

Ref No. LNCP/EXAM/2023-24/01

Date: 14/07/2023

Exam Committee for the Academic year 2023-24

Objectives of the Exam Committee:

The main objective of the Examination Committee is to take care of the process of conducting the examinations both internal and external as per schedule and help the evaluation process.

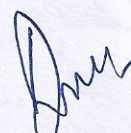
Functions of the committee:

1. Preparation of Exams Schedule and intimation to students
2. Collection of Question Papers and conducting the exams as per the schedule
3. Maintaining the record of general Marks List

The following are the members of the Examinations Committee

S. No.	NAME	DESIGNATION	PROFILE
1.	Dr. Govind Nayak	Professor	Chairman
2.	Dr. Kaushlendra Mishra	Professor	Member
3.	Mr. Gyan singh Mawada	Asst. Professor	Member
4.	Mrs Priyanka Namdeo	Asso. Professor	Member

Frequency of Meeting: Twice in a year


Dr. Mehta Parulben
Director LNCP, Bhopal
Lakshmi Narain College of Pharmacy
Bhopal

Copy to:

1. Director of Administration
2. Registrar
3. Director LNCP
4. Dr. Govind Nayak
5. Dr. Kaushlendra Mishra
6. Mr. Gyan singh Mawada
7. Mrs Priyanka Namdeo

REF. No.:LNCP/EXAM/2023-24/01

Date:25/07/2023

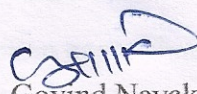
Notice of Exam committee Meeting No.1 of 2023

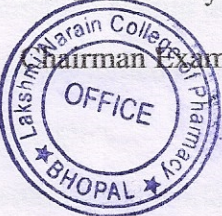
The meeting of Examination Committee will be held on 28/07/2023 in the Board Room of the College at 3:30 PM

Agenda

1. To discuss preparation of sessional examination Time Table
2. To Prepare Invigilation Duty Chart
3. Preparation of Attendance sheet and Marks award list
4. Preparation and discussion of sessional paper as per CO Based
5. To Compile attendance for I sessional exam.
6. Evaluation of answer sheet as per given shedule.
7. Display of answer sheet to the students.
8. Submission of Marks and Maintain records

Please make it Convenient to attend the meeting


Dr. Govind Nayak
Chairman Exam Committee



Copy to:

1. Director of Administration
2. Registrar
3. Director LNCP
4. Dr. Kaushlendra Mishra
1. Mr. Gyan singh Mawada
2. Mrs Priyanka Namdeo

REF. No.: LNCP/EXAM/2023-24/02

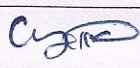
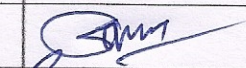
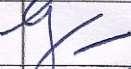

Date: 28/07/2023

EXAMINATION COMMITTEE

Minutes of Meeting No.01 of 2023

Meeting of Examination Committee held on 28-07-2023 at 03.30 p.m. at seminar hall of Lakshmi Narain college of Pharmacy Bhopal.

Following members of Committee attended the meeting:

S. No.	NAME	DESIGNATION	PROFILE	SIGNATURE
1.	Dr. Govind Nayak	Professor	Chairman	
2.	Dr. Kaushlendra Mishra	Professor	Member	
3.	Mr. Gyan singh Mawada	Asst. Professor	Member	
4.	Mrs Priyanka Namdeo	Asso. Professor	Member	

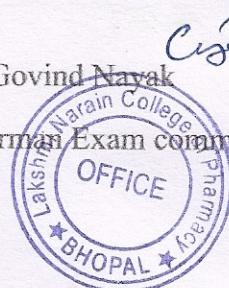
The following points were discussed during the Committee Meeting

Chairman welcomed all the members of the Committee.

1. Members Discuss about preparation of Sessional Examination Time Table and decided that sessional examination should be according to academic calendar.
2. Members also discussed to prepare sessional examination seating plan and Duty chart
3. Committee are agreed to instruct all faculty members that question paper should be CO based
4. They discuss to take course completion report so that examination should be on time
5. Members are instruct that sessional question paper should be submitted on time
6. Members discuss about arrangement of stationary, sessional copies
7. Members noted that sessional copies should be checked within three working days so that result can be displayed

The Chairman conveyed his thanks to the members and for attending the meeting. Meeting ended with vote of thanks.

Dr. Govind Nayak
Chairman Exam committee



REF. No.: LNCP/EXAM/2023-24/03

Date:03/11/2023

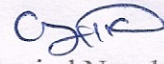
Notice of Exam committee Meeting No.2 of 2023

The meeting of Examination Committee will be held on 06/11/2023 in the Board Room of the College at 3:30 PM

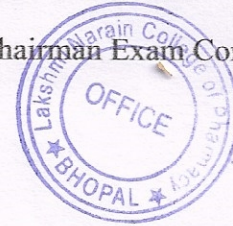
Agenda

1. To discuss preparation of sessional examination Time Table
2. To Prepare Invigilation Duty Chart
3. Preparation of Attendance sheet and Marks award list
4. Preparation and discussion of sessional paper as per CO Based
5. To Compile attendance for I sessional exam.
6. Evaluation of answer sheet as per given shedule.
7. Display of answer sheet to the students.
8. Submission of Marks and Maintain records

Please make it Convenient to attend the meeting


Dr. Govind Nayak

Chairman Exam Committee



Copy to:

1. Director of Administration
2. Registrar
3. Director LNCP
4. Dr. Kaushlendra Mishra
1. Mr. Gyan singh Mawada
2. Mrs Priyanka Namdeo

REF. No.: LNCP/EXAM/2023-24/04

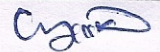
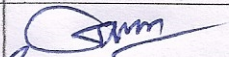
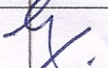

Date: 06/11/2023

EXAMINATION COMMITTEE

MINUTES OF MEETING 2 of 2023

Meeting of Examination Committee, held on 06-11-2023 at 03.30 p.m. at seminar hall of Lakshmi Narain college of Pharmacy Bhopal.

Following members of Committee attended the meeting:

S. No.	NAME	DESIGNATION	PROFILE	SIGNATURE
1.	Dr. Govind Nayak	Professor	Chairman	
2.	Dr. Kaushlendra Mishra	Professor	Member	
3.	Mr. Gyan singh Mawada	Asst. Professor	Member	
4.	Mrs Priyanka Namdeo	Asso. Professor	Member	

The following points were discussed during the Committee Meeting

Chairman welcomed all the members of the Committee.

1. Members Discuss about preparation of Sessional Examination Time Table for first year students and decided that sessional examination should be according to academic calendar.
2. Members Decided that for first year students course completion is must, and Faculty should arrange extra classes for the same
3. Members also discussed to prepare sessional examination seating plan and Duty chart
4. Committee are agreed to instruct all faculty members that question paper should be CO based
5. They discuss to take course completion report so that examination should be on time
6. Members are instruct that sessional question paper should be submitted on time
7. Members discuss about arrangement of stationary, sessional copies
8. Members noted that sessional copies should be checked within three working days so that result can be displayed

The Chairman conveyed his thanks to the members and for attending the meeting. Meeting ended with vote of thanks.

Dr. Govind Nayak

