

# **ERA UNIVERSITY**

**Sarfarazganj, Hardoi Road, Lucknow**  
**Office of the Controller of Examinations**

## **Minutes of Examination Committee Meeting held on 29.10.2018**

**A meeting of the Examination Committee of Era University, Lucknow was held on 29.10.2018 in the Council Hall of the Office of the Hon'ble Vice Chancellor, in which the following were present:**

1. Prof. Abbas A. Mahdi, Hon'ble Vice Chancellor – in the chair
2. Prof. S. Tasleem Raza, Controller of Examinations - Member Secretary
3. Prof. M.M.A. Faridi, Faculty of Medicine
4. Mr. M.H. Rizvi, Director Administration
5. Prof. Mastan Singh, Dean, Faculty of Basic Medical Sciences
6. Prof. S.R. Mehdi, Dean, Faculty of Paramedical
7. Dr. P.K. Sharma, Professor, Dept. of Anatomy
8. Prof. Anu Chandra, Registrar
9. Mrs. Reena Bhowal, Dean, Faculty of Nursing
10. Dr. Tahseen Munsif, Asst. Controller of Examinations
11. Dr. Fareya Haider, Asst. Controller of Examinations
12. Dr. Danish Khan, Asst. Controller of Examinations
13. Dr. Priyanka Shukla, Associate Professor, Microbiology
14. Dr. Mohini Chaurasia, Vice Principal, Pharmacy
15. Dr. Ghazala Zaidi, representative of Dean, Faculty of Allied Health Sciences
16. Dr. Shallabh Kr. Singh, Lecturer, Physiotherapy
17. Dr. Anupama Dhuria, Lecturer, Physiotherapy

1. The Hon'ble Vice Chancellor welcomed the Members and complimented the Controller of Examinations and his team for the smooth conduction of various examinations. He thereafter initiated the discussions by apprising Hon'ble members about the various University Examination related matters.
2. Controller of Examinations presented the agenda and Standard Operating Procedures for University Examinations through a power point presentation and after detailed deliberations the following decisions were taken:
  - a) The Hon'ble Vice Chancellor suggested that the invitation letters for approved examiner for practical examination should be sent by respective Dean. It was also decided that the respective Dean/Head will manage the logistics of examination and coordinate with the external examiner for Practical examination.
  - b) The Hon'ble Vice Chancellor suggested that the Invigilation duty and seating arrangements for various university examinations shall be prepared by Controller of Examinations and also Venue shall also be decided by Controller of Examinations office.

  
Controller of Examination  
Era University, Lucknow

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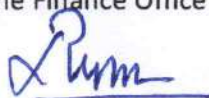
  
Vice Chancellor  
Era University, Lucknow



- c) The Committee discussed and unanimously approved that eligibility of students appearing in the Professional examination, i.e. Attendance & internal Assessment as per guidelines of various courses should be sent one week prior to the commencement of examination to the Controller of Examinations by the respective Dean.
- d) It was decided that the name of examiners for Practical examination of various University examinations shall be send to the respective Dean by Controller of Examinations at least before one month before the examination.
- e) The suggestion of Dr. Syed Riyaz Mehdi that only Practical marks, including viva marks, should be given in Award sheet for Paramedical practical examinations was unanimously approved.
- f) Controller of Examination presented the remuneration policies for internal examiners for various University examinations. Hon'ble Vice Chancellor was authorized to approve remuneration for paper setting, moderation and evaluation of theory copies.
- g) M.Sc thesis evaluation marks were discussed and it was decided that 50 (25 external + 25 internal) marks should be given for thesis evaluation.
3. Controller of Examinations presented the results of various University examinations conducted during last one year and the same were unanimously approved by the Committee.

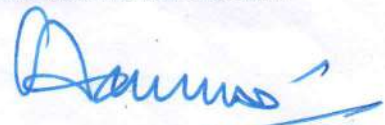
**Any other item:**

- a) Mrs. Reena Bhowal proposed that in the question papers of Nursing university examination Section 'A' should be made by External examiners and Section 'B' made by Internal examiners and also Section 'A' evaluated by External examiners and Section 'B' evaluated by Internal examiners, the proposal was unanimously approved.
- b) It was proposed that the payment of T.A. to examiners coming for practical examination and evaluation should be made by cheque. Hon'ble Vice Chancellor said he will instruct the Finance Office to do the needful in this regard.



**(Prof. Tasleem Raza)**

Controller of Examinations  
Controller of Examination  
Era University, Lucknow



**(Prof. Abbas Ali Mahdi)**  
Vice Chancellor  
Vice Chancellor  
Era University, Lucknow

**Circulation:**

1. All members of the Examination Committee.
2. P.S. to Hon'ble Vice Chancellor, Era University, Lucknow
3. P.S. to Hon'ble Pro Vice Chancellor, Era University, Lucknow.
4. Record File