



INNOVATIVE INSTITUTE OF LAW

Approved by Bar Council of India (BCI), Delhi & Affiliated To CCS University, Meerut, U. P.

Constitution of Examination Committee

Innovative Institute of Law has constituted an examination Committee to conduct Pre-University & practical examinations. The committee focuses on making policy decisions regarding organizing and holding examinations, improving systems of examinations, moderation, and preparing a schedule of internal assignments & Examinations.

The Examination Committee deals with all the issues about pre-university exams and practical and hears the complaints received about any subject arising out of the conduct of examinations & practical and decides the course of action.

The Examination Committee has been constituted for the academic year 2023-24 as follows:

S.No.	Name of the Members	Position	Signature
1	Ms. Geetanjali	COE	
2	Ms. Reena Pandey	Member	
3	Ms. Lipi Sharma	Member	
4	Mr. Aditya Dwivedi	Member	
5	Dr. Hemlata	Member	

PRINCIPAL
Innovative Institute of Law
Plot No-6, Knowledge Park-2
Greater Noida-201308



Plot No. - 6, Knowledge Park - 2, Greater Noida, U. P. - 201308. (Near Knowledge Park - 2 Metro Station)
Ph: 0120-2328555 | Website - www.innovativeinstituteoflaw.com | E-mail: innovativelaw2005@gmail.com



INNOVATIVE INSTITUTE OF LAW

Approved by Bar Council of India (BCI), Delhi & Affiliated To CCS University, Meerut, U. P.

Dated- 6th July, 2023

CIRCULAR

A meeting of the Examination Committee is scheduled for 07/07/2023 at 3:00 PM in the Principal's office. All members are requested to attend the meeting.

Agenda for the Meeting: -

- Consideration of Examination Rules and Regulations –
- Disciplinary Control –
- Discussion on Examination Results
- Showing copies of the results to the students
- Assignment-related matters
- Selection of Practical In charge
- Any other matter with the permission of the chair.

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Copy to.....

1. Central Office (Management)
2. Principal
3. All Committee Members

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The agenda and outcome of the Examination Committee meeting held on 07/07/2023-

The meeting commenced at 03:00 pm with all the committee members. As the committee was newly formulated, all the members introduced themselves. Chairperson welcomed all the committee members.

S. No.	Agenda	Discussion
1	Consideration of Examination Rules and Regulations	Coordinator instructed to frame rules for the students to appear in the pre-university examination, practical exam, and university exam.
2	Disciplinary control	Coordinator informed that during the examination, the candidates will be under disciplinary control and will obey the invigilator's instructions.
3.	Discussion on Examination Results	Coordinator informed about the criteria for passing the examinations for the declaration of results; all results must be declared within 15 days after the completion of the exams.
4	Showing copies of the results to the students	Coordinator instructed that teachers may display the copies among students.
5	Assignment related matters	Coordinator instructed that assignments are compulsory for every subject and that the students' time to complete shall be 7 days.
6	Selection of practical In charge	Coordinator instructed that the subject teacher will be the practical incharge. The teacher who is teaching that subject will be the practical instructor of that subject, and the practical subject shall be taught by qualified faculty.
7	Any other matter with the permission of chair.	There was no other matter related to Exams.

The meeting ended with a vote of thanks to the chair.



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Attendance

S.No.	Name of the Members	Position	Signature
1	Ms. Geetanjali	COE	
2	Ms. Asha Rani	LL.B. (HOD)	
3	Ms. Shipra Mishra	B.A.LL.B. (HOD)	
4	Ms. Usha Gupta	Member	
5	Dr. Sangeeta	Member	
6	Mr. Vijesh Kumar	Member	

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Approved by Bar Council of India (BCI), Delhi & Affiliated To CCS University, Meerut, U. P.

Dated- 18th January, 2024

CIRCULAR

A meeting of the Examination Committee will be held on January 19, 2024 at 3:30 PM in the principal office.

All the members are requested to attend the meeting.

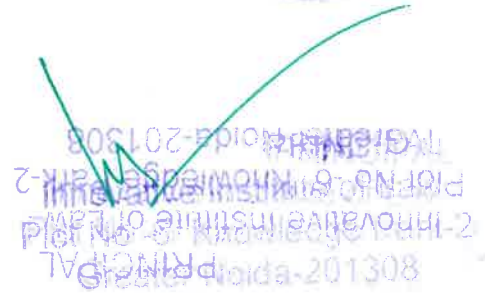
Agendas for the Meeting

- Review of MoM of Meeting conducted on 07/07/2023 and Action taken report
- Consideration of Examination Rules and Regulations for the Even Semester
- Regarding the Results of Examinations
- Related to Assignments
- To decide the exam schedule and duty chart
- To decide the practical in charge
- Any other matter with the permission of the chair.



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2. Principal
3. All Committee Members





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The agenda and outcome of the Examination Committee meeting held on 19/01/2024

The meeting commenced at 03:30 pm with all the committee members. Chairperson welcomed all the committee members.

S. No.	Agenda	Discussion
1	Review of MoM of Meeting conducted on 07/07/2023 & Action taken report	Previous MoM was reviewed and Action taken report was checked.
2	Consideration of Examination Rules and Regulations for even semester	All previous rules were revised and discussed thoroughly.
3.	Regarding the Result of Examinations	Students' results were discussed and students' grievances were viewed and understood by the committee members. The chairperson instructed that the pre-university test results would be announced among the students.
4.	Related to Assignments	Coordinator reminded the committee members that assignments are required for all subjects and that they must be completed within seven days. It will carry a maximum of 25 marks.
5	To decide Exam schedule & Duty chart	Coordinator instructed to make the exam schedule and duty chart.
6	To decide Practical Incharge	Coordinator revised the previous action taken report and said that the subject teacher will be the practical incharge. The teacher who is teaching that subject will be the practical instructor of that subject, and the practical subject shall be taught by qualified faculty.
7	Any other matter with the permission of chair.	No matter was raised by the committee members.

The meeting ended with a vote of thanks to the chair.

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Coordinator

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Attendance

S. No.	Name of the Members	Position	Signature
1	Ms. Geetanjali	COE	
2	Ms. Shipra Mishra	B.A.LL.B. (HOD)	
3	Dr. Hemlata	Member	
4	Ms. Reena pandey	Member	
5	Mr. Sailesh Kumar Mishra	Member	
6	Ms. Usha Gupta	Member	

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Coordinator



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Action taken report of Examination committee meeting held on 19/01/2024

S. No.	Agenda	Action Taken
1	Review of MoM of Meeting conducted on 07/07/2023 & 19/01/2024	Previous MoM was checked. All work was done regarding 19/01/2024.
2	Consideration of Examination Rules and Regulations	The HoD of B.A.LL.B. and LL.B. framed the rules for the students: 1. To appear in the examination is mandatory for the students. 2-40% marks will be considered passing marks. 3-75% attendance is mandatory in the class. 4: Students who will not appear in the pre-university exam and not complete assignments will not be allowed to sit in the university examination. 5: A full uniform is mandatory in both exams.
3	Regarding the Result of Examinations	The result of the examination (pre-university test) shall be announced within 15 days.
4	Related to Assignments	Assignments are uploaded to the ERP Digital Library, and students submit the assignment within 8 days.
5	To decide Exam schedule & Duty chart	Exam schedule & Duty chart were framed by the HoD as per the recommendation of Principal.
6	To decide Practical Incharge	Faculty like Dr. M.Pandey, Dr. Asha Rani, Dr. Reena Pandey, Lipi Sharma and Dr. Hemlata were selected as a practical incharge.

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Constitution of Examination Committee

An examination committee has been established by Innovative Institute of Law to administer pre-university and practical exams. The committee's main responsibilities include formulating policies on the planning and execution of exams, enhancing examination, moderation, and other systems, and creating an internal assignment and examination schedule. The Examination Committee handles all matters connected to pre-university tests and practical. It also considers complaints regarding any matter emerging from the administration of exams and practical and determines the appropriate course of action. The composition of the Examination Committee will remain unchanged for the 2022–2023 academic years. It will follow the 2021–2022 sessions.

S.No.	Name of the Members	Position	Signature
1	Ms. Geetanjali	COE	
2	Ms. Shipra Mishra	B.A.LL.B. (HOD)	
3	Dr. Hemlata	Member	
4	Mr. Manish Rakesh	Member	
5	Mr. Sailesh Kumar Mishra	Member	
6	Dr. Sangeeta	Member	

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Dated- 10th August, 2022

CIRCULAR

A meeting of Examination Committee will be held on 12/08/2022 at 02:30 PM in the Board Room.

All the members are requested to attend the meeting.

Agendas of the Meeting

- Review of MoM of Meeting conducted on 08/01/2022
- Consideration of Examination Rules and Regulations
- Regarding the Result of Examinations
- Related to Assignments
- To decide Practical Incharge
- Any other matter with the permission of chair.

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2. Principal
3. All Committee Members



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The agenda and outcome of the Examination Committee meeting held on 12/08/2022.

The meeting commenced at 02:30 pm with all the committee members. Coordinator welcomed all the committee members.

S. No.	Agenda	Discussion
1	Review of MoM of Meeting conducted on 08/01/2022 & Action Taken Report	Previous MoM was checked. All work was done regarding 08/01/2022 MoM
2	Consideration of Examination Rules and Regulations	Coordinator instructed to frame rules for the students to appear in the Pre-university Examination, Practical & University exam.
3	Evaluation Process and Result Declaration:	The committee discussed the evaluation process, including guidelines for examiners, moderation of marks, and result compilation. Procedures for timely result declaration and communication to students were reviewed and finalized.
4	Regarding the Result of Examinations	Coordinator informed about the criteria for passing the examinations for declaration of results, all the result must be declared within 15days after the completion of exams.
5	Related to Assignments	Assignments are uploaded on the ERP Digital library and students submit the assignment within 8 days.
6	To decide Practical Incharge	Faculty like Dr. M.Pandey, Dr. D.K. Upadhyay, Ms. Asha Rani and Ms. Shipra Mishra were selected as a practical incharge.
7	Any other matter with the permission of chair.	No other matter was raised by committee members.

The meeting ended with a vote of thanks to the chair.

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Coordinator





INNOVATIVE INSTITUTE OF LAW

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Attendance

S.No.	Name of the Members	Position	Signature
1	Ms. Geetanjali	COE	
2	Ms. Asha Rani	LL.B. (HOD)	
3	Ms. Shipra Mishra	B.A.LL.B. (HOD)	
4	Ms. Sakshi Mishra	Member	
5	Dr. Gaurav Solanki	Member	
6	Dr. Kurup	Member	

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Action taken report of Examination committee meeting held on 12/08/2022

S. No.	Agenda	Action Taken
1	Consideration of Examination Rules and Regulations	The HOD of B.A.LL.B. , and LL.B. framed the rules for the students: 1. To appear in the examination is mandatory for the students. 2-40% marks shall be considered passing marks. 3-75% attendance is mandatory in the class. 4: Students who do not appear in the pre-university exam and do not complete their assignments shall not be allowed to sit in the university examination. 5: A full uniform is mandatory in both exams.
2	Evaluation Process and Result Declaration:	Evaluation process and result declaration time were finalized.
3	Regarding the Result of Examinations	Result of Examination (Pre- university Test) shall be announced within 15 days.
4	Related to Assignments	Assignments are uploaded on the ERP Digital library and students submit the assignment within 8 days.
5	To decide Practical Incharge	Faculty like Dr. M. Pandey, Dr. D.K. Upadhyay, Ms. Asha Rani and Ms. Shipra Mishra were selected as a practical incharge
6	Any other matter with the permission of chair.	There was no other matter among the members.

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Dated- 12th January, 2023

CIRCULAR

A meeting of Examination Committee will be held on 13/01/2023 at 02:00 PM in the Board Room.

All the members are requested to attend the meeting.

Agendas of the Meeting

- Approval for conducting Continuous Internal Assessment (Even semester) for all the programs offered by the college
- To discuss Examination to be conducted for the students who were not able to appear for the winter 2022 examinations due to some personal issues.
- Examination Paper Setting and Moderation:
- Any other matter with the permission of chair

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The agenda and outcome of the Examination Committee meeting held on 13/01/2023.

The meeting commenced at 02:00 pm with all the committee members. Coordinator welcomed all the committee members.

S. No.	Agenda	Discussion
1	Approval for conducting Continuous Internal Assessment (Even semester) for all the programs offered by the college	The Coordinator instructed that students have to consider all pre-university tests as equal to university exams. The committee members shall prepare a relevant exam schedule for their department based on the syllabus and timetable. The Examination Committee members shall make seating arrangements and display them on the concerned notice board and in the WhatsApp group. The question paper was discussed, and total marks were fixed at 50. The Coordinator instructed that the question papers be submitted to the committee one week before the scheduled date of the examination. Teachers should submit the mark list to the concerned committee. Retests can be conducted for failures and absentees.
2	To discuss Examination to be conducted for the students who were not able to appear for the winter 2022 examinations due to some personal issues.	It was reported by many students and HODs of both courses that students were not able to appear in the examination due to some problems. The Coordinator instructed that exams should be scheduled again for those students; one chance is required.
3.	Examination Paper Setting and Moderation:	The process of setting examination papers was discussed, focusing on adherence to syllabus guidelines, question format, and difficulty level. Moderation procedures to ensure fairness and quality in question papers were reviewed, and necessary adjustments were made.
4.	Any other matter with the permission of chair	There was no other matter related to Exams.

The meeting ended with a vote of thanks to the chair.

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Attendance

S. No.	Name of the Members	Position	Signature
1	Ms. Geetanjali	COE	
2	Ms. Shipra Mishra	B.A.LL.B. (HOD)	
3	Dr. Hemlata	Member	
4	Mr. Manish Rakesh	Member	
5	Mr. Shailesh Mishra	Member	
6	Dr. Neelam Pandey	Member	

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Action taken report of Examination committee meeting held on 13/01/2023

S. No.	Agenda	Action Taken
1	Approval for conducting Continuous Internal Assessment (Even semester) for all the programs offered by the college	All work was completed in a proper way by all the faculty members and committee members as per the recommendation of the principal.
2	To discuss Examination to be conducted for the students who were not able to appear for the winter 2022 examinations due to some personal issues.	Exam schedule was prepared by the HODs and exams were conducted.
3	Examination Paper Setting and Moderation:	Examination paper setting and some modification has been done completely.
4	Any other matter with the permission of chair.	There was no other matter among the members.

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Constitution of Examination Committee

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The Examination Committee deals with all the issues in relation to pre-university exams and practical, hears the complaints received pertaining to any subject arising out of the conduct of examinations and practical, and decides the course of action.

There will be no change in the Examination Committee for the academic session 2021–22. It will be as per the 2020–21 session.

S.No.	Name of the Members	Position	Signature
1	Ms. Geetanjali	COE	
2	Ms. Shipra Mishra	B.A.LL.B. (HOD)	
3	Mr. Raunak Tiwari	Member	
4	Dr. Hemlata	Member	
5	Mr. Sailesh Kumar Mishra	Member	
6	Ms. Sakshi Mishra	Member	

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Dated- 6th August, 2021

CIRCULAR

A meeting of the Examination Committee will be held on August 7, 2021, at 3:30 PM in the Board Room.

All the members are requested to attend the meeting.

Agendas for the Meeting

- Minutes of the previous meeting and action taken report
- Regarding the Examination Calendar
- Discussion about Practical and Pre-University Tests
- Any other matter with the permission of the chair.

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The agenda and outcome of the Examination Committee meeting held on August 7, 2021

The meeting commenced at 3:30 p.m. with all the committee members. Coordinator welcomed all the committee members.

S. No.	Agenda	Discussion
1	Minutes of previous meeting and action taken report.	Previous MoM was reviewed and Action taken report was checked.
2	Regarding Examination Calendar	Coordinator instructed to make an Examination calendar and follow it. All members were agreed unanimously.
3.	Discussion about Practical and Pre-University Test	There is a minimum requirement of 75% attendance to take both internal and external examinations. Marks will be assigned for the practical exam as follows: 50% for making the file and 50% for Viva. The pre-university test will carry 50 marks and an assignment of 25 marks.
4.	Any other matter with the permission of chair.	No other matter was raised by committee members.

The meeting ended with a vote of thanks to the chair.

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Attendance

S.No.	Name of the Members	Position	Signature
1	Ms. Geetanjali	COE	
2	Ms. Asha Rani	LL.B. (HOD)	
3	Ms. Shipra Mishra	B.A.LL.B. (HOD)	
4	Dr. Neelam Pandey	Member	
5	Dr. Shailesh Kumar Mishra	Member	
6	Ms. Sakshi Mishra	Member	

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Action taken report of Examination committee meeting held on 07/08/2021

S. No.	Agenda	Action Taken
1	Minutes of previous meeting and action taken report.	Previous MoM was checked. All work was done regarding 19/01/2019.
2	Regarding Examination Calendar	Examination calendar was prepared by HoD of both the courses.
3	Discussion about Practical and Pre-University Test	Coordinator revised previous action taken report regarding Practical and Pre- University Test. Practical Incharge shall be as per time table.

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Dated- 7th January, 2022

CIRCULAR

A meeting of the Examination Committee will be held on January 8, 2022, at 2:00 PM in the Board Room.

All the members are requested to attend the meeting.

Agendas for the Meeting

- Consideration of Examination Rules and Regulations
- Disciplinary control
- Regarding the Results of Examinations
- Showing copies to the students
- Related to Assignments
- To decide the practical charge
- Any other matter with the permission of the chair.

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The agenda and outcome of the Examination Committee meeting held on 08/01/2022.

The meeting commenced at 02:00 pm with all the committee members. Coordinator welcomed all the committee members.

S. No.	Agenda	Discussion
1	Consideration of Examination Rules and Regulations	Coordinator instructed to frame rules for the students to appear in the Pre-university Examination, Practical & University exam.
2	Disciplinary control	Coordinator informed the committee members that during the examination, the candidates would be under disciplinary control and would obey the invigilator's instructions.
3.	Regarding the Result of Examinations	Coordinator was informed about the criteria for passing the examinations for the declaration of results; all results must be declared within 15 days after the completion of the exams.
4	Related Assignments to	Coordinator instructed that assignment is compulsory of every subject and it's time to complete will be 7 days for the students.
5	To decide Practical Incharge	Coordinator revised previous action taken report and said that Subject teacher will be the practical Incharge. Teacher who is teaching that subject, he or she will be the Practical Incharge of that subject and practical subject shall be taught by the qualified faculty.

The meeting ended with a vote of thanks to the chair.

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Attendance

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1	Ms. Geetanjali	COE	
2	Ms. Asha Rani	LL.B. (HOD)	
3	Ms. Shipra Mishra	B.A.LL.B. (HOD)	
4	Dr. Sangeeta	Member	
5	Mr. Vijesh Kumar	Member	
6	Ms. Reena Pandey	Member	

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Action taken report of Examination committee meeting held on 08/01/2022

S. No.	Agenda	Action Taken
1	Consideration of Examination Rules and Regulations	All rules were revised and finalized thoroughly.
2	Disciplinary control	HoD assured to manage discipline among the students.
3	Regarding the Result of Examinations	Result of Examination (Pre- university Test) shall be announced within 15 days.
4	Related to Assignments	Assignments are uploaded to the ERP Digital Library, and students submit the assignment within 8 days. All faculty members completed this work as per the assigned subjects.
5	To decide Practical Incharge	Faculty like Dr. M. Pandey, Mr. Anand Singh, Ms. Asha Rani, Anand Singh and Ms. Shipra Mishra were selected as a practical incharge as per time table

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Geetanjali
Coordinator



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Constitution of Examination Committee

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The Examination Committee deals with all the issues in relation to pre-university exams and practical, hears the complaints received pertaining to any subject arising out of the conduct of examinations and practical, and decides the course of action.

There will be no change in the Examination Committee members for the academic session 2020-21. It will be as per the 2019-20 session.

S.No.	Name of the Members	Position	Signature
1	Ms. Geetanjali	COE	
2	Ms. Asha Rani	LL.B. (HOD)	
3	Ms. Shipra Mishra	B.A.LL.B. (HOD)	
4	Mr. Raunak Tiwari	Member	
5	Dr. Hemlata	Member	
6	Dr. Shailesh Kumar Mishra	Member	

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Dated- 17th July, 2020

CIRCULAR

A meeting of the Examination Committee will be held on July 18, 2020, at 3:00 PM in the Board Room. All the members are requested to attend the meeting.

Agendas for the Meeting

- To confirm the minutes of the last examination committee held on April 1, 2020
- Class Test and Pre University Examination Planner.
- Review the Assignment Process and Performance of Students

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3. All Committee Members



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The agenda and outcome of the Examination Committee meeting held on July 18, 2020. The meeting commenced at 3:00 p.m. with all the committee members. The Coordinator welcomed all the committee members.

S. No.	Agenda	Discussion
1	To confirm the minutes of last Examination Committee held on 04/01/2020	Previous MoM was reviewed and Action taken report was checked.
2	Consideration of Examination Rules and Regulations	The HoD of B.A.LL.B. and LL.B. framed the rules for the students: 1. To appear in the examination is mandatory for the students. 2-40% of marks will be considered passing marks. 3-75% attendance is mandatory in the class. 4: Students who do not appear in the pre-university exam and do not complete their assignments will not be allowed to sit in the university examination. 5: Full uniform is mandatory in both exams.
3	To decide Practical Incharge	Faculty like Dr. M. Panday, Dr. D.K. Upadhyay, Ms. Asha Rani, Anand Singh, and Mr. Praveen Kumar Maurya were selected as practical instructors as per the timetable.
4	Any other matter with the permission of chair.	No other matter was raised by someone.

The meeting ended with a vote of thanks to the chair.

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Attendance

S. No.	Name of the Members	Position	Signature
1	Ms. Geetanjali	COE	
2	Ms. Shipra Mishra	B.A.LL.B. (HOD)	
3	Dr. Hemlata	Member	
4	Mr. Raunak tiwari	Member	
5	Mr: Sailesh Kumar Mishra	Member	
6	Ms. Sakshi Mishra	Member	

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Action taken report of Examination committee meeting held on 18/07/2020

S. No.	Agenda	Action Taken
1	To confirm the minutes of last Examination Committee held on 04/01/2020	All work was done regarding 04/01/2020.
2	Consideration of Examination Rules and Regulations	All rules were revised and finalized thoroughly.
3	To decide Practical Incharge	Faculty like Dr. M. Pandey, Mr. Anand Singh, Ms. Asha Rani, Anand Singh and Ms. Shipra Mishra were selected as a practical incharge as per time table

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Dated-15th January 2021

CIRCULAR

A meeting of Examination Committee will be held on 16/01/2021 at 02:00 PM in the Board Room. All the members are requested to attend the meeting.

Agendas of the Meeting

- To confirm the minutes of the last Examination Committee held on July 18, 2020
- Approval for conducting continuous internal assessment (Even semester) for all the programs offered by the college
- To decide the practical incharge
- Any other matter with the permission of the chair.

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1. Central Office (Management)
2. Principal
3. All Committee Members



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The agenda and outcome of the Examination Committee meeting held on 16/01/2021.

The meeting commenced at 02:00 pm with all the committee members. Coordinator welcomed all the committee members.

S. No.	Agenda	Discussion
1.	To confirm the minutes of the last Examination Committee held on July 18, 2020	Previous MoM was reviewed and Action taken report was checked.
2.	Approval for conducting continuous internal assessment (Even semester) for all the programs offered by the college	Coordinator instructed that students have to consider all pre-university tests as equal to university exams. The committee members shall prepare a relevant exam schedule for their department based on the syllabus and timetable. The Examination Committee members shall make seating arrangements and display them on the concerned notice board and in the WhatsApp group. The question paper was discussed, and total marks were fixed at 50. The Coordinator instructed that the question papers be submitted to the committee one week before the scheduled date of the examination. Teachers should submit the mark list to the concerned committee. Retests can be conducted for failures and absentees.
3.	To decide Practical Incharge	Coordinator revised previous action taken report regarding Practical Incharge. Practical Incharge shall be as per time table.
4.	Any other matter with the permission of chair.	There was no other matter raised by faculty members.

The meeting ended with a vote of thanks to the chairman.

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Attendance

S. No.	Name of the Members	Position	Signature
1	Ms. Geetanjali	COE	
2	Ms. Shipra Mishra	B.A.LL.B. (HOD)	
3	Dr. Hemlata	Member	
4	Mr. Manish Rakesh	Member	
5	Mr. Shailesh Mishra	Member	
6	Dr. Neelam Pandey	Member	

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Action taken report of Examination committee meeting held on 16/01/2021

S. No.	Agenda	Action Taken
1	To confirm the minutes of last Examination Committee held on 18/07/2020	Previous MoM was checked. All work was done regarding 18/07/2020.
2	Approval for conducting Continuous Internal Assessment (Even semester) for all the programs offered by the college	All work was completed in proper way by all the faculty members and committee members as per the recommendation of Coordinator.
3	To decide Practical Incharge	Faculty like Dr. M. Pandey, Dr. D.K. Upadhyay, Ms. Asha Rani and Ms. Shipra Mishra were selected as a practical incharge.
4	Any other matter with the permission of chair.	There was no other matter among the members.

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Constitution of Examination Committee

Innovative Institute of Law has constituted an Examination Committee to conduct pre-university and practical examinations. The committee focuses on making policy decisions regarding organizing and holding examinations, improving systems of examinations, moderations and preparing a schedule of internal assignments & examinations.

The Examination Committee deals with all the issues about pre-university examinations and practical. The Committee takes cognizance of the complaints received about any subject arising out of the conduct of examinations & practicals and decides the course of action.

The Examination Committee has been constituted for the academic session 2019–20 as follows:

S. No.	Name of the Members	Position	Signature
1	Ms. Geetanjali	COE	
2	Ms. Asha Rani	LL.B. (HOD)	
3	Ms. Shipra Mishra	B.A.LL.B. (HOD)	
4	Dr. Gaurav Solanki	Member	
5	Ms. Reena Pandey	Member	
6	Mr. Raunak Tiwari	Member	

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Dated- 4th July, 2019

CIRCULAR

A meeting of Examination Committee is scheduled for 05/07/2019 at 03:00 PM in the Board Room. All the members are requested to attend the meeting.

Agenda of the Meeting

- Approval for conducting Continuous Internal Assessment (Odd semester) for all the programs offered by the college
- Planning of Class test Examination of each courses.
- Any other matter with the permission of chair

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2. Principal
3. All Committee Members



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The agenda and outcome of the Examination Committee meeting held on 05/07/2019. The meeting commenced at 03:00 pm with all the committee members. Convener welcomed the members and informed the objectives of Internal Examination Committee to the members.

S. No.	Agenda	Discussion
1	Approval for conducting Continuous Internal Assessment (Odd semester) for all the programs offered by the college	Coordinator instructed that students have to consider all pre-university tests as equal to university exams. The committee members shall prepare a relevant exam schedule for their department based on the syllabus and timetable. The Examination Committee members shall make seating arrangements and display them on the concerned notice board and in the WhatsApp group. The question paper was discussed, and total marks were fixed at 50. The principal instructed that the question papers be submitted to the committee one week before the scheduled date of the examination. Teachers should submit the mark list to the concerned committee. Retest can be conducted for failures and absentees.
2	To decide Practical Incharge	Coordinator instructed that Subject teacher will be the practical incharge. Teacher who is teaching that subject, he or she will be the Practical Incharge of that subject and practical subject shall be taught by the qualified faculty.
3.	Any other matter with the permission of chair	There was no other matter related to Exams.

The meeting ended with a vote of thanks to the chair.

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Attendance

S.No.	Name of the Members	Position	Signature
1	Ms. Geetanjali	COE	
2	Dr. Reena Pandey	Member	
3	Ms. Lipi Sharma	Member	
4	Mr. Aditya Dwivedi	Member	
5	Dr. Hemlata	Member	

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Action taken report of Examination committee meeting held on 05/07/2019

S. No.	Agenda	Action Taken
1	Approval for conducting Continuous Internal Assessment (Odd semester) for all the programs offered by the college	Complete work was done by the Examination committee members and faculty members related to Pre- university exams and practical and were submitted to Coordinator.
2	To decide Practical Incharge	Faculty like Dr. M. Pandey, Dr. D.K. Upadhyay, Ms. Asha Rani, Anand Singh and Ms. Shipra Mishra were selected as a practical incharge as per time table

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Dated- 3rd January, 2020

CIRCULAR

A meeting of Examination Committee will be held on 04/01/2020 at 04:00 PM in the Board Room.

All the members are requested to attend the meeting.

Agendas of the Meeting

- Review the Continuous Internal Assessment Process followed by HoD and Faculty members
- To select the practical incharge
- Any other matter with the permission of the chair.

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2. Principal
3. All Committee Members



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The agenda and outcome of the Examination Committee meeting held on 04/01/2020.

The meeting commenced at 04:00 pm with all the committee members. Convener welcomed all the committee members.

S. No.	Agenda	Discussion
1	Approval for conducting continuous internal assessment (even semesters) for all the programs offered by the college	The minutes of the meeting are as follows: 1. Students and teachers feedback on the pre-university test was discussed. 2: The question papers were scrutinized with the help of the HOD and submitted to the examination committee. Members are asked to instruct the faculty and mention the subject name, subject code, and session at the top of question papers. The convener suggested that the question paper be set for 50 marks with duration of 1 and a half hours. The principal instructed that the answer note books should be evaluated and kept in the department after the marks are shown to the students, and question papers shall be submitted to the committee one week before the scheduled date of examination.
2	To select the Practical Incharge	Coordinator revised the previous action taken report regarding Practical Incharge. Practical Incharge shall follow the timetable
3.	Any other matter with the permission of chair.	No other matter was raised by committee members.

The meeting ended with a vote of thanks to the chair.

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Attendance

S.No.	Name of the Members	Position	Signature
1	Ms. Geetanjali	COE	
2	Dr. Reena Pandey	Member	
3	Ms. Lipi Sharma	Member	
4	Mr. Aditya Dwivedi	Member	
5	Dr. Hemlata	Member	

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Action taken report of Examination committee meeting held on 04/01/2020

S. No.	Agenda	Action Taken
1	Approval for conducting continuous internal assessment (even semesters) for all the programs offered by the college	All work was completed in proper way by all the faculty members and committee members as per the recommendation of Coordinator.
2	To select the Practical Incharge	Practical Incharge were decided as per the previous rule in odd semester

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