

Date: 04.06.2018

The exam committee meeting of Holy Cross college, Jubalana took place in presence of the principal, Sr. Fr. Emmanuel Kallarakal, CSC along with following members:

- 1) Sr. Pankaj Chakraborty
- 2) Sr. Reba Chakravarty
- 3) Sr. Dipanwita Chowdhury
- 4) Sharmistha Rakshit
- 5) Rajesh Kumar Nath
- 6) Sentiendra
- 7) Sankha Shubra Bhada

Following points were discussed:

i) During the gaps of exam days; teachers can take holidays.

ii) On 19.06.18 only five science teachers will be invigilate for small group and others take holidays, in-turn they will be given relief for subsequent days.

iii) Gentle reminder to all the teachers:

(a). Regarding OMR sheets signing only after examining.

(b). Internal Marks to be send to principal.

(c). Leave of Absence by the teachers during exam days should be anticipated and duly grant by principal - one week, in advance.

(d) Hall-in-charge can send one teacher to make photocopy of exam documents with any of the helpers.

(e) One helper should be in and around exam halls during exam days.

~~Dr~~
4/6/2018

Dr
4/6/2018

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4/6/18

Chair, Exam -

Committee

CHAIR
Examination Committee,
HOLY CROSS COLLEGE, AGARTALA