

## MINUTES OF MEETING HELD ON 19/09/2015 AT 10.00 AM WITH HOD & FACULTY MEMBERS


A meeting of all HOD & faculty members held today in the chamber of undersigned at 10.00 AM to discuss about the paper setting, method of evaluation, showing of evaluated answer books, need of central evaluation, assessment of sessional marks, test duties, Role in development of lab as lab incharges, progress of task given, any other matter.

Following decisions have been taken:

- 1- Standard formate will be prepared and will be circulated by Exam Controller for setting the Q papers to the faculty members in coming semesters test exam. In a Q paper 40% Qs will be easy and 60% Qs will be little tricky in a paper based on competitive exams and industry oriented.
  - 2- Step wise marking with red ink will be done with proper comments and evaluated answer books will be shown to the students, sessional will be assessed properly for keeping transparency and openness. Central evaluation will be done between 2.30 PM – 5.00 PM under the head examiner of HODs. Showing of A/B will be done before date already declared in acedemic calender.
  - 3- All faculty members should perform test duties sincerely. Faculty members are advised to keep their mobile in silent mode. Students are allowed to go outside finally after ½ an hour.
  - 4- Lab incharges will maintain their lab as per suggestions given in the meeting. A committee headed by Mr shobhit (Mr Ashish k srivasta, Mr Rakesh Kumar) for B Tech CS, Mr P N Verma ( Mr Sonu Kumar, Miss Shambhavi Somvanshi) for B Tech EN, Mr Amit Verma ( Mr Santosh Yadav, Miss Shalini Verma) for B Tech MECH will prepare the proposal of opening the courses with all lab/infrastrcture requirements including latest lab ( Bench mark from IIT., NIT or any GOVT Colleges) etc and submit to Dean Academic for compilation and sending to University for approval.
  - 5- Efforts will made for creating University evaluation centre.
- Meeting ended with vote of thanks to chair.

O/c Website: uploading  
for circulation on  
website

All HOD & Concerned Faculty

  
(K S Verma)