



MINUTES OF MEETING

Date :- 30-Nov 2023 Time:- 9:30am
Subject: - Meeting of Examination Committee.
Location:- Exam Section SIRT-E
Attendees:-

S No.	Name	Designation	Remark
1	Dr. Vikas S. Pagey	Director	P
2	Dr. Bhavana Ayachit	Dy. Director	P
3	Dr. Sneha Soni	HOD CS	P
4	Prof Neeraj Nagayach	HOD ME	P
5	Prof. Sandeep Gupta	HOD CE	P
6	Prof Archana Saxena	HOD AS	P
7	Prof. Paresh Rakhe	Exam Supdt	P

Agenda:-

Planning of university examination and other Grievance issue

Minutes of meeting:

- Discussion about Temporary ID during RGPV Exam some students not wear their college ID's Exam cell will provide College ID during RGPV Exam days
- Instructions received from RGPV observers for invigilators and students
 1. The Reporting time for BTech Exam is 9:30am sharp
 2. Invigilators are requested to wear their college ID's
 3. Students' admit card and ID card are to be checked before entry in the exam room
 4. Cell phones are strictly Prohibited in the examination room
 5. Proper entries in the OMR sheet to be checked, specially Roll Number, Subject Name and Subject Code.

Corporate Office : 250, SAGAR PLAZA, Zone-II, M. P.Nagar, Bhopal M. P. (INDIA)



SAGAR INSTITUTE OF RESEARCH & TECHNOLOGY-EXCELLENCE

(The First ISO-9001:2008 Certified, e-Governed World Class Institute of M.P.)

Approved By AICTE, New Delhi &
D.T.E., Govt. of M. P. Affiliated to RGPV & BU, Bhopal

6. During Examination hours only one faculty member is allowed to sit (if needed) and other is required to roam.
7. Lunch during examination is not allowed
8. Part-I of OMR sheet to be teared apart only in Examination Cell



Dr. Vikas S. Pagey
Director SIRTE

Corporate Office : 250, SAGAR PLAZA, Zone-II, M. P.Nagar, Bhopal M. P. (INDIA)

**SAGAR® GROUP
OF INSTITUTIONS**

Campus Address : Ayodhya Bypass Road, Bhopal, INDIA-462041.
Call : +91-755-4983180, 4983186
www.sirtebhopal.ac.in , Email : director@sirtbhopal.ac.in





MINUTES OF MEETING

Date :- 24-July 2023 **Time:-** 12:30pm

Subject: - Meeting of Examination Committee.

Location:- Exam Section SIRT-E

Attendees:-

S No.	Name	Designation	Remark
1	Dr. Vikas S. Pagey	Director	P
2	Dr. Bhavana Ayachit	Dy. Director	P
3	Dr. Sneha Soni	HOD CS	P
4	Prof Neeraj Nagayach	HOD ME	P
5	Prof. Sandeep Gupta	HOD CE	P
6	Prof Archana Saxena	HOD AS	P
7	Prof. Paresh Rakhe	Exam Supdt	P

Agenda:-

Planning of university examination and other Grievance issue

Minutes of meeting:

- 1 Discussion about to review the question papers regarding subject Code /Subject Name and according to CO's
- 2 Discussion about Allocate specific duties to committee members for Internal Flying Squad.
- 3 Discussion about Monitor invigilators to prevent any unfair practices.
- 4 Discussion about Conduct visits to examination rooms to check for any irregularities.
- 5 Inform to students about the timeline for obtaining the Director's signature on their admit cards. .

योग: कर्मसु कौशलम्

Dr. Vikas S. Pagey
Director SIRTE