavan Kumar Suman	Faculty	Member	Pavan Kumar Suman
5	Mr. Rajesh Ravidas	Faculty	Member	Rajesh Ravidas
6	Miss SeemaKumari	Faculty	Member	Seema Kumari

The meeting of examination committee was started at 11.00 A.M. on 15th June 2022 in the seminar hall.

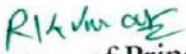
1. At the onset of the meeting Principal Dr. Ravindra Kumar welcomed all the members and expressed his thankfulness for the dedication and successfully conducting all the examination. There after coordinator Mr. Prakash Bardhan took over the charge and conducted the meeting as per agenda.


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2. Mr. Prakash Bardhan informed that University has already declared to conduct 3rd semester external examination on 28th July 2022. Before external examination we have to conduct the internal examination for 3rd semester and submit the marks to University.
3. It was unanimously decided to conduct the 3rd semester internal examination on 28th Junu2022
4. Faculty members were asked to prepare the question paper for 3rd semester internal examination.
5. As usual Mr. Rajesh Ravidas and Miss Seema Kumari were assigned to make the sitting arrangement and also will guide the students at the allotted examination centre.

The meeting was concluded with the vote of thanks


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Examination Committee

K.N.Bakshi College of education, Karmatand, Bengabad, Giridih,

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Minutes of Examination Committee

Dt. 05/10/2022

In view of 4th semester internal and external examination, Principal called a meeting of examination committee on 5th October 2022 to discuss about the 4rd internal examination and external examination.

Agenda:

1. Welcome address
2. To decide the date of 4th internal examination
3. Preparation for 4th semester internal examination.
4. Preparation of question papers and allotment of invigilators
5. Date declared by University for 4th semester external examination
6. Assigned faculty members to guide and help the students at the allotted examination centre.
7. Closing remarks

Following members were present in the meeting:

Sl No.	Name	Designation	Committee Member	Signature
1	Dr.Ravindra Kumar	Principal	Chairperson	RKumar
2	Dr.Ajitkumarsingh	Vice principal	Member	Ajit Kumar Singh
3	Mr.Prakash Bardhan	Faculty	Co-ordinator	Prakash Bardhan
4	Mr.Pavan Kumar Suman	Faculty	Member	Pavan Kumar Suman
5	Mr. Rajesh Ravidas	Faculty	Member	Rajesh Ravidas
6	Miss SeemaKumari	Faculty	Member	Seema Kumari

All the members of examination committee were assembled in the seminar hall on 5th October 2022 and the meeting was started at 11.00 A.M..

1. Principal Dr. Ravindra Kumar welcomed all the members and informed that University has already declared to conduct the 4th semester external examination from 4th November to 23rd November 2022. There for Principal requested all the members to decide convenient dates to conduct 4th semester internal examination before external examination.


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There after coordinator Mr. Prakash Bardhan took over the charge and conducted the meeting as per agenda.

2. Mr. Prakash Bardhan discussed with all the members to finalise the dates to conduct the internal examination before external examination.
3. It was unanimously decided to conduct the 4th semester internal examination on 18th and 19th October 2022.
4. Faculty members were asked to prepare the question paper for 4th semester internal examination.
5. As usual Mr. Rajesh Ravidas and Miss Seema Kumari were assigned to make the sitting arrangement for internal examination and also will guide the students at the allotted examination centre during external examination.

The meeting was concluded with the vote of thanks


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Minutes of Examination Committee

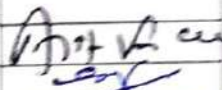



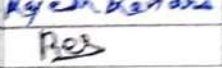
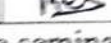
Dt. 06/03/2023

Principal called a meeting of examination committee on 9th March 2023 to discuss about the 3rd internal examination and external examination which will be conducted on 13th March and 6th April respectively.

Agenda:

8. Welcome address
9. Preparation for 3rd semester internal examination internal examination.
10. Preparation of question papers and allotment of invigilators
11. Date declared by University for 3rd semester external examination
12. Assigned faculty members to guide and help the students at the allotted examination centre.
13. Closing remarks

Following members were present in the meeting:

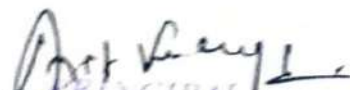
Sl No.	Name	Designation	Committee Member	Signature
1	Dr. Ajitkumarsingh	Principal	Chairperson	
2	Dr. Suresh Yadav	Faculty	Member	
3	Mr. Prakash Bardhan	Faculty	Co-ordinator	
4	Mr. Pavan Kumar Suman	Faculty	Member	
5	Mr. Rajesh Ravidas	Faculty	Member	
6	Mrs Reshma Agarwal	Faculty	Member	

All the members of examination committee were assembled in the seminar hall on 9th Mrch 2023 and the meeting was started at 11.00 A.M.

6. Principal Dr. Ajit Kumar Singh welcomed all the members and informed that University has already declared to conduct the 3rd semester external examination from 6th April 2023. There for Principal requested all the members to decide convenient dates to conduct 3rd semester internal examination before external examination.

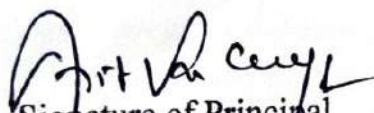
There after coordinator Mr. Prakash Bardhan took over the charge and conducted the meeting as per agenda.

7. All the members decided to conduct the 3rd semester examination on 13th March 2013.



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8. Faculty members were asked to prepare the question paper for 3rd semester internal examination.
9. As usual Mr. Rajesh Ravidas and Miss Seema Kumari were assigned to make the sitting arrangement for internal examination and also will guide the students at the allotted examination center during external examination.

There was no other point for discussion and the meeting was concluded with vote of thanks.


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Signature of Coordinator


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Minutes of Examination Committee

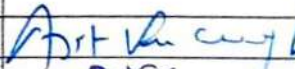

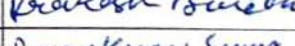
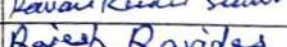

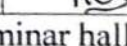
Dt. 23/06/2023

Principal called a meeting of examination committee on 25th June 2023 to discuss about the 4th internal examination and external examination and external examination.

Agenda:

1. Welcome address
2. To decide the date of 4th internal examination
3. Preparation for 4th semester internal examination.
4. Preparation of question papers and allotment of invigilators
5. Date declared by University for 4th semester external examination
6. Assigned faculty members to guide and help the students at the allotted examination centre.
7. Closing remarks

Following members were present in the meeting:

Sl No.	Name	Designation	Committee Member	Signature
1	Dr. Ajitkumarsingh	Principal	Chairperson	
2	Dr. Suresh Yadav	Faculty	Member	
3	Mr. Prakash Bardhan	Faculty	Co-ordinator	
4	Mr. Pavan Kumar Suman	Faculty	Member	
5	Mr. Rajesh Ravidas	Faculty	Member	
6	Mrs Reshma Agarwal	Faculty	Member	

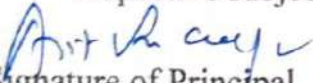
All the members of examination committee were joined in the seminar hall on 25th June 2023 and the meeting was started at 11.00 A.M.

1. At the onset of the meeting, Principal Dr. Ajit Kumar Singh welcomed all the members and informed that University has already declared to conduct the 4th semester external examination from 28th July to 4th August 2023. There for Principal requested all the members to decide convenient dates to conduct 4th semester internal examination before external examination.
2. There after coordinator Mr. Prakash Bardhan took over the charge and conducted the meeting as per agenda. Mr. Prakash Bardhan informed


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that since University has already declared the dates to conduct 4th semester external examination so prior to that we should complete our Internal examination and submit the marks to University.

3. It was unanimously decided to conduct the 4th semester internal examination from 3rd July to 6th July 2023
4. Faculty members were asked to prepare the question papers for their respective subjects for 4th semester internal examination.


Signature of Principal

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Signature of Coordinator


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