



SHRI RAM COLLEGE

(Affiliated To CCS University, Meerut & Approved By NCTE)

CIRCULAR ROAD, MUZAFFARNAGAR

'A' Grade Accredited by NAAC

Shri Ram College, Muzaffarnagar

Date- 06/07/2021

To,

Dr/Mr/Ms. Vikas Kumar

Department of Computer application.


Dear Sir / Madam,


Subject: Selection Letter for the Position of Committee Coordinator

With immense pleasure, we inform you that you have been selected for the position of Committee Coordinator of **Examination committee** for the academic session 2021-22. we believe that your qualifications, experience, and skills fit perfectly for this work.

You are expected to coordinate the aforesaid committee with immediate effect. as a Coordinator of committee, you are authorized to include the members as per your suitability for smooth functioning of committee work for the College.

In case of any doubts or questions related to this you may get in touch with the undersigned, we will effectively resolve it. We are hoping for positive response.


Co-ordinator
IQAC, Shri Ram College
Muzaffarnagar


(Dr. Aditya Gautam)
Chairman
Principal
IQAC, Shri Ram College,
Muzaffarnagar

Shri Ram College, Muzaffarnagar

Date -27/08/2021

To,

The Committee Members

Shri Ram College, Muzaffarnagar

Subject: Selection Letter for the Position of Committee Members

Dear Sir / Madam,

With immense pleasure, we inform you that you have been selected for the position of Committee Members of **Examination committee** for the academic session 2021-22. We believe that your qualifications, experience, and skills fit perfectly for this work.

You are expected to coordinate the aforesaid committee with immediate effect as a Member of committee. In case of any doubts or questions related to this you may get in touch with the undersigned, we will effectively resolve it. We are hoping for positive response.

Examination Committee

S. No.	Name	Department
1	Mr. Vikas Kumar (Convener)	Computer Application
2	Dr. Manoj Mittal (Co-Convener)	Basic Sciences
3	Mr. Rishabh Bhardwaj	Basic Science
4	Mr. Himanshu Verma	Business Administration
5	Mr. Amit Tyagi	Computer Application
6	Ms. Ayushi Tyagi	Business Administration
7	Mr. Jugmaheer Gautam	Teacher Education
8	Ms. Saavi	Biosciences
9	Ms. Naina Bansal	Commerce
10	Ms. Shivani Berman	JMC
11	Mr. Vivek Kumar	Basic Sciences
12	Mr. Abid Ahmad	Agriculture Science
13	Mrs. Binnu Pundir	Fine Arts
14	Mr. Bhupendra Kumar	Physical Education

Co-ordinator
IQAC, Shri Ram College
Muzaffarnagar

(Vikas Kumar)
Committee Coordinator
Chairman
IQAC, Shri Ram College,
Muzaffarnagar



SHRI RAM COLLEGE MUZAFFARNAGAR, (UP)

Date: 07.01.2022


NOTICE

All the students of Shri Ram College are informed that internal examination marks from the department level have been made available to the Examination Committee as well as on the notice boards. The answer sheets of the students are available in the respective departments. If students wish to see their answer sheets they can contact their respective subject teachers and get clarification within a week's time of this notice.

Students are also informed that if they have any doubts on their internal assessment/marks they can get it in written to the Examination Committee within the stipulated time.


Co-ordinator
IQAC, Shri Ram College
Muzaffarnagar


Chairman
IQAC, Shri Ram College,
Muzaffarnagar


Principal

Shri Ram College, Muzaffarnagar

Date: 10.01.2022

NOTICE

All the Members of Exam Committee are hereby required to attend a meeting at 3:00 PM on 24-01-22 in Principal's office of SRC. All concerned are requested to report in time.

Agenda of meeting

1. External University Examination CCS University Meerut.
2. Internal examination Related Grievance Redressal odd semester
(2021-22)
3. Practical Exam related Progress to all the departments.

(Mr. Vikas Kumar)
Convener Exam
SRC, Mzn

ym
Chairman
IQAC, Shri Ram College,
Muzaffarnagar

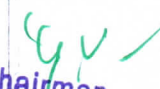
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Co-ordinator
IQAC, Shri Ram College
Muzaffarnagar

Examination Committee

(Session 2021-22)

S. No.	Name	Department
1	Mr. Vikas Kumar (Convener)	Computer Application
2	Dr. Manoj Mittal (Co-Convener)	Basic Sciences
3	Mr. Rishabh Bhardwaj	Basic Science
4	Mr. Himanshu Verma	Business Administration
5	Mr. Amit Tyagi	Computer Application
6	Ms. Ayushi Tyagi	Business Administration
7	Mr. Jugmaheer Gautam	Teacher Education
8	Ms. Saavi	Biosciences
9	Ms. Naina Bansal	Commerce
10	Ms. Shivani Berman	JMC
11	Mr. Vivek Kumar	Basic Sciences
12	Mr. Abid Ahmad	Agriculture Science
13	Mrs. Binnu Pundir	Fine Arts
14	Mr. Bhupendra Kumar	Physical Education


Co-ordinator
IQAC, Shri Ram College
Muzaffarnagar


Chairman
IQAC, Shri Ram College,
Muzaffarnagar

SHRI RAM COLLEGES, MUZAFFAR NAGAR
MINUTES OF MEETING EXAMINATION COMMITTEE

DATED (24-01-22)

A meeting Examination committee was held on 24-01-22 in the office. The following numbers of the committee were present.

S. No.	Name	Department
1	Mr. Vikas Kumar (Convener)	Computer Application
2	Dr. Manoj Mittal (Co-Convener)	Basic Sciences
3	Mr. Rishabh Bhardwaj	Basic Science
4	Mr. Himanshu Verma	Business Administration
5	Mr. Amit Tyagi	Computer Application
6	Ms. Ayushi Tyagi	Business Administration
7	Mr. Jugmaheer Gautam	Teacher Education
8	Ms. Saavi	Basic Sciences
9	Ms. Naina Bansal	Commerce
10	Ms. Shivani Barman	JMC
11	Mr. Vivek Kumar	Basic Sciences
12	Mr. Abid Ahmad	Agriculture Science
13	Mrs. Binu Pundir	Fine Arts
14	Mr Bhupender Kumar	Physical Education

Agenda of meeting

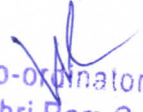
1. Conduct of CCS University Examination Semester / Annual courses.
2. Practical Bills Preparation and submitted to the exam office.
2. Internal examination Related Grievance Redressal odd semester
3. Internal Examination Copies requirement
4. Internal Marks / Practical marks submitted to exam office.



Co-ordinator
IQAC, Shri Ram College
Muzaffarnagar



Chairman
IQAC, Shri Ram College,
Muzaffarnagar

The following points were discussed :

1. Discussion was held on forth coming CCS University examination.
2. The examination must be conduct with proper discipline
3. Practical bill should be prepared in time and submitted to exam office.
4. ✓ On the basis of Internal examination Marks should be prepares and then it will be sent to university.
5. Examination Committee has received No grievance through various Constituent's Dept. of Shri Ram College Muzaffarnagar.
6. Marks Copy of internal examination / Practical examination submitted to exam office.
7. Discussion about the Remuneration Paid by University to External Examiner / Ininer.


Co-ordinator
IQAC, Shri Ram College
Muzaffarnagar


(Mr. Vikas kumar)
Examination Committee
Convener


Chairman
IQAC, Shri Ram College,
Muzaffarnagar




SHRI RAM COLLEGE MUZAFFARNAGAR, (UP)

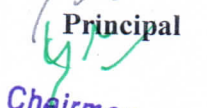
Date: 04.06.2022

NOTICE

All the students of Shri Ram College are informed that internal examination marks from the department level have been made available to the Examination Committee as well as on the notice boards. The answer sheets of the students are available in the respective departments. If students wish to see their answer sheets they can contact their respective subject teachers and get clarification within a week's time of this notice.

Students are also informed that if they have any doubts on their internal assessment/marks they can get it in written to the Examination Committee within the stipulated time.


Co-ordinator
IQAC, Shri Ram College
Muzaffarnagar


Principal
Chairman
IQAC, Shri Ram College,
Muzaffarnagar

Shri Ram College, Muzaffarnagar


Date: 08.06.2022

NOTICE


All the Members of Exam Committee are hereby required to attend a meeting at 3:30 PM on 11-06-22 in Principal's office of SRC. All concerned are requested to report in time.

Agenda of meeting-

1. External University Examination CCS University Meerut.
2. Internal Examination odd semester
3. Internal examination Related Grievance Redressal odd semester(2021-22)
4. Practical Exam related Progress to all the departments.
5. The Examination Committee members shall make the internal examination Seating Arrangement and display them on the concerned Notice Board.
6. Committee members should submit their department Mark statement to the Committee
7. Re Sessional can be conducted for failures and absentees.


(Mr Vikas kumar)
Examination Committee
Convener


Co-ordinator
IQAC, Shri Ram College
Muzaffarnagar


Chairman
IQAC, Shri Ram College,
Muzaffarnagar

SHRI RAM COLLEGES, MUZAFFAR NAGAR
MINUTES OF MEETING EXAMINATION COMMITTEE

DATED (11-06-22)

*A meeting Examination committee was held on 11-06-22 in the Principle office.
The following numbers of the committee were present.*

S. No.	Name	Department
1	Mr. Vikas Kumar (Convener)	Computer Application
2	Dr. Manoj Mittal (Co-Convener)	Basic Sciences
3	Mr. Rishabh Bhardwaj	Basic Science
4	Mr. Himanshu Verma	Business Administration
5	Mr. Amit Tyagi	Computer Application
6	Ms. Ayushi Tyagi	Business Administration
7	Mr. Jugmaheer Gautam	Teacher Education
8	Ms. Saavi	Biosciences
9	Ms. Naina Bansal	Commerce
10	Ms. Shivani Barman	JMC
11	Mr. Vivek Kumar	Basic Sciences
12	Mr. Abid Ahmad	Agriculture Science
13	Mrs. Binnu Pundir	Fine Arts
14	Mr Bhupender Kumar	Physical Education

Agenda of meeting

1. External University Examination CCS University Meerut.
2. Internal Examination even semester
3. Internal examination Related Grievance Redressal even semester(2021-22)
4. Practical Exam related Progress to all the departments.
5. The Examination Committee members shall make the internal examination Seating Arrangement and display them on the concerned Notice Board.
6. Committee members should submit their department Mark statement to the Committee
7. Re Sessional can be conducted for failures and absentees.


[Signature]
Co-ordinator
IQAC, Shri Ram College
Muzaffarnagar

[Signature]
Chairman
IQAC, Shri Ram College,
Muzaffarnagar

The following points were discussed:


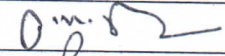


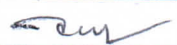
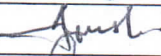
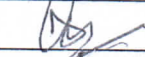
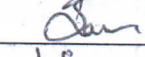
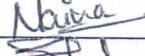
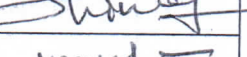
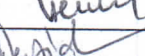


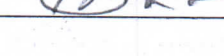
1. Question papers were scrutinized with the help of HOD and submit to internal examination committee.
2. Discussion was held on forth coming CCS University examination.
3. The examination must be conduct with proper discipline
4. Practical bill should be prepared in time and submitted to exam office.
5. On the basis of Internal examination Marks should be prepares and then it will be sent to university.
6. The internal examination committee member instructed that the answer note books should be evaluated and kept in the department after the marks shown to the students.
7. Examination Committee has received No grievance through various Constituent's Dept. of Shri Ram College Muzaffarnagar.
8. Marks Copy of internal examination /Practical examination submitted to exam office.
9. Discussion about the Remuneration Paid by University to External Examiner / Internal Examiner.
10. Discussion Remuneration paid to invigilators and Non teaching staff according to their duties.

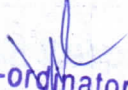

Co-ordinator
IQAC, Shri Ram College
Muzaffarnagar


(Mr Vikas kumar)
Examination Committee
Convener


Chairman
IQAC, Shri Ram College,
Muzaffarnagar

Examination Committee
(Session 2021-22)

S. No.	Name	Department	Signature
1	Mr. Vikas Kumar (Convener)	Computer Application	
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Co-ordinator
IQAC, Shri Ram College
Muzaffarnagar


Chairman
IQAC, Shri Ram College,
Muzaffarnagar

Shri Ram College, Muzaffarnagar

Examination Committee

Annual Report

Session 2021-22

Committee overview:


The Examination committee is an apex body of the Institute which is headed by Examinations In-Charge (EI) and shall be facilitated by three sections: Examination, Record Maintenance and Administration.

The core aim and objectives of the Examination Committee plans and organizes all internal as well external University examinations in the college and to ensure for the smooth conduction of Examinations according to the rules and norms of the University and the College.

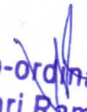
Role and Responsibility

1. The Examination Committee will make policies regarding holding of different examinations and shall make Seating Arrangement and display them on the concerned Notice Board and Blocks.
2. To ensure that the entire exam related documents reach the university in time.
3. Any Circular, Guideline, Office Order, Notification issued by the University is processed in the Examination Cell; reply thereof prepared and after Principal's signature dispatched or circulates to the concerned Departments.


Co-ordinator
IQAC, Shri Ram College
Muzaffarnagar


Chairman
IQAC, Shri Ram College,
Muzaffarnagar

4. To conduct Internal Assessment and External Assessment Examination related all work as per University notifications and ordinance.
5. The Exam Committee shall hold a pre-exam meeting to brief the members of faculty with regard to the examination procedures and the role and responsibilities of a report of same shall be submitted to the Principal.
6. Preparation of smooth conduct of Examinations, preparation of time – table schedules, Invigilation duty chart, Seat allotment in the Examination halls etc.
7. All the results internal examination shall be displayed on the respective student Notice Boards.
8. The Exam Committee shall ensure that adequate stationery, like Answer sheets, files etc. are made available.
9. Grievances of students related to internal examination.


Co-ordinator
IQAC, Shri Ram College
Muzaffarnagar


Chairman
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Muzaffarnagar

Report of Activities:

During the academic year the examination Committee works on the following activity.

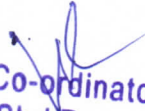
1. Inform to department to conduct Internal Examination dated on 24-1-2022.
2. Internal Evaluation Process Monitoring.
3. Grievance Checking in internal Examination
4. Conducting Odd Semester External Examination started from 17-2-2022 in the college
 - a. Room allocation for external examination
 - b. Prepare seating Plan
 - c. Prepare internal team for examination
 - d. Internal Flying for checking of students
 - e. Record maintain and send to university
 - f. Examination bill send to university
5. Practical bill send to University odd semester 11-3-2022
 - a. Preparing practical bills for examination.
 - b. Finalize Practical bill and Send to university
6. Seating Arrangement of students in Examination
7. Conducting Annual Examination started from 12-04-2022
 - a. Room allocation for external examination
 - b. Prepare seating Plan
 - c. Prepare internal team for examination
 - d. Internal Flying for checking of students
 - e. Record maintain and send to university
 - f. Examination bill send to university
8. Practical bill send to University even semester preparing practical bills for examination.
 - a. Finalize Practical bill and Send to university
9. Grievance Checking in internal Examination.
10. Inform to department to conduct Internal Examination dated On 11-06-2022.


Co-ordinator
IQAC, Shri Ram College
Muzaffarnagar



Chairman
IQAC, Shri Ram College,
Muzaffarnagar

11. Conducting even semester Examination started from 01/8/2022.

- a. Room allocation for external examination
 - b. Prepare seating Plan
 - c. Prepare internal team for examination
 - d. Internal Flying for checking of students
 - e. Record maintain and send to university
 - f. Examination bill send to university
12. Answer sheet printing for internal examination.
13. University Copies – Theoretical / Practical record maintain


Co-ordinator
IQAC, Shri Ram College
Muzaffarnagar

(Mr Vikas kumar)
**Examination Committee
Convener**


Chairman
IQAC, Shri Ram College,
Muzaffarnagar