

মিটিং রেজল্যুশন বহি

MEETING RESOLUTION BOOK

মিটিং নং / Meeting No.	
তারিখ / Date	13-12-2024

উপস্থিত সভ্যগণের নাম
NAME OF MEMBERS PRESENT


স্থান / Place	Principal's Office
সময় / Time	3:30 PM

১। ১	As	৮। ৮	১৫। 15
২। ২	Rin	৯। ৯	১৬। 16
৩। ৩	Madhusen	১০। 10	১৭। 17
৪। ৪	Aratul Hossain	১১। 11	১৮। 18
৫। ৫	Gayatri Mandal Sarker	১২। 12	১৯। 19
৬। ৬	Sohikul	১৩। 13	২০। 20
৭। ৭	Sohikul	১৪। 14	২১। 21

নং / No.	রেজল্যুশন / Resolution Adopted
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ডোমকল গার্লস কলেজ
DOMKAL GIRLS' COLLEGE

ESTD-2011
Affiliated to University of Kalyani
Recognized by the UGC (A's 21)
AISE Code: CSM16
Website: domkalgirlscollege.ac.in



DOMKAL GIRLS' COLLEGE
ESTD-2011
Domkal, Murshidabad, 742303
E-mail: domkalgirlscollege@gmail.com
Ph: 7407000/88

Ref. No: DGC/N/494/2024 Date: 11/12/2024

Notice

Subject: Urgent Meeting of the Examination Sub Committee

This is to inform all members of the Examination Committee that an urgent meeting has been scheduled as per the directive of the Principal. The details of the meeting are as follows:


Date: 13/12/2024
Time: 3:30 PM
Venue: Principal's Office


All members are requested to attend the meeting without fail.

Agenda:

1. Discussion on upcoming Internal Examination Schedule.
2. Discussion on Internal Examination Results Publication.
3. Any other matter.

Your cooperation in this matter will be highly appreciated.



Convener
Exam Sub Committee


Principal
Domkal Girls' College
Domkal, Murshidabad

Ref. No.: DGC/N/494(1/3)/2024 Date: 11/12/2024

Copy forwarded to:

1. The coordinator, IQAC for information and keeping records
2. Office Copy
3. The system in-Charge, for wide circulation in college website


Principal
Domkal Girls' College
Domkal, Murshidabad

Meeting Regulation**Examination Committee Meeting Held on 13th December 2024**

Following the discussions and decisions taken during the Examination Committee meeting, the following regulations are adopted for smooth conduct and evaluation of examinations at the college:

1. Submission of Question Papers

Each examiner must prepare and submit two separate sets of question papers for every examination.

The Examination Committee Convenor will select one set for the final examination.

2. Moderation of Question Papers

All question papers will be moderated either by external or internal faculty members to ensure quality and fairness.

3. Publication of Internal Examination Results

The results of internal examinations must be displayed on the departmental notice board.

4. Provision for Answer Script Review

If a student is dissatisfied with the evaluation, they may request to review their answer script. Students must apply through the college office following the prescribed procedure. The review will be conducted on a specific date in the presence of: A faculty member (other than the original evaluator) from the concerned department, the Head of the Department, and the Convenor of the Examination Committee.

5. LMS-Based Examinations

Every faculty member must conduct at least one examination per semester through the Learning Management System (LMS).

6. Distribution of University Remuneration for Examiners

The remuneration received from university examinations will be distributed among the examiners. This will be managed under the supervision of the principal and involve the following members: Examination Committee Convenor, Bursar, Accountant, and Cashier.

These regulations aim to enhance the transparency, fairness, and efficiency of the examination process.

Rasib Saha


PRINCIPAL
Domkal Girls' College
Domkal, Murshidabad