

**PACHHUNGA UNIVERSITY COLLEGE
EXAM COMMITTEE: 2021**

VENUE : Conference Hall, Office Building.
TIME : 26th October, 2021 (Tuesday) 2:30 P.M.

Chairman : Prof. H. Lalthanzara, Principal.
Vice Chairman: Dr. Lalbiaksangi Chawngthu, Vice Principal.
Controller : Mr. Lallungmuana
Asst. Secretary: Dr. Lalmuanpuia Vanchhawng

Member present:

1. Mr. HL Lawmzuala
2. Dr. Thanhmingliana
3. Dr. R Zoramthanga
4. Dr. Laldinpuii
5. Dr. Vanlalvenpuia
6. Dr. Saithanmawii Zote
7. Mr. K. Lalmuansanga, Section Officer (Academic)

The Chairman of the committee, Prof. H. Lalthanzara, Principal welcomed all the members with a brief report on the preparation of roll sheet and payment of examination fee for UG ODD Semester Examination 2021. Resolutions of the meeting were as follows.

Agenda 1. UG ODD Semester Examination 2021 Related Matters:

The committee resolved the following points regarding upcoming UG ODD Semester Examination 2021 to be held during 10th November – 6th December, 2021.

a) Exam Invigilators:

After discussion of the matter, the committee resolved the following points regarding exam invigilators.

Tentative distribution:

Number of invigilators depending on number of students:

Upto 100 students	–	2 invigilators
Upto 200 students	–	3 invigilators
More than 200 students	–	4 invigilators or more

Semester wise:

5th Semester (per paper): 2 faculties each.

3rd Semester (per paper):

Science : 2 faculties (3 faculties in Chemistry)

Arts : 3 faculties each excluding Geography, Psychology & Philosophy (2 each).


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1st Semester (per paper):

Science : 3 faculties each (4 faculties in Chemistry)

Arts : 3 faculties each excluding Geography, Psychology & Philosophy (2 each).

Foundation Course:

<i>History of Science (HoS)</i>	– 12 faculties.
<i>Modern Indian Language (MIL)</i>	– 5 faculties (386 students).
<i>Alternate English (Alt Eng)</i>	– 3 faculties (169 students).
<i>General English</i>	– All English faculties (8) and other 3 faculties (Total – 11).

Commerce & Management: 2 faculties each.

b) Stationery, Printers & Cartridges: After reviewing the previous examination (UG Even Semester Examination 2021) and with careful calculation, the committee resolved to purchase the following items.

Xerox Paper – 450 rims.

Staple Machine and Pin.

Printer Cartridges – 150 nos.

Mr. K. Lalmuansanga, Section Officer is appointed to take up the responsibility.

- Printers may be shared between different departments as required.
- Printer requirements have to be submitted by HOD.

c) Remuneration: Remuneration rate will be fixed as follows.

a) Center Superintendent	:	Rs. 640 per day
b) Chairman, Exam Committee	:	Rs. 560 per day
c) Controller	:	Rs. 520 per day
d) Member	:	Rs. 480 per day
e) Invigilator	:	Rs. 400 per shift
f) S.O.	:	Rs. 400 per day
g) U.D.C.	:	Rs. 360 per day
h) L.D.C.	:	Rs. 320 per day
i) IRC Staff Duty	:	Rs. 200 per shift
j) Peon, Driver and Electrician	:	Rs. 200 per day

Remuneration for Exam Committee members *on duty* will be paid for a period of 18 days.

d) Tutorial Video: The Committee entrusted Dr. Lalmuansanga Vanchhawng to prepare a new tutorial video for this upcoming examination. The narration will be in English with Mizo subtitle if possible.



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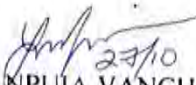
e) **Briefing for Invigilators:** The committee resolved and entrusted Dr. Lalmuanpuia Vanchhawng to conduct an online briefing for *department exam in-charge* on 3rd November, 2021.

f) **Points to be added in notification regarding examination:**

- File Name of the answer sheet must be Roll No of the student and year (e.g. 2001BS017_2021)
- Students should be available to contact for the next 2 hours after submission of their answer scripts.
- All teachers should perform their exam invigilation duty at the College.

g) **Internal Marks Moderation:** After discussion, the committee decided to continue Internal marks moderation. Last date of submission of internal marks will be 8th November, 2021 (Monday). Time slot for each department will be prepared by the Assistant Secretary, Exam Committee. Moderation will be done during 15th – 18th November, 2021. Dr. Lalbiaksangi Chawngthu, Vice Chairman, Mr. Lallungmuana, Controller and Secretaries, Exam Committee will take care of the moderation process.

The committee ended at 4:10 P.M.


(Dr. LALMUANPUIA VANCHHAWNG)
Assistant Secretary


(Prof. H.LALTHANZARA)
Principal


(Prof. H.LALTHANZARA)

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