



(Established vide Uttarakhand Act 12 of 2010)  
Balawala, Dehradun-248161, Uttarakhand, India

Managed by - Gaurav Thari Shiksha Sanshan  
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Date: 19 August, 2022.

A meeting of Registrar, DSW, COE and Heads of Departments/In-charges/Coordinators was held on 17<sup>th</sup> August, 2022 at 11:00 AM in the Conference Hall.

The followings were present:-

- |                        |   |
|------------------------|---|
| 1. Prof. Veerma Ram    | - Vice Chancellor(O)                                  |
| 2. Prof. Maneesh Arora | - Dean, Students Welfare                              |
| 3. Prof. P. K. Mathur  | - HOD, MLT & MM                                       |
| 4. Ms. Urmi Chaurasia  | - COE   |
| 5. Prof. R Arunmozhi   | - Officiating HOD Department of Physiotherapy         |
| 6. Dr. Mohd Abu Zaid   | - Incharge of Deptt of Biochemistry and Biotechnology |
| 7. Dr. Neetu Pandey    | - Incharge, Deptt of Applied Chemistry                |
| 8. Dr. Nidhi S Belwal  | - Incharge, Deptt of Microbiology                     |
| 9. Mr. Anil Panwar     | - Coordinator, Deptt of Agriculture and Forestry      |
| 10. Mr. Krishan Rawat  | - Convener  |

#### Agenda

1. Completion of academics and Sessional / Semester Examination.
2. Printing of Marks sheet
3. Reporting of 1<sup>st</sup> Semester /year students
4. Constitution of committee for finalizing new courses, Diploma, Certificate Courses, PG Diploma Courses for all Departments
5. Appointment of Brand Ambassadors
6. Tutor Policy Feed Back
7. Any other issues

The Chair welcomed all the members present in the meeting.

The deliberations of the meeting are as follow.

#### Agenda 1.

- The chair enquired about the completion of ongoing academics, Sessional examination, practical examination schedule of departments and instructed to complete the same timely. He further instructed to complete the dissertation work of all PG courses on or before 15<sup>th</sup> September, 2022 positively. HODs to continuously monitor the same.
- COE to ensure that rules of promotion in next class and appearing in the University examinations are strictly followed.
- COE was directed to issue date sheet for University Examination at the earliest so that students are made aware.
- Initially to frame time table based on availability of Faculty to teach the subject for fresher students.
- Academic schedule/calendar was discussed and probable dates of examination during forthcoming academic session, was informed for all.

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Registrar  
Sardar Bhagwan Singh University  
Balawala, Dehradun, (Uttarakhand)

- Inter House Debate completion to be held in last week of November/before 15 Decem 2022
- All courses of B.Sc., B. Com and BA are to be conducted as per NEP 2020.
- HODs to ensure that regular classes are held and ensure quality teaching in their respec departments. Feed back of teaching is not coming good. Teacher must prepare t lectures in advance. Also teacher must be told to given judicious numbers for answer in form of examinations.
- Teachers assessment by students was hampered due to CORONA will now start from session.

#### Agenda 2.

- The COE was enquired about the present position of printing of marks sheets/degree a instructed to speed up the printing of marks sheet as lot of back log is lying. COE inform that marks sheet for 2018 batch has only been printed.
- COE also inform that marks sheet of all courses of 2018 batches are uploaded in Digi loc portal.
- The VC informed that departments are completing maximum formalities regarding updati examination marks, tabulations etc hence result should be speed up. In case t Examination is having manpower problems, COE was asked to submit the proposal for t same.
- All concerned HOD/In-charges were directed to complete Ph.D. scholars' documents a submit progress report of 3<sup>rd</sup> Semester.

#### Agenda 3

After due discussion, it was decided to start the 1<sup>st</sup> Year classes of Physiotherapy at Pharmacy from 1<sup>st</sup> September, 2022 as adequate number of students have taken admission in the two courses and remaining courses will start from 15<sup>th</sup> September 2022.

#### Agenda 4

- Registrar was requested to form a committee to propose new courses, diploma, an certificate programme keeping the present scenario in mind.

#### Agenda 5

- All HODs/In-charges were directed to submit names for Brand Ambassador of their respective department at the earliest who passed out 10 years earlier and were good in academics Pharmacy and Physiotherapy departments are to submit five names each and rest department two names each.

#### Agenda 6

- Prof. Maneesh Arora, DSW, was requested to develop and submit a feedback Performa fo tutor policy.

#### Agenda 7

- The HOD, Physiotherapy requested to provide a photocopier machine for New University campus. Presently all examination papers and other things are done from main campus which involves the movement of teacher. The VC informed that matter will be looked after.
- Library in New University campus is presently being open in the afternoon. The same may please be opened for full time. The VC informed that the same will be looked after.
- Demand of books. All were informed that demand of books were to be submitted in May, 2022 but demands have not been received where as demand of chemicals have been materialized and chemicals are received.

There being no further points, the meeting ended with a vote of thanks to the Chair at 12:15 AM.



Registrar  
Sardar Bhagwan Singh University  
Balawala, Dehradun (Uttarakhand)



# SARDAR BHAGWAN SINGH UNIVERSITY

(Established vide Uttarakhand Act 12 of 2018)

Balawala, Dehradun-240161, Uttarakhand, India

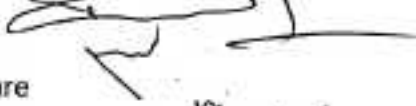
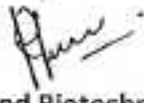
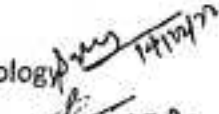
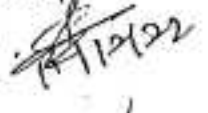
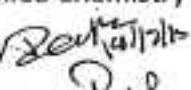
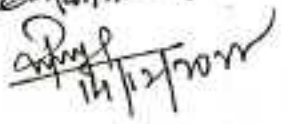

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Date: 12 December, 2022

A meeting of Vice Chancellor with Registrar, Dean Students Welfare, Heads of Departments/ In-charges/Coordinators was held on 9<sup>th</sup> December, 2022 at 11:00 AM in the Conference Hall.

The followings were present:-

- |                          |   |   |
|--------------------------|---|---|
| 1. Prof. Veerma Ram      | - Vice Chancellor(O)                                  |    |
| 2. Prof. Maneesh Arora   | - Dean Students Welfare                               |   |
| 3. Prof. Reena Kumari    | - HOD Department of Physiotherapy                     |    |
| 4. Dr. Santosh Kumar Kam | - Incharge of Deptt of Biochemistry and Biotechnology |    |
| 5. Dr. Subhash Chandra   | - Officiating Incharge, Deptt of Applied Chemistry    |   |
| 6. Dr. Deepanshu Rana    | - Officiating, Deptt of Microbiology                  |  |
| 7. Dr Pooja Naudiyal     | - Coordinator, Deptt of MLT & MM                      |  |
| 8. Mr. Krishan Rawat     | - Convener  |   |

## Agenda

1. Academic Calendar for next Academic Session
2. Review of Class Committee Meetings.
3. Board of Studies according to NEP.
4. Checking of Examinations Copy and Year Back System Rule.
5. Review of Ph.D. Programme.
6. Increase of Admission.
7. Miscellaneous Issues.

  
Registrar  
Sardar Bhagwan Singh University  
Dehradun (Uttarakhand)

The Chair welcomed all the members present in the meeting. The deliberations of the meeting are as follow.

**Agenda 1.** Draft Academic Calendar for next semester was discussed with all present in the meeting and the same was adopted.

**Agenda 2.** Class committee meetings were held on all the courses/classes. The points raised by the students were read out and discussed department wise with concerned HODs/In-charges/Coordinators. All were directed to complete syllabus and academic points raised by the students in time. The minutes of meeting of class committees were distributed to the HODs/In-charges/coordinators in the meeting. The maintenance related issues will be looked into separately. The points have already been passed over to Estate Suptt for taking suitable actions.

**Agenda 3.** In-charge Biotechnology informed Board of studies constituted for designing syllabus of Chemistry according to New Education Policy was prepared and the same was put up in Board of Studies meeting on 25<sup>th</sup> November 2022. The Board of Studies did not passed the same and asked to



follow the similar BOS guidelines of Chemistry designed by the Kumoun University. He informed that six months course already taught to students and semester examination are scheduled from January 2023. The matter was discussed in length. The VC informed that they will hold another meeting on coming Monday i.e., 12 December 2022 to resolve the issued.

**Agenda 4.** The Vice Chancellor raised his concern that results of some courses have not yet been declared even the copies were checked by the internal faculty only. The practice is not good. He directed the ensure that:-

- (a) That the framing of question paper which is being taught by two faculties will be assigned to one faculty only. However, he may consult the other faculty for questions being framed. The faculty framing the question papers shall also be responsible for checking of the copies and depositing the marks to Controller of Examination within 10 (Ten) days along with copies.
- (b) All other faculty will also check the copies and will deposit the marks along with copy within 10 (Ten) days period to Controller of Examination.
- (c) Question paper is a very confidential matter. Some of the faculty sent the question paper in University mail. Some of the faculties are not depositing question papers timely. The same has been viewed seriously. Henceforth, only hard copy of the question will be submitted in a sealed envelope to COE. The question papers will not be sent through e-mail now.
- (d) All department to ensure that students are promoted to 3<sup>rd</sup> year only, if one clears 1<sup>st</sup> year in all subjects and similarly students will be promoted to 4<sup>th</sup> year (wherever applicable), only after passing his/her all 2<sup>nd</sup> years results. It should be clear to all the students and HODs to ensure the same. COE to declare the results in time so that there is not lapse in any stage/level.

**Agenda 5.** Progress of Ph.D. programme was discussed. The house expressed that people are not clear of rules and procedure regarding HOD to take certificate and give credits in respect of those scholars who are taking classes outside of the University. The issue of signing of Bonds and its related issues were discussed and clarified to all the HODs/In-charges. It is agreed to hold an open house meeting of all concerned and resolve the doubts /difficulties being faced. It was also reported that Ph.D. scholars are not depositing the research reports.

**Agenda 6.**

The Registrar was asked to constitute a committee for framing of prospectus for the next academic session.

All HODs were asked to look into the efforts to increase the admissions as we have not sufficient admission in this session. Even then the Management has given an increment to all faculty /staff. Presently there is no shortage of teachers. All were advised to increase the admission of their departments.

There being no further points, the meeting ended with a note of thanks to the Chair at 12:15 PM.



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Sardar Bh  
Balawala. Singh University  
(Uttarakhand)



# SARDAR BHAGWAN SINGH UNIVERSITY

(Established vide Uttarakhand Act 12 of 2018)

Balawala, Dehradun-248161, Uttarakhand, India

Managed by - Geurav Bherli Shiksha Sanshan

Telefax 91-135 2686286. E-mail: mail@sbsuniversity.edu.in. www.sbsuniversity.edu.in

Date: 20 December, 2022

A meeting of Vice Chancellor with Registrar, Dean Students Welfare, COE, Heads of Department/In-charges/Coordinators was held on 20<sup>th</sup> December, 2022 at 11:00 AM in the Conference Hall.

The followings were present:-

- |                           |   |  |
|---------------------------|---|--|
| 1. Prof. Veerma Ram       | - Vice Chancellor(O)                                  |  |
| 2. Prof. Maneesh Arora    | - Dean Students Welfare                               |  |
| 3. Ms. Urmi Chaurasia     | - Controller of Examinations                          |  |
| 4. Prof. Reena Kumari     | - HOD Department of Physiotherapy                     |  |
| 5. Dr. Santosh Kumar Kari | - Incharge of Deptt of Biochemistry and Biotechnology |  |
| 6. Dr. Neetu Pandey       | - Incharge, Deptt of Applied Chemistry                |  |
| 7. Dr. Nidh S Belwal      | - Incharge, Deptt of Microbiology                     |  |
| 8. Dr Pooja Naudiyal      | - Coordinator, Deptt of MLT & MM                      |  |
| 9. Ms Hemlata Bhatt       | - Officiating Coordinator Agriculture & Forestry      |  |
| 10. Mr. Krishan Rawat     | - Convener  |  |

## Agenda

1. Sessional and Practical Examinations.
2. Holding of Back Paper Examinations
3. Declaration of Results
4. Preparation of Work Load, Time Table and Lecture Schedule for Next Semester
5. Printing of Marks Sheets
6. Deposition of Tuition Fee
7. Faculty Requirement for Next Semester
8. Checking and Showing of examination copies to the Students, Dehradun (Uttarakhand)
9. Declaration of Ph.D. Results
10. University Convocation.

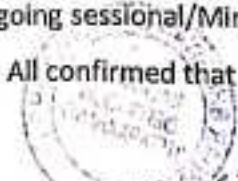
Registrar

Sardar Bhagwan Singh University  
Dehradun, Dehradun (Uttarakhand)

The Chair welcomed all the members present in the meeting. The deliberations of the meeting are follow.

**Agenda 1.** The Vice Chancellor enquired about the ongoing sessional/Minor-2 examination/ prac examinations from the HODs/In-charges/Coordinators. All confirmed that the same are being held

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per schedule smoothly. All were asked to plan the practical examinations of their department and starts from 22 December, 2022 if possible so that students get ample time for preparation for semester examinations. Additional Sessional/Minor examination for BPT, MLT, B Pharm 1<sup>st</sup> Semester are to be conducted for the students took admission late from 27 January, 2023. All faculties to collect the copies for marking, immediately after the paper is over and deposit the awards timely. Submission of awards late will be viewed seriously.

#### Agenda 2.

The back paper examinations of even Semester will be held by 15<sup>th</sup> February, 2023. All departments to check the back paper forms filled by the students meticulously and ensure that students have deposited the back paper fee for all the papers they are appearing as some time students appear in more papers and deposit fee for less numbers of back papers. Next time will hold back paper and declare its result before hold Minor -1 Examination. All are to act accordingly.

It was also decided that the back paper fee will be raised from present Rs 1250/- per paper to Rs 1500/- per paper. The Vice Chancellor informed that lot of students are requesting for holding special back papers. All should know that there are no provisions for special back papers as per our ordinances.

#### Agenda 3.

The Vice Chancellor asked the COE to declare the result latest as per schedule given below:-

Back Paper Results - By 15<sup>th</sup> March, 2023

Odd Semester Results - By 31 March, 2023

It was decided that the admission counselors will be engaged, in tabulation of result to speed up the preparation of University results.

#### Agenda 4

All HODs/In-charges/Coordinators were informed to prepare and deposit their departmental work load, time table by 5<sup>th</sup> January, 2023 and lecture schedule by 13<sup>th</sup> January, 2023 before proceeding on winter vacations.

#### Agenda 5

The COE was asked to get the marks sheet of BPT course printed on priority as some of the institutions are not accepting provisional marks sheet and asking the original marks sheet for higher studies/Internships. The COE confirmed that the marks sheets are under printing. The COE informed in such cases statement of marks can be issued where ever required.



*[Signature]*  
Registrar

**Agenda 6.**

The Odd semester examinations are scheduled from 2<sup>nd</sup> January, 2023. As per circulars issued earlier the date for deposition of Even Semester fee is 31 December, 2022, therefore it was decided to issue a circular to deposit the tuition fee on or before 28<sup>th</sup> December, 2022 to avoid last minutes rush by the students. Dr. Neetu Pandey informed that some of the students have taken late admission in their departments and they are requesting to give them one more month for depositing the tuition fee as they have deposited their first semester fee last month. The Vice Chancellor confirmed that such cases will be given due consideration in time limit.

**Agenda 7.**

All HODs/In-charges/Coordinators were asked to put up their departmental faculty requirement at the earliest to ensure the timely availability of teacher in the next semester.

**Agenda 8.**

HOD Physiotherapy requested to the chair whether they can show the examination copy to the concerned students where the students feels that he/she has not been given due marks. The VC confirmed that the copy can be shown to the concerned students. The students must be told that marks awarded for the question answer already evaluated will not be changed and marks will be awarded in the cases where question answer is not evaluated erroneously. The teacher should be made responsible for the lapses and advisory will be issued to him in such cases. When students questions for less award of marks, the concerned teacher will justify the marks awarded to him/her.

**Agenda 9**

The Vice Chancellor asked the COE to declare the Ph.D. 1<sup>st</sup> and 2<sup>nd</sup> Semester results.

**Agenda 10.**

University Convocation: The Vice Chancellor asked all the HODs that last batches of all course have been passed out. All should be mentally prepared for holding of convocation. We have to finalize many things for the same like dress, Kulgeet besides many other arrangements/ formalities.

There being no further points, the meeting ended with a note of thanks to the Chair at 12:00 Noon.



# Minutes Book

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A MEETING OF DIRECTORS/SHAREHOLDERS HELD ON Examination Committee

The 10 Aug 2023 Day Thursday of Year 20 23

At 3 pm

QUORAM		
1. Prof. Veerma Ram	Honorable V.C. (o)	Chairperson
2. Prof. Manish Agrawal	D.S.W	member
3. Prof. Renu Kumari	MOD, Physiotherapy	member
4. Dr. Vidhi Bhatnagar	V.C. Dept. of Misso.	member
5. Dr. Santosh Kaur	V.C. Dept. of Biotech	member
6. Dr. Meeta Pandey	V.C. Dept. of Applied Chem & Basic Sci	member
7. Dr. Pooja Nandhwal	V.C. Dept. of M.T & N.M	member
8. Mr. Anil Kumar	Woodclutter School of Agri	member
9. Ms. Umi Khawast	COE	Member secretary

A meeting of the Examination Committee chaired by Prof. Veerma Ram, Honorable Vice Chancellor (o) was held at 3pm in the Conference Hall of the Foundation Campus, SBS University on Aug 2023, The above were present.

## AGENDA

To discuss the academic calendar for the odd semester of the academic session 2023-2024 and finalize the date for backpaper exam of odd semester and even semester of final year pass out students & Diploma Pharmacy 1st & 2nd year.

1. The academic calendar was discussed.

2. 1st minor sessionals were agreed upon to be held from 25 Sept 2023 to 29 Sept 2023.

2nd minor / sessionals were to be



Registrar  
Sardar Bhagwan Singh University  
Dehradun (Uttarakhand)

Scheduled from 25<sup>th</sup> Nov 2023 to 1<sup>st</sup> December 2023

3. The final end semester (odd) practical examinations were to be held from 2<sup>nd</sup> Dec. 2023 to 11<sup>th</sup> December 2023.

4. The end odd semester theory examinations were to be scheduled from 12<sup>th</sup> December 2023 to 29 December 2023.

5. The odd semester back papers for the session 2022-2023 were to be held from 21<sup>st</sup> August 2023 upto 30<sup>th</sup> August 2023.

6. The even back paper examinations for final year students (8<sup>th</sup> semester for 4 year course and 6<sup>th</sup> semester for 3 year course) for session 2023-2024 to be held in October (probable dates 19<sup>th</sup> Oct 2023 to 25 October 2023). The same for 1<sup>st</sup> Pharm yr and 2<sup>nd</sup> year back papers to be followed.

7. The HOD's / Incharges / Coordinators were requested to forward names of paper setters for the exams in S. No 6.

The meeting ended with vote of thanks proposed by the member secretary.



# Minutes Book

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A MEETING OF DIRECTORS/SHAREHOLDERS HELD ON

The 7 December 2023 Day Thursday of Year 20 23

At 3pm.

QUORAM			
1. Prof. J. Kumar	Honorable Vice Chancellor	Chairperson	
2. Prof. Manish Arora	Dean SW	Member	
3. Prof. Veema Ram	Director, SPST	Member	
4. Prof. Keena Kanyani	MOD, Physiotherapy	Member	
5. Dr. Nidhi Belsal	i/c, Dept. of Micro	Member	
6. Dr. Sanjay Kaur	i/c, Dept. of Biochem/Biotech	Member	
7. Dr. Neeta Pandey	i/c, Dept. of App. Chem	Member	
8. Dr. Pooja Naudhial	i/c, Dept. of MLT & MM	Member	
9. Ms. Anil Kambhar	Coordinator, Dept. of Agri	Member	
10. Ms. Urmi Chaurasia	COE	Member Secretary	

A meeting of the above Examination Committee members, chaired by Prof. J. Kumar, Honorable Vice Chancellor was held at 3pm in the Seminar Hall, Biotech Block of the Foundation Campus of SBS University, on 7 December 2023. Faculty members were also present.

AGENDA: To discuss the date of theory examination of odd semester (Regular and Back paper) for the session 2023-2024, and to apprise all faculty members about the conduct of these examination.

1. The member secretary welcomed all present.
2. With the permission of the chair, the following points were discussed.
  - (i) The HOD's / Incharges / Coordinators apprised that the date sheet did not have any overlapping of regular and back papers.



- (i) The CoE apprised the faculty members about their responsibilities as Invigilator, Flying squad members, Assistant Superintendent.
- (ii) All present were requested to arrange their substitute in case of any leave taken during emergency and all leaves to be forwarded through CoE during examination period.
- (iii) All faculty members having duty to report half an hour before the start of examination.
- (iv) The faculty members were also apprised about the procedure to be followed in UPN cases.
- (v) The evaluation of answer script and submission of boards to be done before proceeding for winter vacation.
- (vi) All internal marks to be submitted by the Dept. in hard and soft copy.
- (vii) The academic calendar for even sem (23-24) was discussed. The meeting ended with vote of thanks proposed by the member secretary.



Registrar

Sardar Bhagwan Singh University  
Balawala, Dehradun (Uttarakhand)

# Minutes

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A MEETING OF DIRECTORS/SHAREHOLDERS HELD ON Examination Committee  
The 24<sup>th</sup> May 2024 Day Friday at 20 24

At

- | QUORAM                |                                 |                  |
|-----------------------|---------------------------------|------------------|
| 1. Prof. J. Kumar     | Hon'ble Vice Chancellor         | Chairperson      |
| 2. Prof. Manish Arora | DSW                             | Member           |
| 3. Prof. Vikram Kam   | Director SBT                    | Member           |
| 4. Prof. Keena Kumar  | HOD Physiotherapy               | Member           |
| 5. Dr. Anshu Bishnoi  | HOD Dept. of Microbio           | Member           |
| 6. Dr. Santosh Kumar  | HOD Dept. of Biochem/Biotech    | Member           |
| 7. Dr. Neelam Saxena  | HOD Dept. of Appl. Chem/Biochem | Member           |
| 8. Dr. Pooja Singh    | HOD Dept. of Health Sci         | Member           |
| 9. Mr. Anil Kumar     | Coordinator, Dept. of Agri      | Member           |
| 10. Ms. Himel Chandra | CAE                             | Member Secretary |
- and faculty members

A meeting of the above Examination Committee members, chaired by Prof. J. Kumar, Hon'ble VC, was held at 3 pm in the Seminar Hall, BioTech Block of the Foundation Campus of SBT University, on 24<sup>th</sup> May 2024. Faculty members were also present.

**AGENDA:** To discuss the date sheet of theory and practical examination of even semester. (Regular and Back paper) for the session 2023-2024 and to apprise all faculty members about the conduct of these examinations.

1. The member secretary welcomed all present.
2. With the permission of chair, the following points were discussed:
  - a) The HODs/In-charges/Coordinators apprised that the date sheet did not have any



Registrar  
Sardar Bhagwan Singh University  
Dehradun (Uttarakhand)

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overlapping of regular and back papers

- (i) The faculty members were apprised of their role and responsibilities as P.I., squad members, Invigilators, Assistant Superintendents.
- (ii) All present were requested to arrange their substitute in case of any leave taken during emergency and all leaves to be forwarded through COE during the examination period.
- (iii) All faculty members having duty to report 30 minutes prior to the scheduled time of examination.
- (iv) The procedure to be followed in case of Unfair Means cases was explained to all the faculty members.
- (v) The evaluation and submission of answer scripts along with awards to be completed before proceeding for summer vacation for timely declaration of Result.
- (vi) The internal marks in soft and hard copy to be submitted by Dept.
- (vii) The meeting ended with vote of thanks delivered by members Secretary.



Registrar

Sageer Bhagwan Singh University  
Dehradun, Uttarakhand

# Notes Book

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MEETING OF DIRECTORS/SHAREHOLDERS HELD ON

7<sup>th</sup> December 2024  
3:10 pm

Examination Committee  
Saturday Year 2024

Faculty

**QUORAM**

Dr. J. Kumar	Hon'ble V.C.	Chairperson
Deepal Sahani	Registrar	Member
Dr. Kusma Ram	Director SPST	Member
Dr. Keena Kumari	HOD, Physiotherapy	Member
Madhubalpal	Incharge Member	Member
Santosh Kam	Incharge Biochem Biotech	Member
Prof. S. Nandhya	Incharge MIT/MM	Member
Dr. Arun Kumar	Prof. Appl. Chem Biotech (Pr-II)	Member
Dr. K. Anand	Head, Life Science	Invited
Dr. Chandra	COE	Member Secretary

meeting of the above members was held  
3:10 pm on 7<sup>th</sup> Dec 2024 in the  
Biotech Seminar Hall, under the  
chairmanship of Hon'ble V.C. Sir, Prof J  
Kumar.

ENIDA - To discuss the forthcoming  
1<sup>st</sup> semester examinations of the  
University and to give the required  
instructions to the faculty members  
out conduction of the theory  
examinations commencing from 13<sup>th</sup>  
December 2024.

The member secretary welcomed  
present -

The following points were discussed  
re instructions given with the  
discussion of the Chair

The all act. was conformed -



Registrar  
Sardar Bhagwan Singh University  
Balawala, Dehradun (Uttarakhand)

did not have any discrepancy

4. The faculty members were apprised about the duties, rules & regulations of their role as ACS, flying squad and invigilators
5. All were apprised that in case of availing any leave during the examination tenure to be directed through COE.
6. In case of sudden absence the faculty engaged in exam duty, to give his/her substitute
7. Reporting to exam dept. at least 20 minutes before the start of examination.
8. The faculty was also apprised of the procedure to be followed in case of UFM, cases.
9. The answer scripts to be collected within a day of the exam, and deposited after evaluation in 7 days time, all ans. scripts & award sheets to be submitted before proceeding for winter vacation
10. All internal marks to be submitted by various depts. in both hard & soft copy before winter vacation
11. The meeting ended with vote of thanks delivered by member secretary.



# Minutes II

A MEETING OF DIRECTORS/SHAREHOLDERS HELD ON Examination Committee of faculty  
 The 17<sup>th</sup> MAY Day of Year 2025  
 At 3:45 pm

- |                         |                                    |                  |
|-------------------------|------------------------------------|------------------|
| 1. Prof. J. Kumar       | Honorable Vice Chancellor          | Chairperson      |
| 2. Dr. Deepak Mishra    | Registrar                          | Member Secy      |
| 3. Prof. Megha Dabhal   | In. Director, S.P.S.T.             | Member           |
| 4. Prof. Manish Kumar   | In. Prof. Keena Kumari (Pisco)     | Member           |
| 5. Dr. Deepanshu Rana   | In. Dr. Madhu (Dept of Micro)      | Member           |
| 6. Dr. Sanjay Kaur      | Incharge Biochem & Biotech         | Member           |
| 7. Dr. Roja Nandhujal   | Incharge M.T. & M.M.               | Member           |
| 8. Dr. Nitin Pandey     | Incharge School of App. Basic Sci. | Member           |
| 9. Prof. Anil Kumar     | Assec. Director, Research          | Special member   |
| 10. Prof. Kumar Mahabua | Prof. Life Science                 | Special member   |
| 11. Anni Chaurasia      | COE                                | Member Secretary |
| & faculty members       |                                    |                  |

A meeting of the committee and faculty was held at 3:45 pm on 17<sup>th</sup> May 2025 in the Biotech Seminars Hall, under the Chairmanship of Honorable Vice Chancellor, Prof. J. Kumar.

AGENDA: To discuss the forthcoming Even and semester examination (Regular & Back) of session 2024-2025, of S.B.S. University and to instruct the faculty members, especially the new joining about the rules & regulations and conduction of theory examinations commencing from 20<sup>th</sup> May 2025.

1. The Member Secretary welcomed all present.
2. With the permission of the Chair, following points were discussed and instructions given.

date sheet was unfixed, no discrepancies were found.



Registrar  
 Sardar Bhagwan Singh University  
 Balwala, Dehradun (Uttarakhand)



6. The duties of ACS, Flying Squad and Innigilator was explained to all present.
7. The faculty having examination duty were instructed to report half an hour to twenty minutes before the start of examination.
8. The procedure to be followed in case of fire, means case (VFM) was clarified to all present.
9. The faculty were instructed to get their answer scripts if which they were approved as evaluator within a day of examination and submit the evaluated and script within one week of the date of that examination; They were instructed to deposit the award sheet duly filled and signed before proceeding for Summer Vacation.
10. The Director / HOD's / Incharge were requested to submit all internal marks, in the approved format in both hard and soft copy before proceeding for summer vacation for timely declaration of results, specially final year.
11. All leaves applied by faculty to be directed to CTR during the period of examination.
12. In case of emergency, if leave had to

# Minutes Book

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A MEETING OF DIRECTORS/SHAREHOLDERS HELD ON

The ..... Day ..... of ..... 20.....

At .....

## QUORAM

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4. ....
5. ....
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arranged, the concerned faculty members were told to give replacement in order to avoid any chaos during the examination.

13. Prof. C. Mishra, Shantin pointed out the attendant to collect the attendance sheet within half an hour of <sup>start</sup> examination. However the students would not be allowed to enter half an hour after the start of examination and the AOs would collect all attendance sheet and hand over to the Runners appointed by the Administration.
14. The provision for drinking water to be provided near the exam hall/class room.
14. The meeting ended with note of thanks delivered by the Member Secretary.



*[Signature]*

Registrar

Sardar Bhagwan Singh University  
Balawala, Dehradun (Uttarakhand)