

## 2.5.1

### Evaluation Process and Reforms

#### MINUTES OF MEETINGS OF EXAMINATION CELL

**Academic Years**

**2022-23 to 2018-19**





# ST. XAVIER'S COLLEGE, JAIPUR

Necta-Mahapura Road, Jaipur. 302027.  
Approved under Section 2(f) & 12(B) of the UGC Act, 1956

## Minutes of Meeting

Date: 21/11/2022

Time: 9 AM

Venue: Examination Room.14

Chaired By: Dr. Dharmveer Yadav

### Agenda and Issues:



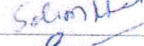

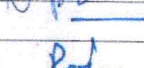


1. Discussion about the revised dates of Internal Exam 2022-23
2. Work Allocation for Notices, Time Table and Result Analysis
3. Time Table – department wise
4. Paper pattern and time and Marks for exams


Agenda	Action
1. Discussion about the revised dates of Internal Exam 2022-23	<ul style="list-style-type: none"><li>• As per IQAC request only one internal exam will take place in month of January 2023. The dates proposed are 3-10 January 2023.</li></ul>
2. Work Allocation for Notices, Time Table and Result Analysis	<ul style="list-style-type: none"><li>• All the notices for staff and students will be framed by Dr Dharmveer Yadav and Salim Khan.</li><li>• Overall Time Table will be worked by Dr Akanksha Johar under the guidance of Dr Mahua Bose.</li><li>• Result Analysis will be coordinated by Dr Akanksha Johar, Dr. Sushil K Rohiwal and Sr. Dr. Lijilmol</li></ul>




  
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3. Department wise Time table	Time Table Department wise is allotted as: <ul style="list-style-type: none"> <li>• BBA-Dr Salim Khan,</li> <li>• B. Com – Dr Mahua Bose,</li> <li>• B. Sc- Sr. Dr Lijilmol,</li> <li>• BCA-Dr Dharmveer Yadav</li> <li>• BA Hons &amp; Arts – Dr Akanksha Johar and Dr. Sushil K Rohiwal</li> </ul>
Duty Chart	<ul style="list-style-type: none"> <li>• Sr. Dr. Lijilmol and Dr. Sushil K Rohiwal</li> </ul>
4. Exam Pattern and Marks and Time Allocation	<ul style="list-style-type: none"> <li>• Paper will be conducted in two shifts.</li> <li>• Time allotted to every shift will be 2hr and Marks will be 50 Marks for each paper.</li> <li>• Syllabus whatever will be covered till December end will be covered in the Internal Exams.</li> </ul>

Attendees	Signature
Dr. Dharmveer Yadav (Coordinator)	
Dr. Mahua Bose	
Dr. Salim Khan	
Sr. Dr. Lijimol	
Dr. Akanksha Johar	
Dr. Sushil K Rohiwal	
Mr Rajendra Saini	

  
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Necta-Mahapura Road, Jaipur. 302027.

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## Minutes of Meeting

EXAM CELL: 2021-22

The meeting of the Exam Cell was held on 12 March 2022 at 2:30 pm in the Exam Cell in Room No 15 on the Ground Floor.

**Date: 12 March 2022**


**Time: 2:30 pm**

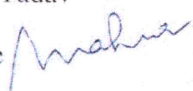
**Venue: Exam Cell Office**


**Agenda for the Meeting of the Exam Cell on 12 March 2022:**

- To discuss the status of course covered in all subjects
- To discuss the tentative schedule and timing for the second internal exam
- Any other issue


### **Attendance:**

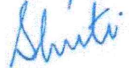
Dr Dharmveer Yadav 

Dr Mahua Bose 

Rev Sr Dr Ligimol Louis CMC 

Ms Nupur Chauhan 

Dr Happy Agrawal 

Dr Shruti Rawal 

  
Principal

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**Minutes of the Meeting:**

- A meeting with the Principal was scheduled and it was decided that the exams would be scheduled from 11 April to 20 April
- There would be two shifts and the duration would be of 2 hours
- The QP would be of 100 marks
- No compulsory papers
- Last date for submission of QPs: March 2022
- Work Allocation

Notice - DS & DY


Time Table - YS, NC, SL & MB

Duty Chart Allocation - SR & HA

Resources- DY

Collection, Distribution and Print out of Papers- Rajeev Sir and Rajendra Sir

  
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## ST. XAVIER'S COLLEGE, JAIPUR

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### Minutes of Meeting EXAM CELL: 2021-22

The meeting of the Exam Cell was held on 30 November 2021 at 2:00 pm in the Exam Cell on the Ground Floor.

**Date: 30 November 2021**

**Time: 2:00 pm**

**Venue: Exam Cell Office**

#### **Agenda for the Meeting of the Exam Cell on 30 November 2021:**

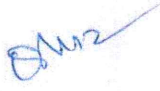
- To discuss whether we can conduct the exams for MA Eng Lit & Economics and MHRM online
- To finalize the time- table
- To discuss whether we can have papers of BBA and B.Com out of 40 marks
- List of stationery to be discussed
- To discuss the room for the Exam Cell
- Status of Attendance list
- To share the Notice and format on mail with staff
- To discuss the modus operandi for online exams
- Any other issue



  
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**Attendance:**

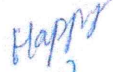
Dr Dharmveer Yadav



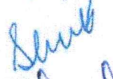
Dr Rev Sr Dr Ligimol Louis CMC



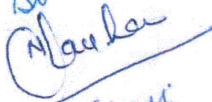
Dr Happy Agrawal



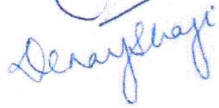
Dr Shruti Rawal



Ms Nupur Chauhan



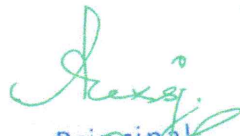
Dr Denny Shaji



**Minutes of the Meeting:**

- The exams for PG would be conducted only online as per the suggestions by the respective Head of the Departments (Dr Atiqa Kelsy and Dr Leena Sharma)
- The time table would be finalized today
- The maximum marks for BBA and B.Com would be 50
- 4000 copies were ready
- Attendance list would be submitted by Yash Sir
- The format and Notice would be mailed today.
- Notice for PG to be made
- Smooth conduction of online exams would be ensured by Dr Happy Agrawal and Mr Yashvardhan Sir

  
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## Minutes of Meeting

EXAM CELL: 2021-22

The first meeting of the Exam Cell in the academic session 2021-22 was held on 26 July 2021 at 10:00 am in the Ground Floor Meeting Room.

**Date: 26 July 2021**

**Time: 10:00 am**

**Venue: Ground Floor Staffroom**

**Agenda for the Meeting of the Exam Cell on 26 July 2021:**

- To finalise the dates for the University Practical Exams for Second year and Third year Exams
- To discuss the resources needed for the Exam Cell
- To discuss the dates for the Internal Exams for filling the Event Proposal Form
- Work Allocation
- Any other issue

### **Attendance:**

Dr Dharamveer Yadav

Dr Mahua Bose

Mr Yashvarsdhan

Dr Karuna

Dr Happy Agrawal

Dr Shruti Rawal

  
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### Minutes of the Meeting:

- It was decided that Room No 23 would be the office of the Exam Cell
- The Third-year practical dates would be finalised after the panel is finalised (after 29 July 2021 and most exams would be in August)
- To collect the OMR sheet from the UAC (Exam cell member) and maintain record in it (Parmanand Sir)
- Teacher In-charge

BBA and M.COM (HRM): Dr Happy Agarwal and Dr Denny

B.COM: Dr Mahua Bose

BCA: Dr Dharamveer Yadav

B.SC: Dr Karuna Maheshwari

BA (Psychology): Ms Nupur Chouhan

B.A (Economics): Mr Yashvardhan

These faculties will coordinate between the department and the Exam Cell

- The date for the submission of the Report/ File for Second year would be 6 August 2021
- Dr Mahua Bose was requested to provide the Question Papers of 2019-20 and Dr Arpita for 2018-19
- The result sheet should be uniform for all
- The Notice for the Second Year File Submission for students and staff to be drafted and circulated
- Resources Needed:

Computer with Printer

Folder: 15



  
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Stationery: Stapler, pens, punching machine, pencil, eraser, thread, rubber band, thread, stamp of the college, sticky notes, U-Pin, Paper Packing Envelopes, cello tape, scissors, packing material, marker, highlighter, L Folders  
Amirah (2)  
A4 (1 RIM)  
Notice Board

- The tentative dates for the Internal Exams were decided to be:

**First Internals:** For second and third year and PG Final in 24-30 October 2021; First year in 16- 22 December 2021

**Second Internals-** 23-31 March 2021

- The work was allocated amidst the members of the Exam Cell:

- BBA and M.COM (HRM): Dr Happy Agarwal
- B.COM: Dr Mahua Bose
- BCA: Dr Dharamveer Yadav
- B.SC: Dr Karuna Maheshwari
- BA (Psychology): Ms Nupur Chauhan
- B.A (Economics): Mr Yashvardhan
- B.A(English) and MA English: Dr Shruti Rawal
- Taking out Notices: UAC Mr Yashvardhan
- ERP List: Dr Happy Agrawal
- Agenda and Minutes: Dr Shruti Rawal
- Time-table:

Phase I: Mahua Ma'am, Nupur Ma'am & Karuna Ma'am

Phase II: Denny Ma'am

  
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### Minutes of Meeting

EXAM CELL: 2021-22

The first meeting of the Exam Cell in the academic session 2021-22 was held on 20 July 2021 at 10:00 am in the Second Floor Meeting Room.

**Date: 20 July 2021**

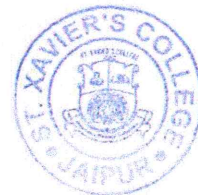
**Time: 10:00 am**

**Venue: II Floor Staffroom**

#### **Agenda for the Meeting of the Exam Cell on 20 July 2021:**

- To share that the Internal Exam Cell would be Exam Cell and would take care of both Internal exams and university exams
- To discuss the conduction of the university practical examination for Third year students:
  - Hathroi Campus Courses: BCA, BA (Hons) Psychology as Subsidiary III, BA Honours Economics III Year. MHRM Final, BBA III,
  - Nevta College: B.Sc. III Chemistry, Botany and Zoology, B. Com III (Nevta), BBA III
- To discuss the modus operandi of the submission of the Record
- To discuss the tentative date for the submission of the File
- Any other issue

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**Attendance:**

Dr Dharamveer Yadav

Dr Mahua Bose

Mr Yashvarshan

Dr Karuna

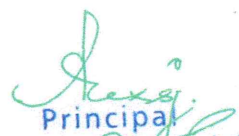
Dr Happy Agrawal

Dr Shruti Rawal

**Minutes of the Meeting:**

- It was decided that the record for third year students should be asked timely
- The Notices to be drafted for:
  - Hathroi Campus Staff
  - Nevta Campus Staff
  - Hathroi Campus Students
  - Nevta Campus Students
- The concerned subject teacher will maintain a record of attendance, file and others (break-up)
- The marks would be entered in the Exam Cell
- The format for the Internal Assessment for the Practical to be made
- It was decided that the last date would be 28 July 2021 for the submission of the same.

  
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## Minutes of Meeting

### INTERNAL EXAM COMMITTEE: 2020-21

#### Agenda for the Meeting of the Internal Exam Committee on 23 April 2021

- To discuss the date for the result declaration for the Second Internals
- To discuss the issues related to the Second Internals like ITLE
- Any other issue

#### Minutes of the Meeting:

- It was discussed that the dates for Results would be:
- BA & BA (HONS): 26 April 2021
- B.COM 28 April 2021
- BBA 3 May
- BCA 1 May
- It was agreed that the result would be submitted in PDF format for each department
- Since some faculties are suffering from Corona, the situation would be revisited a little later

#### Attendees:

Dr Dharmveer Yadav (Coordinator) 

2. Dr Mahua Bose 

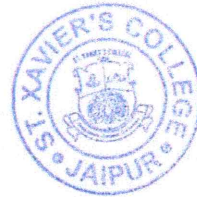
3. Ms Anjali Pareek 

4. Mr Yashwardhan Singh 



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5. Ms Nupur Chauhan

6. Dr Shruti Rawal

*Shruti Rawal*

*Shruti Rawal*

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*Sheila Rai*  
Principal  
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## Minutes of Meeting

### INTERNAL EXAM COMMITTEE: 2020-21

#### Agenda for the Meeting of the Internal Exam Committee on 19 March 2021

- To discuss the pattern of examination for the Second Internal Exam
- To discuss the invigilation duty chart
- To discuss the seating arrangement for the Second Internal Exam
- Any other issue

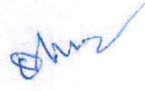
#### Minutes of the Meeting:

- It was decided the university guidelines would be followed for the Second Internals

#### List of Instructions as per the new guidelines:

- The duration would be of 2 hours.
- The paper will be of 100 marks.
- The students are expected to attempt 60% of the entire paper.
- There will be no binding to attempt from every unit.
- If the students attempt more than 60%, the rest will not be considered.
- The complete question with all sub-parts should be attempted for marking.

#### Attendees:

1. Dr Dharmveer Yadav (Coordinator) 

2. Dr Mahua Bose 

  
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3. Ms Anjali Pareek

4. Mr Yashwardhan Singh

5. Ms Nupur Chauhan

6. Dr Shruti Rawal

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## Minutes of Meeting

### INTERNAL EXAM COMMITTEE - 2019-20


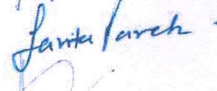


#### Agenda for the Meeting of the Internal Exam Committee on 20 January 2020

- To finalize the time-table for the First Internal Exams
- To finalize the Notice to be brought out by the Internal Exam Committee
- To prepare Instructions for the faculty and the students
- One copy of the paper to be submitted to the exam cell
- Duration and slot for exams for the exams
- Any other issue

#### Minutes of the Meeting:

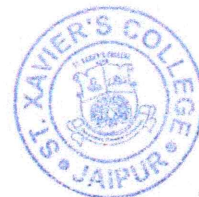
- Approx. 625 students would be able to take the exam online so the time-table would have to be accommodated.
- The duration of the exam was deliberated by the members and it was decided that the paper would be of 2 hours.
- The mode of examination was discussed by the members
- The slots were finalized for the exams

#### Attendees:


- Dr. Mahua M. Bose 
- Dr. Sarita Pareek 
- Ms. Anjali Pareek 
- Ms. Pushpanjali Saini 


  
Principal

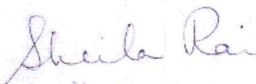
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- Mr. Rajeev Nokhwal 

- Mr. Parmanand Sharma 

  
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## Minutes of Meeting

### Internal Examination Cell - 2018-19

**Date:** 10 September 2018

**Time:** 10:30 am

**Location:** Staff Meeting Room

#### **Attendees:**

Ms. Arpita Banerje (Coordinator)

Ms. Ranjit Kaur (Member)

Dr. Ekta Puri (Member)

Ms. Ankita Rathore (Member)

Mr. Sanju Thomas (Member)

Mr. Rajeev Nokhwal (Member)

#### **Agenda: Smooth Conduction of Internal Exams for the Session 2018-19**

##### **1. Opening Remarks**

- The coordinator welcomed everyone and called the meeting to order.

##### **2. Roll Call**

- A roll call was conducted to ensure all relevant members were present.

##### **3. Review of Previous Minutes**

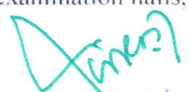
- The minutes of the last meeting were reviewed and approved.

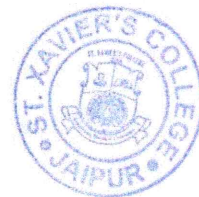
##### **4. Progress Update on Exam Schedule**

- The Exam Cell Coordinator provided an overview of the progress made in designing the exam schedule for the 2018-19 session.

##### **5. Discussion on Examination Logistics**

- Detailed discussions took place regarding examination logistics, including the allocation of examination halls, seating arrangements, and the distribution of examination materials.

  
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## 6. Technology Infrastructure

- The IT team presented an update on the technological infrastructure in place for conducting exams, if applicable. Any potential challenges and solutions were discussed.

## 7. Security Measures

- The security measures for preventing malpractice during exams were reviewed. Any additional steps to enhance security were considered.

## 8. Communication Plan

- A communication plan for disseminating information related to the examination, including schedules, guidelines, and important announcements, was discussed.

## 9. Contingency Planning

- Contingency plans for unexpected situations such as technical issues, natural disasters, or other disruptions were reviewed and updated as needed.

## 10. Feedback Mechanism

- A mechanism for collecting feedback from students and faculty regarding the examination process was discussed to make improvements for future sessions.

## 11. Closing Remarks

- The chairperson thanked everyone for their contributions and emphasized the importance of collective efforts for the successful conduction of exams in the upcoming session.

The meeting was adjourned at 11:30 am

Respectfully Submitted,

**Ms Arpita Banerjee**  
**Exam Cell Coordinator**

Attendees:

Ms. Arpita Banerje (Coordinator)

Ms. Ranjit Kaur

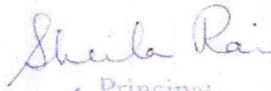
Dr. Ekta Puri

Ms. Ankita Rathore

Mr. Sanju Thomas

Mr. Rajeev Nokhwal

  
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