



## Exam Cell

### Minutes of Meeting

Date: 1<sup>st</sup> September, 2020

Venue: Conference Hall

#### Members Present

1. Prof. (Dr.) Vipin Garg , Advisor
2. Prof. (Dr.) M. K. Jha, Director
3. Prof. (Dr.) Sapna Katiyar, Dean Academic
4. Dr. Bipin Kumar Rai, HoD(IT)
5. Dr. Rizwan Khan, HoD(CSE)
6. Dr. Hari Mohan, HoD(ECE)
7. Mr. Avinash Trivedi, HoD(ME)
8. Mr. Basant Pandey, Registrar
9. Mr. Vaibhav Jain, Exam Cell Member
10. Mr. Rachit Patel, Exam cell Member
11. Dr. Amit Vats
12. Dr. S. P. Gupta

#### Agenda Items

- Conduction of University Examination on 8<sup>th</sup> September, 2020 for final year students of academic session 2019-20.
- Discussion on Examination Guidelines shared by University considering COVID-19 for Even Semester Examination 2019-20

#### Decisions Taken

Following decisions were taken:

- Examination Instructions and COVID-19 Guidelines for Even Semester Examination 2019-20 shall be shared with all Head of the Departments. All Head of the Department must deliberate the guidelines with faculty and staff member of his department.
- Examination Instructions and COVID-19 Guidelines for Even Semester Examination 2019-20 will be shared with students by class mentor (session 2019-20).
- **Classes (online teaching) will remain suspended on 8<sup>th</sup> September, 2020.**
- **Reporting time will be 8 AM for faculty and staff members on 8<sup>th</sup> September, 2020.**
- **No leave will be sanctioned on 7<sup>th</sup> & 8<sup>th</sup> September, 2020 (excluding emergency cases)**
- Invigilation duties will be notified to faculty and staff members on 7<sup>th</sup> September, 2020.
- Entry in the academic block for Hostlers (Boys and Girls) will be from the Foundation

- Rout map (entry and exit) for Day Scholars in campus will be decided and circulated to faculty and staff members by 7<sup>th</sup> September, 2020.
- Senior faculty shall be deputed on floors to ensure social distancing and discipline during the examination.
- Two rooms shall be identified to serve lunch packets to students of Boys' and Girls' Hostel.
- **Canteen shall be remain closed.** So, day scholars shall be advised to carry their lunch.
- **One Isolation room** will be available for emergency cases.
- It will be mandatory for faculty and staff members to **wear mask and hand gloves** during the examination. Hand gloves will be provided at the time of reporting in examination cell.
- **Ambulance will be available** in campus during the examination for emergency cases.



**Dr. Bipin Kumar Rai / Mr. Rachit Patel**  
**Exam Cell**



**Prof. (Dr.) M.K. Jha**  
**Director**

Copy to-

For kind information please:-

1. Hon'ble Advisor Sir (e-mail)
2. Prof. (Dr.) M.K. Jha, Director (e-mail)
3. Dean- Academics (e-mail)
4. All HODs(email)
5. Faculty(email)
6. Staff(email)
7. Notice Board-ABESIT/Boys Hostel/Girls Hostel
8. ABESIT Server Room / website
9. Record Room-ABESIT