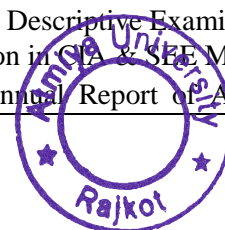**EXTRACTS OF THE MINUTES OF MEETINGS OF BOARD OF MANAGEMENT**
(Representative Resolutions & Approvals)

I, the undersigned, hereby certify that the following extract of the minutes passed by the Board of Management of the University in its minutes are true and correct and are in force and effect.

This is to support the details of the **Automation of Examination Process & its Operation.**
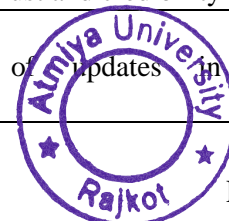
| Sr. | Meeting No. | Meeting Date | MoM Agenda No. | Details |
| --- | --- | --- | --- | --- |
| 1 | 03 | 03/12/2019 | B5.1 | **Discussion**<br>• Upgradation of the following modules related to examination process integrated in e-governance system<br> o CIA & SEE Module<br> o Secured Question Paper Delivery system<br> o Exam process documentation like, Bar code generation, absent student entry, Question Paper feedback etc…<br> o Assessment & Evaluation<br> o Result processing<br> o Reassessment<br> o Mark-sheet generation<br> o Convocation<br>• For system access, the CoE suggested putting multi-factor authentication and sophisticated encryption measures into place.<br>• Examination Annual Report of AY 2019-20 is placed for approval of honorable members.<br><br>**Resolution**<br>• Members have approved the agenda and insisted to focus on privacy and data security.<br>• User Manual of examination process along with Examination Annual Report was approved. |
| 2 | 6 | 18/09/2021 | 6B5.1 | **Discussion**<br>• Upgradation of the following modules related to examination process integrated in e-governance system<br> o Proctored Examination Module<br> ▪ MCQ Based Examination<br> ▪ Descriptive Examination<br> o Updation in CIA & SEE Modules<br>• Examination Annual Report of AY 2020-21 is |

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| Sr. | Meeting No. | Meeting Date | MoM Agenda No. | Details |
|---|---|---|---|---|
| | | | | placed for approval of honorable members.<br><br>**Resolution**<br>• Member ratified the agenda.<br>• Members have insisted that the importance of safeguarding personal and sensitive information, privacy and security measures must be a key focus.<br>• Examination Annual Report was approved. |
| 3 | 11 | 15/10/2022 | 11B6 | **Discussion**<br>• Implementation of updates in following Modules.<br>   o Issuing of various certificates like transcript, provisional degree, migration etc…<br>• Design and Automated a Degree Certificate format for uploading to NAD/Digilocker portal.<br>• Examination Annual Report of AY 2021-22 is placed for approval of honorable members.<br>• In order to optimize system utilization, it was also discussed that staff members participate in recurring training sessions<br><br>**Resolution**<br>• Members approved the agenda<br>• Examination Annual Report was approved |
| 4 | 16 | 25.09.2023 | 16BB6.1 | **Discussion**<br>• Implementation of updates in following Modules.<br>   o Assessment & Evaluation<br>   o UFM (Unfair Means) process<br>   o Processing of Transdisciplinary Elective (TDE) & Generic Elective (GE)<br>• Examination Annual Report of AY 2022-23 is placed for approval of honorable members.<br><br>**Resolution**<br>• Members ratified the agenda<br>• Examination Annual Report was approved<br>• Member suggested to maintain the integrity of data for building trust and credibility |
| 5 | 21 | 24.09.2024 | 21BB6.1 | **Discussion**<br>• Implementation of updates in following Modules. |

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| Sr. | Meeting No. | Meeting Date | MoM Agenda No. | Details |
|---|---|---|---|---|
| | | | | o Assessment & Evaluation<br>o Automated Bill Generation of Central Assessment<br>o Result Summary<br>• Design and Automated a Marksheet format for uploading to NAD/Digi-locker portal<br>• Examination Annual Report of AY 2023-24 is placed for approval of honorable members.<br><br>**Resolution**<br>• Members approved the agenda<br>• Examination Annual Report was approved |

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