



LCIT

Approved by AICTE, New Delhi
Affiliated to CSVTU Bhilai (C.G.)

LAKHMI CHAND INSTITUTE OF TECHNOLOGY

(Under the Aegis of Shree Shree Vidya Sager ji Maharaj Education Trust)
Campus : Near High Court, Raipur Road, Bilaspur, Chhattisgarh - 495220
9522220113, 9179080002 www.lcitbsp.edu.in

An ISO 9001:2015 Institution

Notice

Ref. No. LCIT/BSP/2024/078

Date- 02.07.2023

It is hereby notified that a **Exmination committee** has been constituted at Lakhmi Chand Institute of Technology, Bilaspur (C.G.) for the academic session 2023 -24. The committee has been formed to academic affairs.

The members of the committee are as follows:

S.No.	Member Name	Committee Status
1	Dr. Gyanendra Kumar Singh	Principal
2	Dr. Rajesh Shrivastava	Dean
3	Mr. Ashutosh Jaiswal	Assistant Professor
4	Mrs. Sanjana Mitra	Assistant Professor
5	Mr. Prashant singh Rajput	Assistant Professor
6	Ms. Nisha Saha	Assistant Professor

A college examination committee plans, organizes, and supervises exams, ensuring fairness and transparency. It prepares schedules, assigns invigilators, maintains exam security, and handles grievances. The committee evaluates answer scripts, ensures timely result processing, and upholds academic integrity by preventing malpractice and maintaining standardized assessment procedures. The committee shall function as per the rules and regulations of Lakhmi Chand Institute of Technology, Bilaspur and report its activities to the Principal.

All concerned are requested to extend their cooperation to the committee for the smooth execution of its duties.

For any queries, please contact **Dr. G. K. Singh, Principal LCIT Bilaspur (C.G.)**



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Signature

Dr. G. K. Singh

Principal

LCIT Bilaspur (C.G.)

Copy to:

1. Secretary, LCIT
2. Principal, LCIT
3. Vice Principal, LCIT
4. All Deans & Heads



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Minutes of Meeting (Examination Committee)

On dated 15.10.2023 at 03:00 pm a meeting of Examination Committee and Examination Squad were held at LCIT to discuss matter related to examination.

Agenda:

1. To discuss regarding the filling up the examination form july-dec 2024.
2. To discuss about the invigilation duty for faculty.
3. To discuss about the guidelines for faculty and students for the upcoming university exams.
4. To discuss about the requirement of support staff during university exam.

Resolution:

Agenda-1:

Dr. Rajesh Shrivastava discussed regarding the filling up of the University Examination form (current and backlog subjects) and instructed that college office should inform the students regarding the same along with the last date of submission.

Agenda-2:

Dr. Rajesh Shrivastava discussed about the Invigilation Duty for the faculty and instructed that the Invigilation Duty should be prepared according to university timetable and teachers can be asked to report accordingly.

Agenda-3:

Dr. Rajesh Shrivastava discussed about the guidelines for faculty and students for the upcoming examination.

Agenda-4:



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Dr. Rajesh Shrivastava instructed Mr.Ashutosh Jaiswal to ensure that the support staff is available during the university examination.

Attendees:

1. Dr. Gyanendra Kumar Singh
2. Dr. Rajesh Shrivastava
3. Mr. Ashutosh Jaiswal
4. Mrs. Sanjana Mitra
5. Mr. Prashant singh Rajput
6. Ms. Nisha Saha



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Minutes of Meeting (Examination Committee)

On dated 26.02.2024 at 03:00 pm a meeting of Examination Committee and Examination Squad were held at LCIT to discuss matter related to examination.

Agenda:

1. To discuss about the completion of internal evaluation.
2. In order to plan and decide the blocks and arrangement for benches.
3. To make sure and put together the purchase requisite for exam related stationery.
4. In order to select the members of the Internal Squad for University Examination.

Resolution:

Agenda-1:

Dr. Rajesh Shrivastava discussed that the faculty should complete the Internal Evaluation and keeps the result data ready for university online mark entry.

Agenda-2:

During the course of the exam, some benches from some classes will be shifted to exam rooms before one day of exams. It was finalized to have the University Exams in five blocks on the second floor and three blocks on the third floor.

Agenda-3:

The work to place orders for staplers, pins, threads, covers, punching machines, toners for printers, white sheet for printing etc.

Agenda-4:

Mr. Ashutosh Jaiswal and Ms. Nisha Saha was designated to prepare the duty list of Junior Supervision for Internal and External Examination. Duties were assigned to the teacher considering the timetable of other faculties for whom



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the exams will be later. The notice and time table will also be prepared by them.

Attendees:

1. Dr. Gyanendra Kumar Singh
2. Dr. Rajesh Shrivastava
3. Mr. Ashutosh Jaiswal
4. Mrs. Sanjana Mitra
5. Mr. Prashant singh Rajput
6. Ms. Nisha Saha