



MADHUKARRAO PANDAV COLLEGE OF ENGINEERING

Bhilewada, Bhandara.

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Approved by AICTE, DTE, Govt. of Maharashtra, Affiliated to RTM Nagpur University, Nagpur

Ref.No.: MPCOE/2024-25/A.257

Date : 08/07/2024

OFFICE ORDER

Subject: Constitution of Examination Cell for the Academic Year 2024-25

In accordance with the academic and administrative requirements of conducting internal and university examinations in a smooth and systematic manner, the **Examination Cell** is hereby constituted at **Madhukarrao Pandav College of Engineering, Bhilewada, Bhandara** for the academic year 2024-25.

The committee shall consist of the following members:

Sr. No.	Name of the Faculty Member	Designation	Role in Committee
1.	Dr. Dhiraj Deshmukh	Principal	Chairman
2.	Prof. Dipak Bhiogade	Assistant Professor	Member Secretary
3.	Prof. Santosh Alone	Assistant Professor	Member
4.	Dr. Rashmi Patil Gajghate	Assistant Professor	Member
5.	Prof. Gitanjali Jichkar	Assistant Professor	Member
6.	Prof. Abhishekh Goswami	Assistant Professor	Member
7.	Prof. Rajiv Nimje	Assistant Professor	Member

Responsibilities of the Examination Cell:

- To plan, schedule, and conduct internal examinations as per academic calendar.
- To coordinate with the affiliating university for smooth conduct of university examinations.
- To ensure confidentiality, security, and integrity of examination processes.
- To maintain records of marks, results, and other examination-related documentation.
- To address any grievances related to the examination process and ensure compliance with university norms.

All members are requested to take note of this and extend their full cooperation for the effective and timely execution of examination-related responsibilities.


PRINCIPAL
 Madhukarrao Pandav College of
 Engineering, Bhilewada,
 Bhandara





SANMARG SHIKSHAN SANSTHA NAGPUR

UNDER THE SOCIETIES REGISTRATION ACT XXI OF 1860 R. NO. 40/66 M.S. & Charitable Act, Reg.(B14) (H)

MADHUKARRAO PANDAV COLLEGE OF ENGINEERING

Bhilewada, Bhandara.

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Approved by AICTE, DTE, Govt. of Maharashtra, Affiliated to RTM Nagpur University, Nagpur

Ref: MPCE/EC/2024-25/Notice01

Date: 04/07/2024

Notice

This is to inform all members of the **Examination Cell** that the **first meeting** for the academic year 2024-25 will be held as per the details mentioned below:

Date: 08/07/2024

Time: 2:30 PM

Venue: Conference Room, Administrative Block

Agenda for the Meeting:

1. **Introduction to the Examination Cell's objectives** for the academic year 2024-25.
2. **Review of previous year's examination processes**, including feedback from faculty, students, and staff.
3. **Discussion on the upcoming examination schedule** and preparation of question papers.
4. **Examination protocol review**, including invigilation, evaluation, and result declaration procedures.
5. **Any other matter related to the examination process.**

Please make it a point to attend the meeting. In case of any absence, kindly inform the Member Secretary in advance.

By Order





Ref.No.:

Date :

Ref: MPCE/EC/2024-25/MOM01

Date: 08/07/2024

Minutes of Meeting

Date: 08/07/2024

Time: 2:30 PM

Venue: Conference Room, Administrative Block

The first meeting of the **Examination Cell** for the academic year 2024-25 was conducted under the chairmanship of **Dr. Dhiraj Deshmukh**, Principal. The following members were present:

Members Present:

Name	Designation	Role
Dr. Dhiraj Deshmukh	Principal	Chairman
Prof. Dipak Bhiogade	Associate Professor	Member Secretary
Prof. Santosh Alone	Assistant Professor	Member
Prof. Gitanjali Jichkar	Assistant Professor	Member
Dr. Rashmi Patil (Gajghate)	Associate Professor	Member
Prof. Abhishek Goswami	Assistant Professor	Member
Prof. Rajiv Nimje	Assistant Professor	Member

Agenda-wise Discussions and Resolutions:

1. Introduction to the Examination Cell's Objectives for the Academic Year 2024-25:

- Dr. Dhiraj Deshmukh introduced the primary objectives of the Examination Cell, which include smooth conduct of examinations, proper evaluation, timely result declaration, and ensuring fairness in the examination process.

2. Review of Previous Year's Examination Processes:

- A review of the previous year's examination procedures was conducted. The following points were noted:
 - Feedback from students and faculty** regarding the difficulty levels of the question papers.
 - Issues with invigilation** in certain subjects were discussed, with solutions proposed to improve monitoring during exams.



Ref.No.:

Date :

3. Discussion on the Upcoming Examination Schedule and Preparation of Question Papers:

- The tentative **examination schedule** for the current academic year was reviewed and finalized.
- **Question paper setting guidelines** were discussed, ensuring that the questions cover all relevant topics without bias.
- The members agreed that the question papers should maintain an appropriate balance between different difficulty levels.

4. Examination Protocol Review (Invigilation, Evaluation, and Result Declaration):

- A **revised invigilation plan** was suggested, with more randomization in assigning invigilators to prevent any biases.
- A discussion took place about **evaluation timelines** and ensuring the timely declaration of results.

5. Any Other Matter Related to the Examination Process:

- No additional points were raised by the members.

The meeting was concluded with thanks to the chair and members for their valuable inputs. The next meeting will be scheduled based on the progress of the ongoing examination processes.

(Prof. Dipak Bhigade)

Member Secretary

Examination Cell

(Dr. Dhiraj Deshmukh)

Principal & Chairman

Examination Cell

PRINCIPAL
Madhukarrao Pandav College of
Engineering, Bhilewada,
Bhandara



Ref.No.:

Date :

Ref: MPCE/EC/2024-25/ATR01

Date: 09/07/2024

Action Taken Report (ATR):

For the Meeting held on 09/07/2024

1. Introduction to the Examination Cell's Objectives for the Academic Year 2024-25

Action Taken:

- The objectives of the Examination Cell were communicated to all faculty members through an official circular and email.
- A follow-up email has been sent to ensure all faculties are aware of the examination cell's responsibilities for the year.

2. Review of Previous Year's Examination Processes

Action Taken:

- Reviewed previous year's examination process.
- The issues identified, particularly in terms of invigilation and evaluation, have been noted and will be addressed in the upcoming examination sessions.

3. Discussion on the Upcoming Examination Schedule and Preparation of Question Papers

Action Taken:

- The examination schedule for the upcoming semester has been finalized and is being shared with all relevant departments.
- Guidelines for question paper setting have been circulated to all faculty members involved in question paper preparation.

4. Examination Protocol Review (Invigilation, Evaluation, and Result Declaration)



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- A revised **invigilation plan** is being implemented for the upcoming examinations, ensuring better supervision and randomness in invigilator assignments.
- The timeline for **evaluation** and **result declaration** has been streamlined to ensure results are declared on time.

5. Any Other Matter Related to the Examination Process

Action Taken:

- No further actions were required as no additional points were raised during the meeting.

The Examination Cell is on track with the implementation of the decisions made during the first meeting, and the next meeting will be scheduled once the necessary actions are in progress.

(Prof. Dipak Bhigade)

Member Secretary
Examination Cell

(Dr. Dhiraj Deshmukh)

Principal & Chairman
Examination Cell