



## Meeting 1

The meeting of Examination Committee was held on Friday 25-07-2024 at 3:00 PM in the staff room.

The Convener of the Examination Committee welcomed all the members of the Examination Committee and informed the members about the aims or objectives of the Examination Committee and requested the Convener to move the agenda forward.

### Minutes of Meeting:

- The Examination Committee has prepared the schedule for College Practice Examination I from 28.07.2024 to 04.08.2024.
- The Committee members shall prepare relevant time tables for their department based on the Examination Time Table.
- The Examination Committee members shall make the block and seating arrangement and display them on the concerned Notice Board.
- They discussed the rules and regulations to be followed by the students during the examination and how to ensure that the students complete the paper in full time.
- The committee members discussed that the question paper should be of 40 marks and 2 hours duration.
- The Convener instructed that the question papers should be submitted to the committee one week before the scheduled date of the examination.
- The Convener instructed that the evaluated answer sheets should be returned to the students within 7 days from the date of conducting the examination and the marks should be displayed on the notice boards.
- The Convener and the Principal suggested that the examination committee members be assured of performing their duties with full effort from time to time.

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