



I.T.S ENGINEERING COLLEGE

GREATER NOIDA
(NAAC Accredited)

46, Knowledge Park-III, Greater Noida Distt. Gautam Budh Nagar (U.P)

Website: <http://www.its.edu.in>

MINUTES OF MEETING

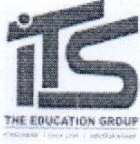
MEMBERS : EXAMINATION COMMITTEE
VENUE : EXAM CELL, FIRST FLOOR
DATE : 10.10.2022
TIME : 1:00 – 1:30 PM
SEMESTER : ODD (B. TECH: 2ND, 3RD, 4TH)

MEMBERS PRESENT:

1. Mr. Abhishek Shivhare (Centre Superintendent)
2. Mr. Mohit Saxena (Assistant Centre Superintendent)
3. Mr. Agha A. Husain (Assistant Centre Superintendent)
4. Ms. Neha Gupta (Member)
5. Ms. Aakansha Sharma (Member)
6. Mr. Yogesh Sharma (Member)
7. Mr. Sameer Kumar Singh (Member)
8. Mr. Prateek Dwivedi (Member)
9. Mr. Sudesh Kr (Member)
10. Mr. Vinod Kumar (Member)
11. Mr. Om Prakash Maurya (Member)

MEMBERS ABSENT: NIL

S. No.	Issue/Area of concern	Actionable Points	Action/ Follow-up	Target date
1.	Finalization of examination schedule for Sessional Test-I (ST-1)	Discussion was held on finalization of examination scheme for ST-I, which scheduled to commence from October 17, 2022.	All Members	11.10.2022
2.	Format of Question Paper to be shared with faculty members	Format of question paper to be used during ST-1 was discussed with exam cell members.	All Members	-----
3.	General guidelines for framing Question Paper for ST-1	General guidelines to be followed by faculties while framing the question paper for ST-1 were discussed with members.	All Members	-----




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4.	Exam Duty Allocation for ST-1	Discussion was made on finalizing duty allocation chart for the upcoming ST-I exam. Members were advised to work upon the allocation scheme as discussed.	All Members	15.10.2022
5.	Finalization of Seating Plan for ST-1	Members were advised to finalize seating plan for ST-I as per the given deadline.	All Members	16.10.2022
6.	Questions Papers Submission	Faculty should submit the question paper as per given format to the exam cell	Mr. Agha A. Husain & Dr. Mohit Saxena	14.10.2022
7.	Seating & Master Plan Display	All seating plan should be incorporated in the classroom and master plan on the at entry gates.	Mr. OP Maurya & Mr. Vinod Kumar	14.10.2022
8.	Answer Sheet and Invigilators File	Invigilator files should be prepared including all details. Also the no. of sheets should be allotted as per seating plan for the respective exam room.	Mr. Sudesh Kumar	14.10.2022
9.	Summary & Attendance Sheet	Both Summary and Attendance should be prepared as per seating plan	Mr. Agha A. Husain & Dr. Mohit Saxena	Session Wise / day wise
10.	Submission of Answer Sheet	As soon as the exam gets over, all exam members should be present to collect the answer sheets from the invigilators.	All Members	Session Wise / day wise
11.	Disbursement of Answer sheets	Faculty should collect the answer sheets from the exam cell by the end of the day for checking.	All Members	Session Wise / day wise


(Mr. Abhishek Shivhare)
Center Superintendent
I.T.S. Engineering College (222)
Head – Examination Committee
46, KP-III
Greater Noida (U.P.)



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MINUTES OF MEETING

MEMBERS : EXAMINATION COMMITTEE
VENUE : EXAM CELL, FIRST FLOOR
DATE : 05.12.2022
TIME : 1:00 – 1:30 PM
SEMESTER : ODD (B. TECH: 1ST, 2ND & 4TH)

MEMBERS PRESENT:

1. Mr. Abhishek Shivhare (Centre Superintendent)
2. Mr. Mohit Saxena (Assistant Centre Superintendent)
3. Mr. Agha A. Husain (Assistant Centre Superintendent)
4. Ms. Neha Gupta (Member)
5. Ms. Aakansha Sharma (Member)
6. Mr. Yogesh Sharma (Member)
7. Mr. Sameer Kumar Singh (Member)
8. Mr. Prateek Dwivedi (Member)
9. Mr. Vinod Kumar (Member)
10. Mr. Om Prakash Maurya (Member)

MEMBERS ABSENT: Mr. Sudesh Kumar

S. No.	Issue/Area of concern	Actionable Points	Action/ Follow-up	Target date
1.	Finalization of examination schedule for Sessional Test-I,II & PUT	Discussion was held on finalization of examination scheme for ST-I,II & PUT which scheduled to commence from Dec 09, 2022.	All Members	06.12.2022
2.	Format of Question Paper to be shared with faculty members	Format of question paper to be used during ST-1,ST-2 & PUT was discussed with exam cell members.	All Members	-----
3.	General guidelines for framing Question Paper for ST-1,ST-2 & PUT	General guidelines to be followed by faculties while framing the question paper for ST-1, ST-2 & PUT were discussed with members.	All Members	-----



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4.	Exam Duty Allocation for ST-1, ST-2 & PUT	Discussion was made on finalizing duty allocation chart for the upcoming ST-1, ST-2 & PUT exam. Members were advised to work upon the allocation scheme as discussed.	All Members	07.12.2022
5.	Finalization of Seating Plan for ST-1, ST-2 & PUT	Members were advised to finalize seating plan for ST-1, ST-2 & PUT as per the given deadline.	All Members	07.12.2022
6.	Questions Papers Submission	Faculty should submit the question paper as per given format to the exam cell	Mr. Agha A. Husain & Dr. Mohit Saxena	06.12.2022
7.	Seating & Master Plan Display	All seating plan should be incorporated in the classroom and master plan on the at entry gates.	Mr. OP Maurya & Mr. Vinod Kumar	06.12.2022
8.	Answer Sheet and Invigilators File	Invigilator files should be prepared including all details. Also the no. of sheets should be allotted as per seating plan for the respective exam room.	Mr. Sudesh Kumar	06.12.2022
9.	Summary & Attendance Sheet	Both Summary and Attendance should be prepared as per seating plan	Mr. Agha A. Husain & Dr. Mohit Saxena	Session Wise / day wise
10.	Submission of Answer Sheet	As soon as the exam gets over, all exam members should be present to collect the answer sheets from the invigilators.	All Members	Session Wise / day wise
11.	Disbursement of Answer sheets	Faculty should collect the answer sheets from the exam cell by the end of the day for checking.	All Members	Session Wise / day wise

(Mr. Abhishek Shivhare) **Center Superintendent**
Head – Examination Committee
I.T.S. Engineering College (222)
Plot No-46, KP-III
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MINUTES OF MEETING

MEMBERS : EXAMINATION COMMITTEE
VENUE : EXAM CELL, FIRST FLOOR
DATE : 10.01.2023
TIME : 1:00 – 1:30 PM
SEMESTER : ODD (B. TECH: 1ST & MBA)

MEMBERS PRESENT:

1. Mr. Abhishek Shivhare (Centre Superintendent)
2. Mr. Mohit Saxena (Assistant Centre Superintendent)
3. Mr. Agha A. Husain (Assistant Centre Superintendent)
4. Ms. Neha Gupta (Member)
5. Ms. Aakansha Sharma (Member)
6. Mr. Yogesh Sharma (Member)
7. Mr. Sameer Kumar Singh (Member)
8. Mr. Prateek Dwivedi (Member)
9. Mr. Sudesh Kr (Member)
10. Mr. Vinod Kumar (Member)
11. Mr. Om Prakash Maurya (Member)

MEMBERS ABSENT: NIL

S. No.	Issue/Area of concern	Actionable Points	Action/ Follow-up	Target date
1.	Finalization of examination schedule for Sessional Test-II (ST-II)	Discussion was held on finalization of examination scheme for ST-II, which scheduled to commence from Jan 16, 2023.	All Members	11.01.2023
2.	Format of Question Paper to be shared with faculty members	Format of question paper to be used during ST-II was discussed with exam cell members.	All Members	-----
3.	General guidelines for framing Question Paper for ST-II	General guidelines to be followed by faculties while framing the question paper for ST-II were discussed with members.	All Members	-----



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4.	Exam Duty Allocation for ST-II	Discussion was made on finalizing duty allocation chart for the upcoming ST-II exam. Members were advised to work upon the allocation scheme as discussed.	All Members	14.01.2023
5.	Finalization of Seating Plan for ST-II	Members were advised to finalize seating plan for ST-II as per the given deadline.	All Members	14.01.2023
6.	Questions Papers Submission	Faculty should submit the question paper as per given format to the exam cell	Mr. Agha A. Husain & Dr. Mohit Saxena	13.01.2023
7.	Seating & Master Plan Display	All seating plan should be incorporated in the classroom and master plan on the at entry gates.	Mr. OP Maurya & Mr. Vinod Kumar	13.01.2023
8.	Answer Sheet and Invigilators File	Invigilator files should be prepared including all details. Also the no. of sheets should be allotted as per seating plan for the respective exam room.	Mr. Sudesh Kumar	13.01.2023
9.	Summary & Attendance Sheet	Both Summary and Attendance should be prepared as per seating plan	Mr. Agha A. Husain & Dr. Mohit Saxena	Session Wise / day wise
10.	Submission of Answer Sheet	As soon as the exam gets over, all exam members should be present to collect the answer sheets from the invigilators.	All Members	Session Wise / day wise
11.	Disbursement of Answer sheets	Faculty should collect the answer sheets from the exam cell by the end of the day for checking.	All Members	Session Wise / day wise

Center Superintendent
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Plot No-46, KP-III
Greater Noida (U.P.)
(Mr. Abhishek Shivhare)
Head – Examination Committee



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MINUTES OF MEETING

MEMBERS : EXAMINATION COMMITTEE

VENUE : EXAM CELL, FIRST FLOOR

DATE : 08.02.2023

TIME : 1:00 – 1:30 PM

SEMESTER : ODD (B. TECH: 1ST & 2ND)

MEMBERS PRESENT:

1. Mr. Abhishek Shivhare (Centre Superintendent)
2. Mr. Mohit Saxena (Assistant Centre Superintendent)
3. Mr. Agha A. Husain (Assistant Centre Superintendent)
4. Ms. Neha Gupta (Member)
5. Ms. Aakansha Sharma (Member)
6. Mr. Yogesh Sharma (Member)
7. Mr. Sameer Kumar Singh (Member)
8. Mr. Prateek Dwivedi (Member)
9. Mr. Sudesh Kr (Member)
10. Mr. Vinod Kumar (Member)
11. Mr. Om Prakash Maurya (Member)

MEMBERS ABSENT: NIL

S. No.	Issue/Area of concern	Actionable Points	Action/ Follow-up	Target date
1.	Finalization of examination schedule for PUT	Discussion was held on finalization of examination scheme for PUT, which scheduled to commence from Feb 15, 2023.	All Members	09.02.2023
2.	Format of Question Paper to be shared with faculty members	Format of question paper to be used during PUT was discussed with exam cell members.	All Members	-----
3.	General guidelines for framing Question Paper for PUT	General guidelines to be followed by faculties while framing the question paper for PUT were discussed with members.	All Members	-----



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4.	Exam Duty Allocation for PUT	Discussion was made on finalizing duty allocation chart for the upcoming PUT exam. Members were advised to work upon the allocation scheme as discussed.	All Members	13.02.2023
5.	Finalization of Seating Plan for PUT	Members were advised to finalize seating plan for PUT as per the given deadline.	All Members	13.02.2023
6.	Questions Papers Submission	Faculty should submit the question paper as per given format to the exam cell	Mr. Agha A. Husain & Dr. Mohit Saxena	13.02.2023
7.	Seating & Master Plan Display	All seating plan should be incorporated in the classroom and master plan on the at entry gates.	Mr. OP Maurya & Mr. Vinod Kumar	13.02.2023
8.	Answer Sheet and Invigilators File	Invigilator files should be prepared including all details. Also the no. of sheets should be allotted as per seating plan for the respective exam room.	Mr. Sudesh Kumar	13.02.2023
9.	Summary & Attendance Sheet	Both Summary and Attendance should be prepared as per seating plan	Mr. Agha A. Husain & Dr. Mohit Saxena	Session Wise / day wise
10.	Submission of Answer Sheet	As soon as the exam gets over, all exam members should be present to collect the answer sheets from the invigilators.	All Members	Session Wise / day wise
11.	Disbursement of Answer sheets	Faculty should collect the answer sheets from the exam cell by the end of the day for checking.	All Members	Session Wise / day wise


Center Superintendent
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(Mr. Abhishek Shivhare)
Head – Examination Committee



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MINUTES OF MEETING

MEMBERS : EXAMINATION COMMITTEE
VENUE : EXAM CELL, FIRST FLOOR
DATE : 26.12.2022
TIME : 1:00 – 1:30 PM
SEMESTER : AKTU END SEM EXAMINATION: ODD SEM (2022-2023)

MEMBERS PRESENT:

1. Mr. Abhishek Shivhare (Centre Superintendent)
2. Mr. Mohit Saxena (Assistant Centre Superintendent)
3. Mr. Agha A. Husain (Assistant Centre Superintendent)
4. Ms. Neha Gupta (Member)
5. Ms. Aakansha Sharma (Member)
6. Mr. Yogesh Sharma (Member)
7. Mr. Sameer Kumar Singh (Member)
8. Mr. Prateek Dwivedi (Member)
9. Mr. Sudesh Kr (Member)
10. Mr. Vinod Kumar (Member)
11. Mr. Om Prakash Maurya (Member)

MEMBERS ABSENT: NIL

POINT DISCUSSED:

- 1) Faculty meeting should be held before exam to guide them the SOP of the AKTU End Sem examination.
- 2) Assurance to the copies remaining from last sem and receiving new copies.
- 3) Stationary requirement needed to send in advance for smooth conduction of End Sem examination for all phases.
- 4) MIS is to be send to all other colleges whose center is allocated at our institute.
- 5) A letter should be sent to SHO IEC Knowledge Park Police Station for security purposes.
- 6) Appointing Flying Squad and assigning Gate duties.
- 7) Daily Basis responsibilities:




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Sr. No	Responsibility	Incharge
1	Downloading and printing of Question paper	Dr. Mohit Saxena, Mr. Agha A. Husain, Mr. Om Prakash Maurya, Mr. Sameer Kumar Singh.
2	Copy issue and Invigilators file	Mr. Sudesh Kumar.
3	Seating and Master Plan preparation	Mr. Sameer Kumar Singh, Mr. Prateek Dwivedi, Ms. Neha Gupta, Ms. Aakansh Sharma.
4	Help desk for Students	Mr. Prateek Dwivedi.
5	Verification card downloading, printing and arrangement	Mr. Om Prakash Maurya, Mr. Vinod Kumar, Mr. Sameer Kumar Singh, Ms. Aakansha Sharma.
6	Copy Submission at end of examination	All Members
7	Copy & Facsimile receiving, issuing and record maintain from Nodal Center	Mr. Sudesh Kumar, Mr. Om Prakash Maurya.
8	Copy Packing and Sealing.	Mr. Om Prakash Maurya, Mr. Vinod Kumar, Mr. Sameer Kumar Singh, Mr. Sudesh Kumar.
9	Copy Submission at Post Office	Mr. Sameer Kumar Singh, Mr. Om Prakash Maurya.
10	University Documentation work, i.e., Attd. filling, Absentee Reporting, U.F.M. Report and other documentation	Mr. Abhishek Shivhare, Dr. Mohit Saxena, Mr. Agha A. Husain.


(Mr. Abhishek Shivhare)
Center Superintendent
I.T.S. Engineering College (222)
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MINUTES OF MEETING

MEMBERS : EXAMINATION COMMITTEE
VENUE : EXAM CELL, FIRST FLOOR
DATE : 10.04.2023
TIME : 1:00 – 1:30 PM
SEMESTER : EVEN (B. TECH: 3RD, 4TH & M.B.A.)

MEMBERS PRESENT:

1. Mr. Abhishek Shivhare (Centre Superintendent)
2. Mr. Mohit Saxena (Assistant Centre Superintendent)
3. Mr. Agha A. Husain (Assistant Centre Superintendent)
4. Ms. Neha Gupta (Member)
5. Ms. Aakansha Sharma (Member)
6. Mr. Yogesh Sharma (Member)
7. Mr. Sameer Kumar Singh (Member)
8. Mr. Prateek Dwivedi (Member)
9. Mr. Sudesh Kr (Member)
10. Mr. Dilip Pandey (Member)
11. Mr. Om Prakash Maurya (Member)

MEMBERS ABSENT: NIL

S. No.	Issue/Area of concern	Actionable Points	Action/ Follow-up	Target date
1.	Finalization of examination schedule for Sessional Test-I (ST-1)	Discussion was held on finalization of examination scheme for ST-I, which scheduled to commence from April 17 th , 2023.	All Members	11.04.2023
2.	Format of Question Paper to be shared with faculty members	Format of question paper to be used during ST-1 was discussed with exam cell members.	All Members	-----
3.	General guidelines for framing Question Paper for ST-1	General guidelines to be followed by faculties while framing the question paper for ST-1 were discussed with members.	All Members	-----



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4.	Exam Duty Allocation for ST-1	Discussion was made on finalizing duty allocation chart for the upcoming ST-I exam. Members were advised to work upon the allocation scheme as discussed.	All Members	15.04.2023
5.	Finalization of Seating Plan for ST-1	Members were advised to finalize seating plan for ST-I as per the given deadline.	All Members	16.04.2023
6.	Questions Papers Submission	Faculty should submit the question paper as per given format to the exam cell	Mr. Agha A. Husain & Dr. Mohit Saxena	14.04.2023
7.	Seating & Master Plan Display	All seating plan should be incorporated in the classroom and master plan on the at entry gates.	Mr. OP Maurya & Mr. Vinod Kumar	14.04.2023
8.	Answer Sheet and Invigilators File	Invigilator files should be prepared including all details. Also the no. of sheets should be allotted as per seating plan for the respective exam room.	Mr. Sudesh Kumar	14.04.2023
9.	Summary & Attendance Sheet	Both Summary and Attendance should be prepared as per seating plan	Mr. Agha A. Husain & Dr. Mohit Saxena	Session Wise / day wise
10.	Submission of Answer Sheet	As soon as the exam gets over, all exam members should be present to collect the answer sheets from the invigilators.	All Members	Session Wise / day wise
11.	Disbursement of Answer sheets	Faculty should collect the answer sheets from the exam cell by the end of the day for checking.	All Members	Session Wise / day wise

(Mr. Abhishek Shivhare)
Head – Examination Committee
Center Superintendent
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MINUTES OF MEETING

MEMBERS : EXAMINATION COMMITTEE
VENUE : EXAM CELL, FIRST FLOOR
DATE : 15.05.2023
TIME : 1:00 – 1:30 PM
SEMESTER : EVEN (B. TECH: 1ST, 2ND, 3RD, 4TH & M.B.A.)

MEMBERS PRESENT:

1. Mr. Abhishek Shivhare (Centre Superintendent)
2. Mr. Mohit Saxena (Assistant Centre Superintendent)
3. Mr. Agha A. Husain (Assistant Centre Superintendent)
4. Ms. Neha Gupta (Member)
5. Ms. Aakansha Sharma (Member)
6. Mr. Yogesh Sharma (Member)
7. Mr. Sameer Kumar Singh (Member)
8. Mr. Prateek Dwivedi (Member)
9. Mr. Dilip Pandey (Member)
10. Mr. Om Prakash Maurya (Member)

MEMBERS ABSENT: Mr. Sudesh Kumar

S. No.	Issue/Area of concern	Actionable Points	Action/ Follow-up	Target date
1.	Finalization of examination schedule for Sessional Test-I, PUT	Discussion was held on finalization of examination scheme for ST-I & PUT which scheduled to commence from MAY 20, 2023.	All Members	16.05.2023
2.	Format of Question Paper to be shared with faculty members	Format of question paper to be used during ST-I, ST-II & PUT was discussed with exam cell members.	All Members	-----
3.	General guidelines for framing Question Paper for ST-I, ST-II & PUT	General guidelines to be followed by faculties while framing the question paper for ST-I, ST-II & PUT were discussed with members.	All Members	-----




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4.	Exam Duty Allocation for ST-I & PUT	Discussion was made on finalizing duty allocation chart for the upcoming ST-I & PUT exam. Members were advised to work upon the allocation scheme as discussed.	All Members	19.05.2023
5.	Finalization of Seating Plan for ST-I & PUT	Members were advised to finalize seating plan for ST-I & PUT as per the given deadline.	All Members	19.05.2023
6.	Questions Papers Submission	Faculty should submit the question paper as per given format to the exam cell	Mr. Agha A. Husain & Dr. Mohit Saxena	19.05.2023
7.	Seating & Master Plan Display	All seating plan should be incorporated in the classroom and master plan on the at entry gates.	Mr. OP Maurya & Mr. Vinod Kumar	19.05.2023
8.	Answer Sheet and Invigilators File	Invigilator files should be prepared including all details. Also the no. of sheets should be allotted as per seating plan for the respective exam room.	Mr. Sudesh Kumar	19.05.2023
9.	Summary & Attendance Sheet	Both Summary and Attendance should be prepared as per seating plan	Mr. Agha A. Husain & Dr. Mohit Saxena	Session Wise / day wise
10.	Submission of Answer Sheet	As soon as the exam gets over, all exam members should be present to collect the answer sheets from the invigilators.	All Members	Session Wise / day wise
11.	Disbursement of Answer sheets	Faculty should collect the answer sheets from the exam cell by the end of the day for checking.	All Members	Session Wise / day wise


(Mr. Abhishek Shivhare)
Center Superintendent
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MINUTES OF MEETING

MEMBERS : EXAMINATION COMMITTEE

VENUE : EXAM CELL, FIRST FLOOR

DATE : 27.06.2023

TIME : 1:00 – 1:30 PM

SEMESTER :EVEN (B. TECH:1ST, 2ND& M.B.A.)

MEMBERS PRESENT:

1. Mr. Abhishek Shivhare (Centre Superintendent)
2. Mr. Mohit Saxena (Assistant Centre Superintendent)
3. Mr. Agha A. Husain (Assistant Centre Superintendent)
4. Ms. Neha Gupta (Member)
5. Ms. Aakansha Sharma (Member)
6. Mr. Yogesh Sharma (Member)
7. Mr. Sameer Kumar Singh (Member)
8. Mr. Prateek Dwivedi (Member)
9. Mr. Sudesh Kr (Member)
10. Mr. Dilip Pandey(Member)
11. Mr. Om Prakash Maurya (Member)

MEMBERS ABSENT:NIL

S.No.	Issue/Area of concern	Actionable Points	Action/ Follow-up	Target date
1.	Finalization of examination schedule for PUT	Discussion was held on finalization of examination scheme for PUT, which scheduled to commence from JULY 07, 2023.	All Members	28.07.2023
2.	Format of Question Paper to be shared with faculty members	Format of question paper to be used during PUT was discussed with exam cell members.	All Members	-----
3.	General guidelines for framing Question Paper for PUT	General guidelines to be followed by faculties while framing the question paper for PUT were discussed with members.	All Members	-----



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4.	Exam Duty Allocation for PUT	Discussion was made on finalizing duty allocation chart for the upcoming PUT exam. Members were advised to work upon the allocation scheme as discussed.	All Members	30.01.2023
5.	Finalization of Seating Plan for PUT	Members were advised to finalize seating plan for PUT as per the given deadline.	All Members	05.07.2023
6.	Questions Papers Submission	Faculty should submit the question paper as per given format to the exam cell	Mr. Agha A. Husain & Dr. Mohit Saxena	05.07.2023
7.	Seating & Master Plan Display	All seating plan should be incorporated in the classroom and master plan on the at entry gates.	Mr. OP Maurya & Mr. Vinod Kumar	05.07.2023
8.	Answer Sheet and Invigilators File	Invigilator files should be prepared including all details. Also the no. of sheets should be allotted as per seating plan for the respective exam room.	Mr. Sudesh Kumar	05.07.2023
9.	Summary & Attendance Sheet	Both Summary and Attendance should be prepared as per seating plan	Mr. Agha A. Husain & Dr. Mohit Saxena	Session Wise / day wise
10.	Submission of Answer Sheet	As soon as the exam gets over, all exam members should be present to collect the answer sheets from the invigilators.	All Members	Session Wise / day wise
11.	Disbursement of Answer sheets	Faculty should collect the answer sheets from the exam cell by the end of the day for checking.	All Members	Session Wise / day wise

Center Superintendent
I.T.S Engineering College (222)
Plot No. 46, KP-III
Greater Noida (U.P.)
Head – Examination Committee



I.T.S ENGINEERING COLLEGE

GREATER NOIDA
(NAAC Accredited)

46, Knowledge Park-III, Greater Noida Distt. GautamBudh Nagar (U.P)

Website: <http://www.its.edu.in>

MINUTES OF MEETING

MEMBERS : EXAMINATION COMMITTEE
VENUE : EXAM CELL, FIRST FLOOR
DATE : 29.05.2023
TIME : 1:00 – 1:30 PM
SEMESTER : AKTU END SEM EXAMINATION: EVENSEM (2022-2023)

MEMBERS PRESENT:

1. Mr. Abhishek Shivhare (Centre Superintendent)
2. Mr. Mohit Saxena (Assistant Centre Superintendent)
3. Mr. Agha A. Husain (Assistant Centre Superintendent)
4. Ms. Neha Gupta (Member)
5. Ms. Aakansha Sharma (Member)
6. Mr. Yogesh Sharma (Member)
7. Mr. Sameer Kumar Singh (Member)
8. Mr. Prateek Dwivedi (Member)
9. Mr. Sudesh Kr (Member)
10. Mr. Dilip Pandey (Member)
11. Mr. Om Prakash Maurya (Member)

MEMBERS ABSENT: NIL

POINT DISCUSSED:

- 1) Faculty meeting should be held before exam to guide them the SOP of the AKTU End Sem examination.
- 2) Assurance to the copies remaining from last sem and receiving new copies.
- 3) Stationary requirement needed to send in advance for smooth conduction of End Sem examination for all phases.
- 4) MIS is to be send to all other colleges whose center is allocated at our institute.
- 5) A letter should be sent to SHOIEC Knowledge Park Police Station for security purposes.
- 6) Appointing Flying Squad and assigning Gate duties.
- 7) Daily Basis responsibilities:




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Sr. No	Responsibility	Incharge
1	Downloading and printing of Question paper	Dr. Mohit Saxena, Mr. Agha A. Husain, Mr. Om Prakash Maurya, Mr. Sameer Kumar Singh.
2	Copy issue and Invigilators file	Mr. Sudesh Kumar.
3	Seating and Master Plan preparation	Mr. Sameer Kumar Singh, Mr. Prateek Dwivedi, Ms. Neha Gupta, Ms. Aakash Sharma.
4	Help desk for Students	Mr. Prateek Dwivedi.
5	Verification card downloading, printing and arrangement	Mr. Om Prakash Maurya, Mr. Dilip Pandey, Mr. Sameer Kumar Singh, Ms. Aakash Sharma.
6	Copy Submission at end of examination	All Members
7	Copy & Facsimile receiving, issuing and record maintain from Nodal Center	Mr. Sudesh Kumar, Mr. Om Prakash Maurya.
8	Copy Packing and Sealing.	Mr. Om Prakash Maurya, Mr. Dilip Pandey, Mr. Sameer Kumar Singh, Mr. Sudesh Kumar.
9	Copy Submission at Post Office	Mr. Sameer Kumar Singh, Mr. Om Prakash Maurya.
10	University Documentation work, i.e., Attd. filling, Absentee Reporting, U.F.M. Report and other documentation	Mr. Abhishek Shivhare, Dr. Mohit Saxena, Mr. Agha A. Husain.


(Mr. Abhishek Shivhare) **Superintendent**
Head – Examination Committee
Engineering College (222)
Plot No-46, KP-III
Greater Noida (U.P.)

Approved by A.I.C.T.E, Govt. of India and Affiliated to Dr. APJ Abdul Kalam Technical University, Uttar Pradesh, Lucknow