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Date : 11/12/2023

College Examination Committee
Minutes of Meeting on 11/12/2023

The meeting commenced with a welcome address by the Chairman. The following points were discussed, and resolutions were passed:

Members Present:

- Mr. Ankit Srivastava, Assistant Professor – Chairman *Ankit*
- Ms. Garima Jain Goel, Assistant Professor – Member *Garima*

Agenda Discussions & Resolutions:

1. Review of Mid-Term Examinations and Feedback:

- Feedback from students and faculty was reviewed, with a focus on areas requiring improvement.
- **Resolution:** The feedback was reviewed, and the necessary changes will be made in the next set of exams.

2. Implementation of Online Examination Systems:

- The feasibility of an online examination system was discussed, including the potential for automated grading.
- **Resolution:** A task force will be formed to pilot the online system during the next set of exams.

3. Exam Evaluation Process:

- The evaluation process was reviewed to ensure accuracy and efficiency.
- **Resolution:** Additional training sessions for evaluators will be conducted before the next exams.

4. Improving Examination Security:

- Discussed the security measures needed to prevent cheating, including additional invigilators and surveillance cameras.
- **Resolution:** The security measures were approved, and the college will enhance monitoring during exams.

5. Any Other Matter:

- A proposal for introducing open-book exams was discussed.
- **Resolution:** A pilot project for open-book exams will be tested in selected courses.

The meeting concluded with a vote of thanks by the Chairperson, expressing gratitude to all members for their valuable insights and active participation. The commitment to achieving the objectives discussed and fostering a positive and productive environment was reaffirmed.

[Signature]
Head of the Institution
Bhikaji Cama School of Hotel Management
S.V.S.U., MEERUT

Dr. Shiv Mohan Verma
HOI, BCSCHM