



Internal Quality Assurance Cell (IQAC)
Sunbeam College for Women
Autonomous Post Graduate College | Accredited 'A' Grade by NAAC
206, Bhagwanpur, Lanka, Varanasi - 221005
www.sunbeamcollege.com | iqac@sunbeamcollege.com



Ref. No.: ExamCom/SCW/2024/01

Date: 02/12/2024

IQAC NOTICE

For maintaining transparency, fairness, and academic integrity in the conduct of examinations, a need for a well-structured examination committee was felt by the institution. It will help to standardize examination procedures, formats, and evaluation criteria across departments of our college.

In this regard, this is to inform all the staff members that a meeting has been scheduled to discuss the **constitution of examination committee** for smooth functioning of the examination process under the autonomous system.

Above meeting shall be held in the Library at 11:00 AM on 05th December, 2024 (Thursday).

All the staff members are requested to be present for the same.

Cc To:

Principal
Registrar
Administrative Head
Controller of Examination
Academic Advisor
All Staff Members
Office
Library

Dr. Amit Kumar
Coordinator-IQAC



Dr. Amit Kumar
Coordinator-IQAC





Ref. No.: ExamCom/SCW/2024/02

Date: 05/12/2024

Minutes of Meeting (MoM) for Constitution of Examination Committee

Date: 05.12.2024

Time: 11:00 AM

Venue: College Library

Chaired By: Dr. Saurabh Sen, Principal

Co-Chaired By: Dr. Amit Kumar, Coordinator-IQAC

Agenda:

To constitute the Examination Committee for smooth functioning of the examination process.

Discussion Points:

- The necessity of forming an Examination Committee to ensure smooth and fair conduct of CIE and end semester examinations.
- Criteria for selection of members, including representation from all departments.
- Roles and responsibilities to be assigned: Chief Controller of Examination (CCE), Controller of Examination (CoE), Deputy Controller of Examination (DCE), Paper Setters, Invigilators, etc.
- Scheduling regular meetings for planning and review.

Resolutions Passed:

1. It was unanimously decided to constitute the Examination Committee.
2. The structure of the Examination Committee is as follows:

Sl. No.	Name	Designation	Signature
1	Dr. Saurabh Sen, Principal	Chairperson	
2	Mr. Sandeep Mukherjee, Registrar	Member	
3	Dr. Amit Kumar, Deputy Registrar (Finance)	Member	
4	Dr. Ruchi Sen, Deputy Registrar (General Affairs)	Member	
5	Dr. Ashish Chaurasia, HOD, Faculty of Commerce	Member	





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6	Mr. Abhishek Sharma, HOD, Dept. of Computer Science	Member	
7	Dr. Priti Srivastava, HOD, Dept. of Zoology	Member	
8	Mr. Dayashankar Singh, System Administrator	Member	
9	Ms. Sarita Rao, Administrative Head	Member (Nominated by Chairperson)	
10	Dr. Vibha Srivastava, Academic Advisor	Member (Nominated by Chairperson)	
11	Dr. Manish Srivastava, Controller of Examination	Member - Secretary	

Members Present:

Sl. No.	Name	Signature
1	Ms. Sarita Rao	
2	Dr. Vibha Srivastava	
3	Dr. Saurabh Sen	
4	Dr. Chhaya Pandey	
5	Dr. Manish Srivastava	
6	Ms. Bharathi Ganeshan	
7	Dr. Priti Srivastava	
8	Mr. Heramb Mishra	
9	Dr. Ruchi Sen	
10	Mr. Daya Shankar Singh	
11	Mr. Dharmendra Dubey	
12	Dr. Devendra Mohan Upadhyay	
13	Dr. Ashish Chaurasia	
14	Dr. Amit Kumar	
15	Mr. Abhishek Sharma	
16	Md. Sufiyan	





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17	Ms. Suman Mishra Tiwari	
18	Dr. Madhumita Srivastava	
19	Dr. Anshuman Bhattacharya	
20	Dr. Shashi Singh	
21	Dr. Amita Dubey	
22	Dr. Arun Kumar Upadhyay	
23	Dr. Ekta Shukla	
24	Mr. Rajesh Kr. Singh	
25	Ms. Amrita Keshari	
26	Dr. Sanjay Agarwal	
27	Ms. Anita Shah	
28	Mr. Shubham Tiwari	
29	Dr. Neetu Singh	
30	Dr. Amit Kumar (Science)	
31	Ms. Anshita Sharma	
32	Dr. Yashveer Singh	
33	Mr. Abhishek Vats	
34	Ms. Jyotsna Bhattacharya	
35	Ms. Vandana Jaiswal	
36	Ms. Savitree Pal	
37	Dr. Sanaya Mehrotra	
38	Dr. Shivangi Singh	
39	Ms. Nalinee Pathak	
40	Mr. Dharendra Mani Tripathi	
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