

Ref. No. HM/SVSU/2023/3844(A)

Date: 22/07/2023

**College Examination Committee**  
**Minutes of Meeting (MOM)**  
**Meeting on 22/07/2023**

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
- Ms. Garima Jain Goel, Assistant Professor – Member

*Ankit*

*Garima*

**Agenda Discussions & Resolutions:**

**1. Review of Upcoming Examinations:**

- The exam schedules for the upcoming semester were reviewed. Necessary adjustments were made to avoid overlapping with other academic activities.
- **Resolution:** The final schedule was approved, and department heads were instructed to notify students.

**2. Exam Timetable and Scheduling:**

- The timetable was finalized, with special consideration given to subjects requiring additional time.
- **Resolution:** The timetable was approved and will be displayed on the college notice board and website.

**3. Examination Guidelines and Procedures:**

- Minor changes in the examination procedures were discussed to maintain fairness.
- **Resolution:** The updated guidelines were approved, and the examination team will ensure all students are informed about the changes.

**4. Strategies for Handling Exam-Related Grievances:**

- A streamlined process for handling grievances was proposed, including an online submission portal.
- **Resolution:** A grievance committee will be formed, and the online submission portal will be implemented.

**5. Any Other Matter:**

- A proposal to introduce digital exam submissions was discussed.
- **Resolution:** A pilot project will be conducted for selected papers.

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 Subharti Institute of Hotel Management  
S.V.S.U., MEERUT

**Dr. Shiv Mohan Verma**

**HOI, BCSCMH**