

## EXAMINATION COMMITTEE 2017-18

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Minutes of the Examination Committee meet  
held on 15/09/2017

AC  
Minutes  
15/09/17

26) Examination Duty - chart mailed to teachers on 1/5/2018.

Minutes of the Examination Committee meet held on 15/09/2017

AD Mamtia 15/09/17

- 1) It was decided to ask college office for official date sheet and to get issued one big register
- 2) It was decided that to avoid wastage of examination sheets in the mid-semester examination, the existing previous exam sheets to be divided into two.
- 3) Teaching faculty is requested to take mid semester examination from 07th October 2017 to 10th October 2017. They are also requested to keep attendance record and test papers with themselves.

Dr Navin Singh Mishra

Dr Rajeev Kumar Ramesh

Ms. Neeraj Nagpal Neeraj Nagpal 15/9/2017

Ms. Lovely 15/9/17

MS Indu 15/9/17  
Ravi Pab. wal 15/9/17

16-10-2017

(3)

### Minutes of Meeting

3

Examinations Committee meeting held in Principal office at 10:30 am on 16 Oct 2017 following were the minutes of meeting.

- Teachers keys are requested to keep the result of Mid Sem exams with themselves. nation sions
- The Answer sheet of Mid Sem exams should be signed by the student indicating they have seen the result. b
- Any kind of leave during exam should be informed through College email id and cc copy to the Examinations id Committee id. ister
- Administrative Office is requested to provide list of Teachers on leave and they are also requested to provide Examinations date sheet relevant for ~~the~~ university Exams in college (as per Morning Evening schedule) along with Per paper student strength. er to
- Following Members were Present.

1. Dr. Mamta Sharma (Principal) *Mamta* b
2. Dr. Nalini Singh (Convener) *Nalini*
3. Dr. Rajeev Kaur (Co-Convener) *Rajeev Kaur*
4. Ms. Neeja Nagpal (member) *Neeja Nagpal*
5. Ms. Sushma (member) *Sushma*
6. Dr. Poonam Yadav *Poonam*
7. Ms. Indu *Indu*
8. Ms. Rashi Palwal *Rashipalwal*
9. Ms. Parul Chopra *Parul*
10. Ms. Lovely *Lovely*
11. Mr. Ashutosh Aggarwal *Ashutosh*

In continuation of the meeting, following notices were prepared:  
1. Preferences for duties due to personal

In continuation of the meeting, following notices were prepared: 4

1. Preferences for duties due to class pools and personal engagements etc.;
2. for intimation of leave a mail-id might be created.
3. Reminder to lecturers that notice for leave may be given many days in advance, but a notice of 24 hours is compulsory.

E  
Dr  
Ms  
Ms  
Ms  
Ms

To  
The Principal,  
Aditi Mahavidyalaya,  
Laxmipada, Cuttack

15/07/2011 (3)

10. More

(7)

20/11/2017

### Minutes of the meeting

Meeting of the examination was held on 20<sup>th</sup> Nov. 17 in the Staff Room

#### Agenda:

Preparation for examination (Nov-dec 17)  
Following points have been discussed with the S.O. Admn.

1. Team of the non-teaching for examination will under the incharge ship of Mr. Chander Shekhar.
2. Photocopying facility may be provided during exams.
3. To check all rooms for lighting and cleanliness including repair of window-panes.
4. To write a letter to NDPL for regular supply of electricity during examination
5. Refreshment for teaching & non-teaching
6. Arrangement of Taxi for carrying answersheet to university etc.
7. Spray of pesticides in all rooms.

It was discussed that a letter regarding above mentioned would be given to the Principal for the smooth conduct of the examination.

Rajeshwar  
20/11/17

Mishra  
20/11/17

Pandey  
20/11/17

Narain  
Narain Nigpal

20/11/2017

(8)



10 January 2018

A meeting of Examination Committee held on 16<sup>th</sup> January 2018. Following Report of November - December, 2017, University Exam conducted in Aditi Mahavidyalaya has been prepared.

Report of the Examination Committee for the November - December, 2017, University Examination conducted in Aditi Mahavidyalaya (University of Delhi)

1. Examination Committee successfully conducted the Nov. - Dec., 2017 Exam started on 30<sup>th</sup> November, 2017 and continued till 21<sup>st</sup> December 2017.
2. Above Exam was conducted in 33 sessions for which more than 400 invigilation duties were distributed in the present teaching staff (of about more than 90).
3.  $KMNO_4$  for purifying glasses (already approved by the Principal) had not been used despite repeated request. Committee request that the above procedure for purifying glasses shall be done in future exams.
4. It is requested that broken window panes (which are several in numbers) may be repaired at the earliest.

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2018

ties

as the students were uncomfortable



Comment

Highlight

Draw

Text

Fill & Sign

More tools



4. It is requested that - broken window panes (which are several in numbers) may be repaired at the earliest

as the students were uncomfortable  
5. It was noticed, despite the several and daily notices by the Exams committee, many invigilators were careless in checking roll numbers before signing. Attendance sheet was also not filled properly by the invigilators.

Rakesh Kumar Naresh  
co-convenor (Dr. Nalini Singh)

(18)

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6<sup>th</sup> April 2018

Agenda: Examination after May-June 2017-18 and related tasks and discussion of the following

- (i) Checking of furniture in all classrooms for cracks or protruding nails etc;
- (ii) Ensuring of ample glasses, buckets, pitchers and drinking water during the summer months of the upcoming examination;
- (iii) Ensuring the working of fans and lights in all the classrooms and checking of generator in case of unexpected power failures; (ample diesel may be stored)
- (iv) Prior decision regarding the distribution of refreshments (healthy, if possible);
- (v) Ensuring running water in toilets, especially during the examinations, so that they stay clean and regular; hourly checking for leakage materials;
- (vi) Provision of the non-teaching team for the conduction of examinations. (2 Ed)
- (vii) Dispatch of information to the Univ. solicited through letter no. Exam-V/2017/4010 received in our college on 28.3.18.
- (viii) Dispatch of "requirement of question papers" sought by the OSD Examinations via letter No. Exam D/2017/4012 dated 21/03/2018;
- (ix) Provision of the final date sheet of all disciplines (including B.Ed. Ed.);
- (x) Clarification regarding the allocation of examination duties after the 19/20 May 2018.
- (xi) Arrangement of taxi for all examination sessions for delivery of answer sheets.

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Introduction



Administration

Members Present :

- Mamleshwar Principal (& Superintendent Exam)
- Dr. Nalini Singh Convenor (Examination Committee)
- Dr. Rajeev Kaul O-Convenor
- Nagendra Nagendra Nagendra Nanded Members
- Upasana Upasana Gray at Member.
- Ms. Parul Uptra (member)
- Ms. Indu (member)

Extended Meeting (part II)

1. The invigilators may be requested do their own duties and not deploy others unless proper leave procedure are followed. 29
2. The benefit of ~~practicalities~~ practicalities may be taken only if payment is not due for such duties. Dual benefits may not be availed.
3. Handling of question papers would be done only in presence of CCTV coverage which is to be arranged by Ms. Jamil

8

4. The opening of question paper would be done strictly in presence of all members



### Extended Meeting (part II)

1. The invigilators may be requested to do their own duties and not deploy others unless proper leave procedure are followed.
2. The benefit of ~~practicalities~~ may be taken only if payment is not due for such duties. Dual benefits may not be availed.
3. Handling of question papers would be done only in presence of CCTV coverage which is to be arranged by Mr. Jamil

8

4. The opening of question paper would be done strictly in presence of permanent faculty members of examination committee and Mr. Shetkar / Mr. Rajesh <sup>tion</sup> Jain, and only in CCTV coverage. <sub>ms</sub>
5. No Teaching / non teaching member should have mobile phone / camera / electronic device in open while opening of question paper.
6. The question papers shall be opened minimum of 20 minutes prior to commencement of examination depending upon the strength of students taking examination. <sub>ing</sub>
7. In case a question paper requires translation policy of universities of Delhi regarding the same shall be followed. <sub>ing</sub>
8. In case a question paper to be received through mail it would be accessed either by Mr. Shetkar or Mr. Jamil. <sub>(Ed)</sub>
9. 5 reams of plain sheets would be provided to

29



Comment

Highlight

Draw

Text

Fill & Sign

More tools



7. In case a question paper requires translation policy of universities of Delhi regarding the same shall be followed. ~~The~~
8. In case a question paper to be received through mail it should be accessed either by Mr. Shekhar or Mr. Jamil. (E.S.D.)
9. 5 reams of plain sheets would be provided to Mr. Rishipal for purpose of photocopying of question papers if required.
10. The Rollno. of student shall be on display in CCTV coverage
11. The coordinator for evaluation of AECC & SEC paper is Dr. Neetu Rani and MC of allCEPT. are the members.



Minutes:

12. Coordination may be done with Dr. Beena Rao (Convener Practical Examination) for information regarding exemption from examination duty due to <sup>Practical</sup> examination. 30

13. The university helpline number for queries regarding Examinations is to be 9811 512 533 (Mr. Satish O.S.D. Examinations)

14. The Committee recommends cancellation of C.L. during examination & taking of E.L. in emergency.

Mamta Sharma

06.04.2018

1. Mr. ...
2. Rakesh Kaur
3. Neeraj ...
4. Upasana Goyal @/
5. ...
6. ...
7. ...

# Examination Committee

2018-19

Convener - Dr. Ritu Sharma

Co-convener - Dr. Sadhna Jain

Members - Dr. Shushma

Dr. Sunita

Dr. Sheetal

Dr. Rashmi

Dr. Rashi

Dr. Neetu Malik

Dr. Shashi Baidya

Ms. Shikha




Dr. Sneha

## Minutes

The meeting of examination committee was held on 01/10/2018, 11:30 am in staff room.

Agenda : 1) To take over incharge ship from previous committee  
2) To plan Nov-Dec 2018 session examination procedure.

The following members were present :-

Dr. Sadhana Jain	(Co-convenor)	
Dr. Neeraj Nagpal	(Member)	Neeraj Nagpal
Ms. Sushma	(Member)	
Dr. Rashmi	(Member)	
Ms. Shashi Prabha	(Member)	Shashi

The following points were discussed :-

- 1) Charge & keys of the almirah has been taken over from Dr. Malini Singh.
- 2) A notice was released for conduction of Mid-Semester exam before 30<sup>th</sup> October 2018.
- 3) Application regarding information to be sought from non teaching was given.
- 4) Staff council regarding examination was fixed on 11<sup>th</sup> October 2018.

## Minutes of the Meeting

The meeting of examination committee held on 19/11/18 at 10 am in Staff room.

The agenda was to collect the data from non-teaching and prepare duty list.

Following members were present.

Dr Ritu Sharma

Dr Shushma

Dr Rashmi Raiwal

Dr Rashmi

Dr Sheetal Sharma

Dr Neetu Malik

Dr Shree Gyan

Dr Sheekho Yadav Shu

Ms Dr Shashi Babha

Shashi  
19/11/2018

We received the documents from Shri Rajesh Jain & Shri Chandrashekher related to the examination. We are very thankful to them.

Work was distributed among the team members and duty list was prepared.

Preferences of all the students teachers

## Minutes of the Meeting

Meeting of the examination was held on 20<sup>th</sup> Nov 18 in the staff room.

Agenda :- Preparation for examination (Nov-Dec 2017).

Following points have been discussed with the S.O. Admin.

- 1) Team of the Non-teaching for examination with under the incharge ship of Mr. Chander Shekhar.
- 2) Photocopies facility may be provided during exams.
- 3) To check all rooms for lightning and cleanliness including repair of window panes.
- 4) To write a letter to NDPL for regular supply of electricity during examination.
- 5) Refreshment for teaching & non-teaching.
- 6) Arrangement of Taxi for carrying answer sheet to university.
- 7) Spray of pesticides in all rooms.

It was discussed that a letter regarding above mentioned would be given to the principal for the smooth conduct of the examination.

## Minutes of the meeting

Meeting of the Examination Committee was held on Nov 18 in the Staff Room. Minutes of the meeting are as follows -

1. The invigilators are requested to do their own duties and not deploy other unless proper leave-procedure are followed.
  2. The benefit of practical duties may be taken only if payment is not due for such duties. Dual benefits may not be availed.
  3. Handling of question papers would be done only in the presence of CCTV coverage which is to be arranged by Mr. Jamil.
  4. The opening of question-paper would be done strictly in presence of Permanent faculty members of Examination Committee and Mr. Shekhar / Mr. Rajesh Jain and only in CCTV coverage.
  5. No teaching / non-teaching member should have mobile phone, camera, electronic device in for while opening of question-paper.
  6. The question papers shall be opened minimum of 20 minutes prior to commencement of examination depending on strength of std. taking examination.
- The coordinator for evaluation of NECC & SEC paper is Dr. Vidhi shanna and TIC of all dept are members.
- The university helpline no. for queries regarding exam is 9811512533 (Mr. Satish OSD examination).



→ A fresh and updated list of lecturers of long nature of leave during examination will be take from Mr. Ashok Wadhwa, to avoid any sort of discrepancy

→ There should be strict rules for those who involve in other work during invigilation.

Reporting of late comers to the administration;

A deadline has to be decided for consideration of preferences.

A special email Id has to be created by the examination Committee for any sort of communication by the faculty regarding CL/EL or any other issue.

At the time of crisis, there was a positive coordination from the non teaching staff who promptly assisted the committee for the smooth functioning of the exams.

On the basis of medical issues, certain invigilators have to dealt accordingly.

Information on the answer sheets have to be filled properly by the students in presence of invigilators (also regarding absentees).

Dr. Ritu Sharma

Dr. Neetu Malik

Dr. Sheetal Sharma

Sneh Gargwal

Shashi Pradhan

Ms. Upasana Gogoi

Dr. Rashmi Gupta

Dr. Rashi Palwal

Dr. Sadhna Jain

Dr. Shikha

Dr. Sumita Behrwal

*(Handwritten signatures and initials)*

Minutes of the Meeting held on 01/12/2019.

Agenda :- Review Nov-Dec 2018 examination and summarization

It's a moment of great pleasure for the entire team for the successful commencement of examination. Indeed we are grateful to all the teaching faculty and non-teaching staff who were involved in examination for their support and co-operation. Mr. Jain, Mr. Shekhar and Mr. ~~Manoj~~ Manoj ji have handled the job wonderfully.

Total No. of days and dates for the examination was provided by the Administration which were 19 number of dates 38 Total sessions (including Morning-Evening).

Total number of Teaching staff were divided by the total examination strength of students and total no. of rooms. Our teaching staff strength is 96 (permanent + Adhoc)

Two releasers were called for atleast 6 to 7 rooms. One more hand called in case of emergency leave applications.

On the basis of total duties one morning and 4 evening duties were given to each faculty member.

Practical impugnation were also considered for exemption of 1 or 2 examination duties. B. class dept was given one day relaxation on behalf of their school visit.

→ All Ad-hoc faculties were given one exemption against practical invigilation.

→ Examination Committee tried to consider all the prior information for preferences given by faculties members.

Few teachers showed insincere attitude which was informed to the Superintendent of examinations i.e. Principal Ma'am as per her directions.

At the time of crisis, Mr. Shekher promptly co-ordinated with University authorities and asked for soft-copies of question-paper and paper could be started well in time.

Anyone on duty in hall was not allowed to move out of the hall in the pretext of other 2 members in the same hall. All teachers followed discipline well and abide by the instructions of DU.

Medical issues were handled effectively. One student couldn't give exams due to severe pain in stomach. She was sent to hospital.

Dr Ritu Shrivastava  
Dr Snehal Shrivastava  
Dr Neetu Malik  
Dr Sneh Gargwan  
Dr Shashi Prakash  
Ms Upasana Gargwan  
Dr Ashmi Gupta  
Dr Pooja Patil  
Dr Sadhan Jain

Dr Gunta Belmeri  
Dr Shubhangi  
Shikha Yadav Shrivastava

A meeting was held on 19/9/19 at 11:00 AM in principal office. The Agenda was to discuss mid-semester examination. Following members were present :-

- 1) Ms Deena Selgal - Selgal
- 2) Dr. Bhare Nept - Nept
- 3) Shek Gangwal - Gangwal
- 4) Dr. Sunita Dahiya - Sunita
- 5) Dr. Ritu Chaiti - Chaiti
- 6) Dr. Sheetal Sharma - Sharma
- 7) Dr. Neetu Malik - Neetu
- 8) Rakesh Jais - Jais
- 9) Seena Rai - Rai
- 10) Ashutosh - Ashutosh
- 11) Dr. Paul Chopra - Chopra

Following points were discussed :-

- ① Mid semester test will be taken by the concerned subject teachers between Oct 14, 2019 to Oct 22<sup>nd</sup>, 2019 & result have to be kept in the custody of subject teacher.
- ② Answer sheet will not be provided by the college & the answer sheet need to be bought by students.
- ③ The committee of non-teaching staff will be same as last year (Category A)
- ④ Practical co-ordinators & Generic/skill paper co-ordinators should be appointed.

A meeting was held on 11/11/2019 at 11:30 am in Room No ~~original~~ ~~store~~. The agenda was to discuss the major below points.

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Following Members were present.

- 1.) Ms. Seema Selvar MS/Sel
- 2.) Dr. Shamma Rajgopal Dr/S
- 3.) Dr. Smith Dahiya SM/S
- 4.) Dr. Seema Pillai SP
- 5.) Dr. Meeta Madhe meeta
- 6.) Dr. Ritu Chakraborty RChakraborty
- 7.) Shubh Langraal Shubh Langraal  
11 Nov 2019
- 8.) DR. ASHA DEVI Ashadevi  
11/11/19
- 9.) Dr. Shalini Sharma Shalini  
1st Nov 2019
- 10.) Dr. Arun Roy A Roy
- 11.) Mr. Rajesh Jain -
- 12.) Mr. Ashutosh Aggarwal -

Following Points were discussed :-

- ① Upload of examination forms was started from today, as informed by Rajesh Jain. This work will be completed by 10th November after that sitting arrangements will be prepared and handed over to Committee.
- ② One notice regarding the preferences and practical investigation during will be prepared and checked by this week.

④ On 5<sup>th</sup> Nov (Tuesday) Next meeting will be scheduled with Principal madam. to discuss further progress.

① Principal Mam will be requested to suggest the name for generic / Sr.ill Coordinator, next week.

⑤ Rakesh Jain also requested to provide date sheet for further work to be start.

⑥ Reporting time for the examination  
Inquisition will be 30 minutes before and 1hr for the members of examination Committee.

⑦ leave to be applied 48 hrs before by the Inquistors. Only one CL can be availed by them, for Next because they have to use their EL.

⑧ Committee decided to add few new members to the Examination system, Anurag, Asha Devi and Indu are requested to be a part of the committee.

9. Notice for dealing assistant need to be taken out by principal mam regarding completing their uploading work by 11<sup>th</sup> Nov, 2019.

10. Committee members were allotted by their work for Examination.

1. Collection of data and date sheet from Non-Teaching — Dr. Asha Devi  
Dr. Seema Rani

2. Teacher's Duty chart — Dr. Neetu Malik  
Dr. Sheetal Sham

3. Soft copy and member's duty chart — Ms. Gyanwati  
Ms. Sneha  
Ms. Parul Chopra

4. Printout and Display — Dr. Sunita Dahiya  
Ms. Indu

5. Maintenance of Minutes, Register and Notice — Dr. Ritu Khatri  
Dr. Anurag Ray

05<sup>th</sup> Nov '19

A meeting regarding certain issues were discussed over in the Principal's office on 05<sup>th</sup> Nov. '19 at 12:00 noon in presence of the Principal, Dr. Mamta Sharma, along with other committee members. ~~Also the points which were discussed during the meeting were -~~ Following members were present during the meeting -

- ① The Principal, Dr. Mamta Sharma - Mamta Sharma
- ② Convener, Ms. Leena - Leena
- ③ Dr. Sunita Dahiya - Sunita
- ④ Dr. Seema Kaur - Seema Kaur
- ⑤ Dr. Asha Devi - Asha Devi
- ⑥ Dr. Neetu Malik - Neetu
- ⑦ Dr. Ritu Kaur - Ritu Kaur
- ⑧ Dr. Pooja Chandra - Pooja
- ⑨ Dr. Sheetal Sharma - Sheetal
- ⑩ Ms. Sneh Chandra - Sneh Chandra
- ⑪ Dr. Anamika - Anamika
- ⑫ Dr. Anurag - Anurag

The points which were discussed over ~~was~~ during the meeting were -

- ① Room No. - 38 will be assigned exclusively as the Examination Control Room with a Name Board.
- ② Refreshments for all those who are will be there for their duties will be @ ₹ 20/- per head, as per University rule.



③ A brief orientation on 11<sup>th</sup> Nov '19 of all the teachers / <sup>in-charge</sup> regulators will be conducted by the Committee <sup>if possible</sup> regarding certain important issues like incase of any use of unfair means during exams or updates about University's way of conducting exams.

④ A meeting with NCWEB, SOL and IGWOB-in-charges will be conducted in order to work out the work plan during the exams, so as to avoid any sort of discrepancy as the exams for all these will be conducted simultaneously.

⑤ Feeding of the <sup>student's</sup> data will be over by two days, after which sitting plan will be worked out.

⑥ Also, the in-charges of <sup>ALL</sup> Skill and generic papers will be intimated about their respective assigned tasks. Dr. Nalini Singh is the in-charge for the same. For practicals, Dr. Madhu Lomesh is the in-charge and Dr. Indu Vasheem is the in-charge for EVS group / paper.

⑦ Transportation services which were availed last year as well reg. examination work will remain the same as per discussion and approval from the principal.

A meeting was held on Feb 25, 2020 at 10:30 AM in principal's office. The agenda was to discuss mid-semester examination. Following members were present:-

1. Dr. Leena Selgal - ~~present~~
2. Dr. Brahma Rajput - ~~present~~
3. Dr. Smith Dahiya - ~~present~~
4. DR. ASHA DEVI - ~~present~~
5. Dr. Sheetal Sharma - ~~present~~
6. Dr. Pooja Chopra - ~~present~~
7. M. Anur - ~~present~~
8. Dr. Rita Khatri - ~~present~~
9. Dr. Seema Kaur - ~~present~~
10. Dr. Gyansuvar - ~~present~~
11. Dr. Neta Malik - ~~present~~
12. Dr. Anurag Raut - ~~present~~
- 13.

Following points were discussed/decided:-

- 1) Mid semester exam will held between March 16, 2020 to 23<sup>rd</sup> March 2020 after the mid-semester break.
- 2) Answer sheets will be arranged by students.
- 3) Results & answer sheets of the mid-semester will be kept by respective teachers for future reference.
- 4) Notice will be displayed on notice board of staff room on Feb 25, 2020.

Date 28/12/2020

ADITI MAHAVIDHYALAYA

UNIVERSITY OF DELHI

**Report of Open Book Examination (OBE) for the session 2019 - 2020**

Due to the pandemic situation of Corona virus the University of Delhi has announced the Open Book Examination in the month of August for the even session VI semester and the examination committee of our College has successfully conducted the OBE from 10 August 2020 to 26 August 2020. In this semester 644 students (including Hons and Pass course) has been appeared for the OBE.

In the month of October and November 2020, the University of Delhi has declared the result of obe VI semester. There were some discrepancies in few results such as result awaited and absent cases showed in result and the committee successfully resolved all the cases of OBE results from November to till date

Ms Leena Sehgal

Convenor

Examination committee 2019-2020

**Aditi Mahavidyalaya**

**(University of Delhi)**

**Open Book Examination (December, 2020)**

The **examination committee 2020-21** under the convenor of **Dr. Seema Rani** and Co-convenor **Dr. Beena Antony Reji** with its efficient team, flung into towards the end of November to ensure smooth conduct of examination in the virtual mode. The core team was enlarged with the induction of new members to facilitate proper delegation of work and ensure accountability. Due to regular meetings, daily updates and proper lines of communication amongst all team members the committee braced through day-to-day challenges and looking forward to wending up the last couple of days successfully. The key highlights of the Open Book Examination 2020-21 may be listed as under:

Total number of papers held on morning sessions: - **51 (As per duty chart)**

Total number of papers held on evening sessions: - **240 (As per duty chart)**

- The committee geared into action well in time to ensure online orientations were organized class wise for all students, wherein the examination committee members attached to each WhatsApp group (subject-wise) made a presentation on the technicality on the virtual mode conduct of the examination was explained to the students. The queries/concerns of the students were addressed patiently.
- Work was delegated amongst committee members in such a way that each member was attached to a couple of Departments and this served as a connect between the students, the subject teacher and the examination committee.
- With students being at the core of concern, group email id's were created to facilitate mailing of question papers in event of technical glitches.
- A virtual control room was active throughout the conduct of examination for both morning and evening sessions to address day to day queries/challenges/ problems faced by the students and teacher. The convenor/ Co-convenor, along with the Principal resolved the issues timely with the help of the non-teaching dealing assistants who were also attached to the control room.
- Daily review meetings were held to present the summary of the days' sessions, the number of exams, the glitches and the challenges faced during the day. Solutions were worked on to enable smoother operation the following days. Roles and responsibilities were fixed.
- A big achievement during pandemic times was that inspite of the rural clientale of students, all students opted for the examination in the virtual mode and proper technical assistance was provided to them by the college.

- On a daily basis, students successfully managed to upload their answer scripts on the DU portal with approximately 95% success and the others who encountered certain glitches, were facilitated with the option of emailing the answer scripts at a designated email id created by the examination committee alongside documentary proof for reason for failure to upload on the portal.
- The grievances of the students were addressed on a daily basis and effective resolution was offered to their problems.

### **Observations and Challenges**

- A lot of confusion was generated due to two portals being operational at the Delhi University website – the old portal and the new DUCC portal. It hindered the download of the accurate data of students.
- The students did not pay heed to cross checking their paper codes at the time of filling the examination forms leading to a confusion in the question paper (old course/ new course) on the day of the exam.

**Submitted by –**

**Dr. Seema Rani**  
**Convener**  
**Examination Committee**  
**(2020-21)**

OBE

(Online Book Exam)

Aug. 2020 - March 2022

# Exam Committee

2020-21

1. Dr. Seema Rani - Convener
2. Dr. Beena Reji - Co-convener
3. Dr. Punyatoya Pata - member
4. Dr. Pooja Khanna - member
5. Dr. Manju - member
6. Ms. Leena Sehgal - member
7. Dr. Cyanwati - member
8. Mr. Rakesh Choudhary - member
9. Ms. Manisha Pal - member
10. Dr. Aneesh T.V. - member
11. Ms. Shashi Kumari - member
12. Dr. Ritu Khatri - member
13. Dr. Manish Kumar Vats - member
14. Mr. Jagmohan - member
15. Dr. Parul Chopra - member
16. Dr. Sunita Dahiya - member

# Exam Committee

2021-22

1. Dr. Manju - Convener
2. Dr. Hema Gupta - Co-convener
3. Dr. Punyataya Patra - Member
4. Dr. Anu Jain - member
5. Dr. Seema Rani - member
6. Ms. Leena Sehgal - member
7. Dr. Parul Chopra - member
8. Ms. Shashi Kumari - member
9. Ms. Lovely - member
10. Ms. Manisha Pal - member
11. Dr. Aneesh T.V. - member
12. Dr. Manish Kumar Vats - member
13. Mr. Rakesh Choudhary - member
14. Dr. Sunita Dahiya - member
15. Dr. Ritu Khatri - member
16. Dr. Uyanwati - member
17. Mr. Jagmohan - member
18. Dr. Sangeeta Kumari - member



A meeting of the Examination Committee was held on 10th Nov. 2021 at 11:30 am in the Principal's office.

The minutes are as follows:

1. An official communication should be sent to the teaching and non-teaching members of Examination Committee for the smooth conduction of the work.
2. Departmentwise duties would be allotted to the teaching and non-teaching members of the Committee for co-ordination with the different departments.
3. ~~Departmentwise~~ Ids. required for the examination work would be created by the concerned person.
4. TICs would send the details (such as name of the paper, paper code, department's name and teacher teaching the paper) which are missing in the Examination form to Mr. Rajesh Jain who would forward it to the University for rectification.
5. Dealing assistant's would handle the grievances of the students.

Following members were present:

1. Prof. Manita Sharma *Manita*
2. Dr. Manju, Convenor *Manju*

3. Dr. Hema Gupta, Co-convenor Hema Gupta  
10/11/21
4. Dr. Anu Jain, member Anu Jain  
10/11/21
5. Dr. Seema Rani, member Seema Rani  
10/11/21
6. Ms. Leena Sehgal Leena Sehgal  
10/11/21
7. Mr. Jagmohan Jambhale Jagmohan Jambhale  
10/11/21
8. Dr. Aneesh T.V. Aneesh T.V.  
10/11/2021
9. Ms. Manisha Pal Manisha Pal  
10/11/2021
10. Dr. Gyanwati Gyanbhai Gyanwati Gyanbhai  
15/11/2021
11. Mr. Rakesh Choudhary Rakesh Choudhary
12. Dr. Manish K. Vats Manish K. Vats
13. Mr. Rajesh Jain Rajesh Jain

A meeting of the Examination Committee and Time-table committee was held with the Principal on 19th April 2022 at 11:45 am.

The minutes of the meeting are as follows:

1. College will provide the <sup>Examination</sup> Committee with the date for examination such as no. of papers per day, no. of students sitting for the exam, etc.
2. Mr. Rajesh Jain will provide Examination Committee with the team of non-teaching staff involved in exam work.
3. Exam Committee will ~~provide~~ write an application to the Principal for the requirements of Examination such as generator, photostat machine, internet facility, medicines for the medical room.
4. Conference room will be the control room for examinations.
5. Mr. Rajesh Jain will take care of the taxi service required for transportation of answersheets to University.
6. Mr. Ishwar Lal will take care of the refreshment for teaching and non-teaching staff.
7. Commerce wing and B.E. Ed wing will be used for the examination of the students.

8. Teacher-Student ratio would be 1 teacher per 25-30 students, so teachers' duties would be put accordingly.
9. Basic medical facility should be provided to the students, if required.
10. A teacher should be on duty for receiving question papers from the university in the morning and evening exams.
11. AEC (EVS) Skills papers would be handed over to the skill coordinator on the day of the exam.

Regarding the timetable for 2nd sem ~~exams~~ students, following decisions were taken:

1. Classes would be allotted in such a way that teachers would come to college at least 2 days in the week.
2. Majority of classes would be ~~see~~ scheduled in the morning because there are few exams in the morning.
3. First preference for classrooms would be in the labs because they will not be used for examination purpose.
4. Adhoc faculty should be engaged in some or other college work during May-June 2022.



## MINUTES OF EXAMINATION COMMITTEE MEETING

Date 4<sup>th</sup> Nov. 2020 at 11 am

Agenda: Preparation for the upcoming Dec. 2020 Examination

Members Present:

Dr Seema Rani (Convenor)

Dr Beena Antony Reji (Co-Convenor)

Dr Punyatoya Patra

Dr Pooja Khanna

Ms Leena Seghal

Dr Manju

Dr Ritu Khatri

Dr Gyanvati

Ms Shashi

Mr Jagmohan

Dr Sunita Dhaiya

The following issues were deliberated upon and consensus reached:-

- The committee chalked out plan of action to ensure smooth conduct of the forth coming examination in Dec 2020.
- Delegation of work will be planned out and detailed line of duties would be listed out among the members to ensure accountability. The TIC and subject teachers will be involved so that the students are properly and quickly contacted for the examination.
- The team unanimously agreed that the task of the Examination committee would be to conduct the examination smoothly and effectively offline or/& online as per university guidelines. This academic year examination

would be held almost four times (as the first-year student's exams will be held later).

- The members strongly agreed that the filling of examination forms, verifying course codes, internal assessment, practical examination, evaluation and results of the examination would not be the purview of the examination committee as has been the practice in previous years.

Examination Committee meeting

Date: 20/11/2020

Time: 11 AM

Platform: Google Meet

Members Present: Dr Seema Rani (Convenor)

Dr Beena Antony Reji (Co-Convenor)

Dr Punyatoya Patra

Dr Pooja Khanna

Dr Manju Kumar

Dr Leena Seghal

Dr Gyanvati

Dr Ritu Khatri

Mr Jagmohan

Mr Rakesh

Agenda: Preparation for the examination Dec.2020

Discussion: The committee members decided on the measures for the smooth conduct of the examination, these measures could be taken:-

1. The committee decided that the effectiveness of the online examination would be possible if all the TICs and the course and paper teachers are involved from the beginning stage of examination preparation itself, as the students are most comfortable with their own course and paper teachers. The conduct of each paper is the responsibility and accountability of the paper teacher and the TIC, of the respective departments. The examination committee is committed to the smooth coordination and conduct of the examination.



2. The committee members were assigned individual roles and responsibility.
3. The members were assigned two departments each to coordinate. The list enclosed.

**Duty list for Examination Committee Members  
(2020-21)**

<b>S. No.</b>	<b>Name of Departments</b>	<b>Name of Teacher</b>
1.	B. Com (H) + B. Com (Pass)	Dr. Sunita Dahiya
2.	Geography (H) + Geo. (Pass)	Dr. Jagmohan
3.	BHJ (H) + Education	Dr. Ritu Khatri
4.	English + Sanskrit	Dr. Manju Kumar
5.	OMSP + Economics	Dr. Leena Sehgal
6.	Political Science + Music	Dr. Punytoya Patra
7.	HDFE (FT+NHE+FCW)	Dr. Pooja Khanna
8.	History + B.El.Ed.	Dr. Parul Chopra
9.	Hindi+ Chemistry	Dr. Gyanwati Singh
10.	B.S.W. + Maths	Dr. Rakesh Chaudhary
11.	Physical Edu. + Sociology	Dr. Manish
12.	Psychology + ASPSM	Dr. Sashi Kumari
13.	Documentation Work + Over all Coordination	Dr. Beena Reji and Dr. Seema Rani
14.	Duty Chart	Dr. Parul, Dr. Sunita Dahiya and Dr. Beena Reji

4. The TIC of each department will be requested to get the Performa filled that lists out all the paper details of the department and submit by 23/11/2020 to o beaditi2021@gmail.com
5. The TICs of each department would also be requested to get WhatsApp group made for each paper of their department with -The TIC, all

students (studying that paper), Teacher teaching the paper and the examination committee member assigned that particular department. This WhatsApp group to be made for each paper by 23/11/2020.

6. The (OBE) Orientation programme with each department teachers and students will be coordinated by the examination committee members by the First week of December.
7. The Principal and non-teaching staffs will also be invited for a meeting next week. The non-teaching staffs will be involved for various examination duties that come under their ambit.
8. The college administration will also be requested to issue a consolidated list of all student's, paper wise with all details like name, Roll No., Subjects, Phone No, Email ids.

Minutes of Examination Committee meeting (online) on 24/11/2020 at 1 PM

Members Present:

Dr Mamta Sharma (Principal)

Dr Seema Rani (Convenor)

Dr Beena Antony Reji (Co-Convenor)

Mr Ashutosh

Mr Rajesh Jain

Mr Jamil

Dr Punyatoya Patra

Dr Parul Chopra

Dr Manju Kumar

Dr Leena Seghal

Dr Gyanvati

Dr Ritu Khatri

Mr Jagmohan

Mr Rakesh

Ms Manisha Pal

Dr Sunita Dhahiya

Agenda: Preparation for the examination Dec.2020

Discussion: The Principal, committee members and the non-teaching met decided on the measures for the smooth conduct of the examination. The following measures could be taken: -

The students need to be told of the modalities of online examinations and offline examinations.

The Orientation Program PPT would be shared with all departments and on the college website.

WhatsApp group of TICs and examination committee needs to be created.

WhatsApp group of each paper should have all students appearing for that paper, paper teacher, TIC of that department, examination committee member (as per list shared in examination committee meeting held on 20/11/2020) and the dealing assistant.

Examination committee must ask the TICs to check the Date sheet and inform administration if any paper not listed.

Mr Ashutosh would inform of the non-teaching staff members who will help in examination (and they also must be called for the committee meeting).

Preparation for Duty list of teachers for examination dates should be started

The TICs and Paper teachers will have the total responsibility in assisting in the attendance and smooth uploading of the paper of all the students of that paper by regular contact with the students, especially on the day of the examination. If there are issues, the students should be able to be in touch with their paper teachers.

The Duty chart of the teachers would be like previous years. All teachers will be involved in the examination (as examination is a compulsory duty of the teacher). Any leave request from teachers, 24 hours prior intimation must come in, and a replacement would also be needed.

The Performa of Paper details of various departments have come in, the remaining departments would be asked to give the details soon.

#### MINUTES OF EXAMINATION COMMITTEE MEETING

Date 2<sup>nd</sup> Dec. 2020 at 1 pm

Agenda: Preparation for the upcoming Dec. 2020  
Examination

Members Present:

Dr Seema Rani (Convenor)

Dr Beena Antony Reji (Co-Convenor)

Dr Punyatoya Patra

Dr Pooja Khanna

Ms Leena Seghal

Dr Manju Kumar

Dr Parul Chopra

Dr Gyanvati

Ms Shashi

Mr Jagmohan

Dr Sunita Dhaiya

Mr Rakesh Choudhary

Ms Manisha Pal

Dr T V Aneesh

The following issues were deliberated upon and consensus reached: -

The Duty Chart for teachers needs to be prepared.

The Orientation for all departments needs to be held

Special thanks to Ms Manisha who has helped in preparing the PPT for the Orientation, which has been shared in the whatsapp group

Special thanks to Dr Aneesh who has put together the performance data of all the departments.

#### MINUTES OF EXAMINATION COMMITTEE MEETING

Date 3rd Dec. 2020 at 1 pm

Agenda: Preparation for the Duty chart for teachers for the upcoming Dec. 2020 Examination

Members Present:

Dr Seema Rani (Convenor)

Dr Beena Antony Reji (Co-Convenor)

Dr Parul Chopra

Dr Ritu Khatri

Dr Sunita Dhaiya

The discussion was mainly how to prepare the duty chart for the teachers. The Committee needs the following data from the administration:-

1. Data of how many students have applied in the online and offline mode (Physical mode).
2. Day wise paper information with details of the number of students in each paper (Data to be procured in an Excel sheet)
3. Details of the students in each of the papers (Data to be procured in an Excel sheet)
4. List of teachers that would be available in Dec 2020 for examination (excluding those teachers who are on any kind of leave)

A special thanks to Dr Sunita Dhaiya for preparing the excel sheet formats.

## MINUTES OF EXAMINATION COMMITTEE MEETING (online)

Date 7th Dec. 2020 at 6.30 pm

Agenda: Preparation for the upcoming Dec. 2020 Examination

Members Present:

Dr Seema Rani (Convenor)

Dr Beena Antony Reji (Co-Convenor)

Dr Pooja Khanna

Ms Leena Seghal

Dr Manju Kumar

Dr Gyanvati

Ms Shashi

Mr Jagmohan

Dr Sunita Dhaiya

Mr Rakesh Choudhary

Ms Manisha Pal

Dr T V Aneesh

#### Discussion

The committee proposed on increasing the members and having a sub-committee for examination.

The committee unanimously agreed that for the online examination, the teachers should be allowed to operate from their homes to manage the examination. Only duties to few teachers to manage the offline students. (If there are any students for the offline examination)

The data from the Google form circulated to the teachers will be assimilated by Dr Aneesh and Ms Manisha Pal

Duty chart will be coordinated by Dr Sunita Dhaiya, Dr Parul Chopra, Dr Ritu Khatri and be prepared by 10<sup>th</sup> Dec 2020.

## MINUTES OF EXAMINATION COMMITTEE MEETING (online)

Date 9th Dec. 2020 at 5.30 pm

Agenda: Preparation for the upcoming Dec. 2020 Examination

Members Present: Dr Mamta Sharma (Principal), Dr Seema Rani (Convenor)

Dr Beena Antony Reji (Co-Convenor), Dr Pooja Khanna, Ms Leena Seghal

Dr Manju Kumar, Dr Gyanvati, Ms Shashi, Mr Jagmohan, Dr Sunita Dhaiya

Mr Rakesh Choudhary, Dr Parul Chopra, Mr Ashutosh, Mr Dinesh

### Discussion

The principal, committee members and the non-teaching staff decided on the following actions:

1. Virtual Control room would be created on Google Meet
2. Official email ids would be created to be in contact with the Examination Branch, University of Delhi.
3. Daily consolidated reports would be submitted by the examination committee.
4. Special permission will be sought from the Dean of Examination, in case of emergencies, so that students would be able to email their answer sheets.



5. Question papers will be forwarded to all students via group emails (department wise) (Coordinated by Mr Dinesh, Naveen and Jamil).
  6. Mock tests (available on the University portal on 11/12/2020), are compulsory for all students and would be supervised by the TIC. The students can download any paper and upload an answer script, for practice and familiarity with the Portal.
  7. The following email ids will be created (BA Hons Social work; BHJ; B. Com (Hons + Program); BA Geography (Hons + Program); BA program (2nd year); BA program (3rd year)).
  8. An examination sub-committee was created for conducting the examination smoothly (List enclosed).
  9. The instructions for the teachers were discussed and formulated.
-