



**A Unit of Vikramshila Educational & Welfare Society, Patna**

Ref. No. M.C.TE/22/01

**EXAMINATION COMMITTEE**

Date 04/04/2022

Ref. No:

Date:

The Mundeshwari College for Teacher Education has constituted the EXAMINATION COMMITTEE as per the guidelines provided by the NCTE for the smooth & transparent conduct of the Examination held in the college during 2022. The primary objective of the Committee is to conduct examinations and publish results.

(a) The Examination Committee consists of:

- |                                     |                          |
|-------------------------------------|--------------------------|
| (i) Principal                       | (Chairperson)            |
| (ii) Senior Faculty                 | (Examination Controller) |
| (iii) Others nominated by Principal | (Member)                 |

**Purpose:**

- To establish procedures and instructions for assessing and determining the results of examinations.
- To safeguard the quality of the examination procedures.
- To determine whether a student meets the requirements with regard to knowledge, insight and skills, which are laid down in the program and examination regulations, for obtaining internal marks.
- Setting of the question papers.
- To improve and control the quality of internal examinations to be conducted at College level.
- To take measures against any misconduct.
- To display the statement of internal marks on student notice board.

**Objective:**

# MCTE PATNA

- Approving and finalizing the dates of internal examinations
- Appointment of invigilators.
- Creating guidelines for examiners and students.
- Imposing penalties for malpractices.
- Eligibility of students for appearing university examination.
- Proper maintenance of examination record.
- Inventory control of various materials required for exam section.
- Submission of examination records to university in scheduled time.

Sarari-Usri Road, Khagaul, Patna - 801105 (Bihar)

Phone No. : 9835405284, email - mcte.patna@gmail.com, website - www.mcte.in



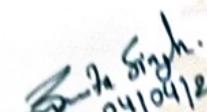
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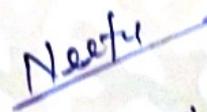
Ref. No. M.C.T.E./22/P.1..

Date 04/04/2022.....

The members of the Cell (Session 2022-23) and are given below;

Sl. No.	Name	Designation
1.	Dr. Kumari Sunita Singh	Chairperson; Principal
1.	Mrs. Kumari Shashi Singh	Convenor-Asst. Professor
2.	Mrs. Neetu Rai	Asst. Professor-Member
3.	Ms. Vaishnavi Kashyap	Student-Member
4.	Mr. Raushan Kumar	Student-Member

  
04/04/2022  
Chairperson  
MCTE, Patna

  
Neetu  
Vaishnavi Kashyap  
Raushan Kumar

  
Convenor  
Examination Committee

MCTE PATNA

Ref No. M.C.T.E/22/02

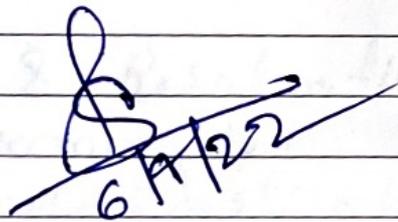
Date. 6/04/2022

### Notice:

This is inform to all the members of the ~~Committee~~ Examination committee that 18 meeting proposed on 7/04/22 (Thursday) at 3.00 Pm in the principal office room. The following will be Agenda of the meeting

### Agenda:

1. Examination Schedule
2. Question paper preparation.

  
6/4/22

Thanks & Regards

(Convenor)  
M.C.T.E Patna.

Ref No: M.C.T.E/22/03

Date: 7/04/22

## Resolution of the Examination Committee.

A Meeting of the Examination Committee was held at 3:00 P.m in the principal office.

S/T No	Name	Designation.
1.	Dr. Kumari Sunita Singh	Chairperson Principal.
2.	Mrs Kumar Shashi Singh	Convenor Asst. prof.
3.	Mrs. Neetu Rai	Member Asst. Prof.
4.	Ms. Vaishnavi Kashyap	Member Student.
5.	Mr. Raushan Kumar	Mem. Student

### Agenda. 2 Resolution

1. Examination Schedule.
- Resolution:- Finalization of Exam Timetable
- invigilation Duties Allocation.

### Agenda 2 question paper preparation Resolution:-

- question submission date.
- Moderation in Examination process.

~~Santa Singh.~~  
7/4/2022  
Chairperson  
M.C.T.E

~~Naetu~~

  
7/4/2022  
Convener.  
A887. prof.

Vaishnavi Kashyap

Raushan Kumar

Sl No	Name	Designation
1	Mrs. Vaishnavi Kashyap	Chairperson
2	Mrs. Raushan Kumar	Convener
3	Mrs. Neeta Rai	Member
4	Mrs. Vaishnavi Kashyap	Member
5	Mrs. Raushan Kumar	Member

1. Examination schedule  
2. Resolution of Exam  
3. Investigation Duties Allocation  
4. Question paper preparation  
5. Question paper distribution

Ref No-M.C.T.E/23/04

Date: 8/04/2023

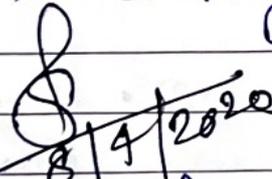
Notice.

This is inform all the members of the Examination Committee that is meeting proposed on 10/04/2023 (Monday) at 3:00 p.m in the principle office. The agenda of meeting as under:

Agenda.

1. question submission date.
2. Time table schedule.
3. Distribution of Examination Duty.

Thanks & Regards

  
8/4/2023  
(Convenor)  
M.C.T.E Patna.

Ref NO-M.C.T.E/23/05 Date: 10/4/23

## Resolution of the Examination Committee.

A Meeting of the Examination Committee was held on 10/4/23 3:00 p.m in the principal office.

S.NO	Name	Designation
1	Dr. Kumari Sunita Singh	Chairperson Principal.
2	Mrs. Kumari Shashi Singh	Convenor Asst. prof.
3.	M.S. Vaishnavi Kashyap.	Member Student.
4.	Mr. Raushan Kumar	Member stu.

### Agenda & Resolution.

1. question submission date.

Resolution:- Discuss all the members about question paper preparation and submit on time.

~~Agg~~ Agenda : 2. Time table schedule.

Resolution:- Discuss all the members Examination time table schedule.

# Agenda 3. Distribution of Examination Duty.

Resolution: - Discuss all the members duty distribution of Exam

Singh  
10/4/23  
Chairperson  
M.C.T.E

[Signature]  
10/4/2023

Convenor  
Examination  
Committee.

vaishnavi kashyap

Raushan Kumar

Ref No. M.C.T.E/24/06.

Date: - 27/01/2024

Notice

This is inform all the members of Examination Committee that is meeting proposed on 29/01/2024 (Monday) at 3.00 Pm in the principal office.

The Agenda of the meeting.

Agenda.

1. Examination schedule
2. Exam question paper preparation.

Thanks & Regards

(Convener) 27/1/2024  
M.C.T.E Patna.

Ref No. M.C.T.E/24/07

Date. 29/01/2024

## Resolution of the Examination Committee

A Meeting of the Examination Committee was held on 29/01/2024 (Monday) 3:00 A.m in the principal office.

Sl	Name	Designation.
1.	Dr. Kumari Sumita Singh	Chairperson Principal.
2.	Mrs. Kumari Shashi Singh	Convenor. Asst. prof.
3.	M.s. Vaishnavi Kumari	Member. Stud.
4.	Mr. Ankit Kumar	Member Stud.

### Agenda & Resolution.

Agenda 1. Examination schedule.

Resolution:- Examination schedule discussed with all the members.

Agenda 2. Exam question paper preparation  
Resolution. All the members discuss about Exam question and timetable

*Singh*  
29/01/24  
Chairperson  
M.C.T.E Patna.

Vaishnavi Kumari  
Ankit Kumar

29/1/2024  
Convenor  
Examination  
Committee.

Ref No - M.C.T.E/25/08

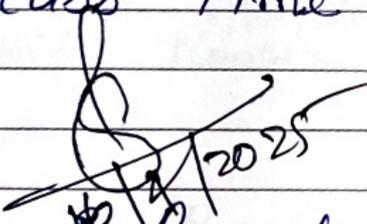
Page No.  
Date: 16/04/2025

## Notice.

This is inform all the members of Examination Committee that is meeting proposed on 17/04/2025 (Thursday) at 3:00 Pm in the principal office. The Agenda of Meeting under:

### Agenda:

1. Exam question paper preparation.
2. Discuss Time table schedule.

  
Thanks & Regards

(Convenor)  
M.C.T.E Patna.

Ref No. M.C.T.E/25/09

17/04/2025

Page No.
Date:

## Resolution of the Examination Committee.

A Meeting of the Examination Committee was on 17/04/2025 (Thursday) at 3.00 Pm in the principal office. The Agenda of Meeting.

S.No	Name	Designation.
1	D. Kumari Sunita Singh.	Chairperson, Principal.
2.	Mrs. Kumari Shashi Singh	Convener Asst. prof
3.	Anjana Kumari	Member Asst prof
4.	Manisha Kumari	Members.
5.	Ankit Kumar	Member Stud.

### Agenda & Resolution.

Agenda :- 1. Examination Date question Paper preparation.

Resolution :- Discuss with all the committee members about Examination question preparation.

### Agenda 2:

Resolution: Discuss Time table schedule with all the committee members for Examination.

Chair Person: Sunita Singh  
Convener: Manisha Kumari  
Ankit Kumar  
Anjana Singh  
17/04/2025  
Examination Committee