



# KASHI INSTITUTE OF PHARMACY

Managed by: JAIN EDUCATION SOCIETY

E-mail: [info@kashiip.ac.in](mailto:info@kashiip.ac.in), Website: [www.kashiip.ac.in](http://www.kashiip.ac.in) 1800-123-321-123

Ref. No. Kashi IP/Office Order/Exam C/2023-24/01

Date: - 29/07/2023

## OFFICE ORDER

For the academic session 2023-24, Examination committee has been constituted as per the Academic policy. Members of the committee are as follow:-

EXAMINATION COMMITTEE 2023-24	
NAME	RESPONSIBILITIES
Mr. Kumar Alok	CoE
Mr. Sachchidanand Pathak	Co-CoE
Ms. Sneha Yadav	Co-CoE
Ms. Riya Singh	Member

The committee has instructed to organize the internal and external exams as instructed in academic calendar and provide result analysis just after publication of result by the university.



### Copy to:-

1. Vice-Chairman
2. Director
3. Registrar
4. HOD
5. IQAC Coordinator
6. All Concerned

Address: 23 km Milestone, Varanasi-Prayagraj Road, Mirzamurad, Varanasi- 221307 (U.P.)



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Ref. No. Kashi IP/ Exam C/2023-24/02

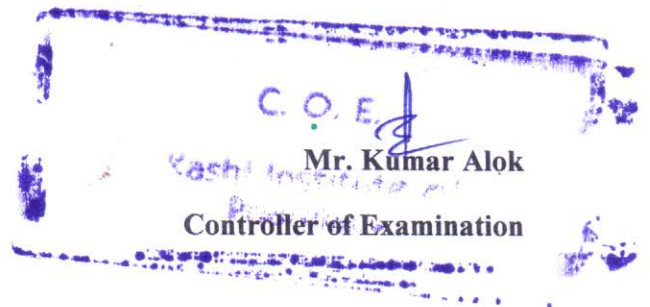
Date: - 01/08/2023

## NOTICE EXAMINATION COMMITTEE MEETING

It is hereby informed to all the members of examination committee that a meeting has been scheduled on 05/08/2023 at 03:00 PM in LRB 01. So, you all are requested to be present in this meeting.

### **Agenda:**

1. Overview and analysis of last meeting.
2. To discuss the number of class tests.
3. To discuss the internal marks to be given for assignments and class tests.
4. To discuss about the examination date, duration & allotment of invigilation duty.



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## MINUTES OF MEETING

### EXAMINATION COMMITTEE

A meeting of Examination committee was held on date 05.08.2023 at 03:00 PM in the LRB1 to discuss the various issues related to the effective implementation of Examination guidelines.

The following members were present in meeting:

1.	<b>Mr. Kumar Alok</b>	Associate Professor	CoE
2.	Mr. Sachchidanand Pathak	Associate Professor	Co-CoE
3.	Mrs. Sneha Yadav	Assistant Professor	Co-CoE
4.	Ms. Riya Singh	Assistant Professor	Member

Agenda:

- To discuss the number of class tests
- To discuss the internal marks to be given for assignments and class tests.
- To discuss about the examination date, test duration & allotment of invigilation duty.

Proceeding of the meeting:

- It was decided to conduct two internal exams,
- It was decided to conduct internal sessional exam for 90 minutes & maximum marks decided as 30.
- It was decided to prepare notice, examination schedule, sitting arrangement & duty allotment.
- Last date of question paper submission and evaluation of checked copies was decided.
- Conduction of External practical Exams.
- Result analysis will be carried immediately after the publication of result by the university.

**Mr. Kumar Alok**

**Controller of Examination**

**C. O. E.**

**Kashi Institute of  
Pharmacy**

Copy to

- Vice- Chairman
- The Director
- IQAC
- HOD
- Concern Faculty Member



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Ref. No. Kashi IP/ Exam C/2023-24/03

Date: - 03/02/2024

## NOTICE EXAMINATION COMMITTEE MEETING

It is hereby informed to all the members of examination committee that a meeting has been scheduled on 20/02/2024 at 03:00 PM in LRB 01. So, you all are requested to be present in this meeting.

### **Agenda:**

1. Overview and analysis of last meeting.
2. Conduction of External Practical Exams.
3. To discuss the number of class tests.
4. To discuss the internal marks to be given for assignments and class tests.
5. To discuss about the examination date, duration & allotment of invigilation duty.

  
Mr. Kumar Alok

Controller of Examination

C. O. E.

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## MINUTES OF MEETING

### EXAMINATION COMMITTEE

A meeting of Examination committee was held on date 20.02.2024 at 03:00 PM in the LRB1 to discuss the various issues related to the effective implementation of Examination guidelines.

The following members were present in meeting:

1.	<b>Mr. Kumar Alok</b>	Associate Professor	CoE
2.	Mr. Sachchidanand Pathak	Associate Professor	Co-CoE
3.	Mrs. Sneha Yadav	Assistant Professor	Co-CoE
4.	Ms. Riya Singh	Assistant Professor	Member

Agenda:

- Conduction of External Practical Exams.
- To discuss the number of class tests
- To discuss the internal marks to be given for assignments and class tests.
- To discuss about the examination date, test duration & allotment of invigilation duty.

Proceeding of the meeting:

- It was decided to conduct two internal exams,
- It was decided to conduct internal sessional exam for 90 minutes & maximum marks decided as 30.
- It was decided to prepare notice, examination schedule, sitting arrangement & duty allotment.
- Last date of question paper submission and evaluation of checked copies was decided.
- Conduction of External practical Exams.
- Result analysis will be carried immediately after the publication of result by the university.

Copy to

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**Mr. Kumar Alok**  
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Ref. No. Kashi IP/ Exam C/2023-24/04


Date: - 09/04/2024

## NOTICE EXAMINATION COMMITTEE MEETING

It is hereby informed to all the members of examination committee that a meeting has been scheduled on 23/04/2024 at 03:00 PM in LRB 01. So, you all are requested to be present in this meeting.

### **Agenda:**

1. Overview and analysis of last meeting.
2. Discussion about the PUT Exam of 6<sup>th</sup> and 8<sup>th</sup> semester and First sessional of 2<sup>nd</sup> and 4<sup>th</sup> semester.
3. To discuss about the external practical exam of 6<sup>th</sup> and 8<sup>th</sup> semester.
4. Discussion about the last date for question paper (Bloom's Taxonomy) submission by the faculty.
5. To discuss about the last date for the submission of internal marks for assignments, class tests and other assessments.
6. To discuss about the seating arrangement and allotment of invigilation duty.
7. Other points if any.

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**Mr. Kumar Alok**

**Controller of Examination**

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## MINUTES OF MEETING

### EXAMINATION COMMITTEE

A meeting of Examination committee was held on date 23.04.2024 at 03:00 PM in the LRB1. Following members were present in meeting:

1.	<b>Mr. Kumar Alok</b>	Associate Professor	CoE
2.	Mr. Sachchidanand Pathak	Associate Professor	Co-CoE
3.	Mrs. Sneha Yadav	Assistant Professor	Co-CoE
4.	Ms. Riya Singh	Assistant Professor	Member

Proceeding of the meeting:

- It was decided to conduct PUT from 17/05/2024 and first sessional from 27/05/2024.
- It was decided to conduct internal practical exam, External practical exam date will be as per university.
- It was decided to prepare notice, examination schedule, sitting arrangement & duty allotment.
- Last date of question paper (Bloom's Taxonomy) submission is 04/05/2024 (PUT), 17/05/2024 (First sessional) and submission of evaluated copies is 03/06/2024.
- Last date for the submission of internal marks for assignments, class tests and other assessments is 03/06/2024.

**Mr. Kumar Alok**  
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Copy to

- Vice- Chairman
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- IQAC
- HOD
- Concern Faculty Member

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Ref. No. Kashi IP/ Exam C/2023-24/05

Date: - 08/06/2024

## NOTICE EXAMINATION COMMITTEE MEETING

It is hereby informed to all the members of examination committee that a meeting has been scheduled on 11/06/2024 at 03:00 PM in LRB 01. So, you all are requested to be present in this meeting.

### **Agenda:**

1. Overview and analysis of last meeting.
2. Discussion about the PUT Exam of 2<sup>nd</sup> and 4<sup>th</sup> semester.
3. To discuss about the internal and external practical exam of 2<sup>nd</sup> and 4<sup>th</sup> semester.
4. Discussion about the last date for question paper (Bloom's Taxonomy) submission by the faculty.
5. To discuss about the last date for the submission of internal marks for assignments, class tests and other assessments.
6. To discuss about the seating arrangement and allotment of invigilation duty.
7. Result analysis.
8. Other points if any.

  
C.O.E.  
Mr. Kumar Alok

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Controller of Examination

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## MINUTES OF MEETING

### EXAMINATION COMMITTEE

A meeting of Examination committee was held on date 11.06.2024 at 03:00 PM in the LRB1. Following members were present in meeting:

1.	<b>Mr. Kumar Alok</b>	Associate Professor	CoE
2.	Mr. Sachchidanand Pathak	Associate Professor	Co-CoE
3.	Mrs. Sneha Yadav	Assistant Professor	Co-CoE
4.	Ms. Riya Singh	Assistant Professor	Member

Proceeding of the meeting:

- It was decided to conduct PUT from 01/07/2024.
- It was decided to conduct internal practical exam, External practical exam date will be as per university.
- It was decided to prepare notice, examination schedule, sitting arrangement & duty allotment.
- Last date of question paper (Bloom's Taxonomy) submission is 20/06/2024 and submission of evaluated copies is 15/07/2024.
- Last date for the submission of internal marks for assignments, class tests and other assessments is 05/07/2024.
- Result analysis must be started immediately after the result publication.

  
Mr. Kumar Alok

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