



SANMARG SHIKSHAN SANSTHA NAGPUR
UNDER THE SOCIETIES REGISTRATION ACT XII OF 1860 R. No. 40/66.M.S. & Charitable Act. Reg. (814) (N)

MADHUKARRAO PANDAV COLLEGE OF ENGINEERING

Bhilewada, Bhandara.

Website : www.mpceb.in E-mail : mpce@rediffmail.com, mpcebhandara09@gmail.com Ph. No. 07184-298755

Approved by AICTE, DTE, Govt. of Maharashtra, Affiliated to RTM Nagpur University, Nagpur



Ref.No.: MPCOE/2025-26/A-2

Date : 04/07/2025

OFFICE ORDER

Subject: Constitution of Examination Cell for the Academic Year 2025-26.

In accordance with the academic and administrative requirements of conducting internal and university examinations in a smooth and systematic manner, the **Examination Cell** is hereby constituted at **Madhukarrao Pandav College of Engineering, Bhilewada, Bhandara** for the academic year 2025-26.

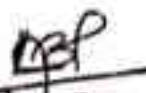
The committee shall consist of the following members:

Sr. No.	Name of the Faculty Member	Designation	Role in Committee
1.	Dr. Dhiraj Deshmukh	Principal	Chairman
2.	Prof. Deepak Bhiogade	Assistant Professor	Member Secretary
3.	Prof. Santosh Alone	Assistant Professor	Member
4.	Dr. Rashmi Patil Gajghate	Assistant Professor	Member
5.	Prof. Gitanjali Jichkar	Assistant Professor	Member
6.	Prof. Abhishekh Goswami	Assistant Professor	Member
7.	Prof. Rajiv Nimje	Assistant Professor	Member

Responsibilities of the Examination Cell:

- To plan, schedule, and conduct internal examinations as per academic calendar.
- To coordinate with the affiliating university for smooth conduct of university examinations.
- To ensure confidentiality, security, and integrity of examination processes.
- To maintain records of marks, results, and other examination-related documentation.
- To address any grievances related to the examination process and ensure compliance with university norms.

All members are requested to take note of this and extend their full cooperation for the effective and timely execution of examination-related responsibilities.


Member Secretary


Vice-Principal
Vice Principal
Madhukarrao Pandav College of
Engineering, Bhilewada, Bhandara.


PRINCIPAL
Principal
Madhukarrao Pandav College of
Engineering, Bhilewada,
Bhandara.



SANMARG SHIKSHAN SANSTHA NAGPUR

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Bhilewada, Bhandara.

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Approved by AICTE, DTE, Govt. of Maharashtra, Affiliated to RTM Nagpur University, Nagpur

Ref.No.: MPCOE/2024-25/A. 257

Date : 08/07/2024

OFFICE ORDER

Subject: Constitution of Examination Cell for the Academic Year 2024-25

In accordance with the academic and administrative requirements of conducting internal and university examinations in a smooth and systematic manner, the **Examination Cell** is hereby constituted at **Madhukarrao Pandav College of Engineering, Bhilewada, Bhandara** for the academic year 2024-25.

The committee shall consist of the following members:

Sr. No.	Name of the Faculty Member	Designation	Role in Committee
1.	Dr. Dhiraj Deshmukh	Principal	Chairman
2.	Prof. Dipak Bhiogade	Assistant Professor	Member Secretary
3.	Prof. Santosh Alone	Assistant Professor	Member
4.	Dr. Rashmi Patil Gajghate	Assistant Professor	Member
5.	Prof. Gitanjali Jichkar	Assistant Professor	Member
6.	Prof. Abhishekh Goswami	Assistant Professor	Member
7.	Prof. Rajiv Nimje	Assistant Professor	Member

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- To address any grievances related to the examination process and ensure compliance with university norms.

All members are requested to take note of this and extend their full cooperation for the effective and timely execution of examination-related responsibilities.


PRINCIPAL
Madhukarrao Pandav College of
Engineering, Bhilewada,
Bhandara



SANMARG SHIKSHAN SANSTHA NAGPUR

UNDER THE SOCIETIES REGISTRATION ACT XXI OF 1860 R. NO. 40/66 M.S. & Charitable Act, Reg.(814) (N)

MADHUKARRAO PANDAV COLLEGE OF ENGINEERING

Bhilewada, Bhandara.

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Approved by AICTE, DTE, Govt. of Maharashtra, Affiliated to RTM Nagpur University, Nagpur

Ref: MPCE/EC/2024-25/Notice01

Date: 04/07/2024

Notice

This is to inform all members of the Examination Cell that the first meeting for the academic year 2024-25 will be held as per the details mentioned below:

Date: 08/07/2024

Time: 2:30 PM

Venue: Conference Room, Administrative Block

Agenda for the Meeting:

1. Introduction to the Examination Cell's objectives for the academic year 2024-25.
2. Review of previous year's examination processes, including feedback from faculty, students, and staff.
3. Discussion on the upcoming examination schedule and preparation of question papers.
4. Examination protocol review, including invigilation, evaluation, and result declaration procedures.
5. Any other matter related to the examination process.

Please make it a point to attend the meeting. In case of any absence, kindly inform the Member Secretary in advance.

By Order



Ref.No.:

Date :

Ref: MPCE/EC/2024-25/MOM01

Date: 08/07/2024

Minutes of Meeting**Date:** 08/07/2024**Time:** 2:30 PM**Venue:** Conference Room, Administrative Block

The first meeting of the **Examination Cell** for the academic year 2024–25 was conducted under the chairmanship of **Dr. Dhiraj Deshmukh**, Principal. The following members were present:

Members Present:

Name	Designation	Role
Dr. Dhiraj Deshmukh	Principal	Chairman
Prof. Dipak Bhiogade	Associate Professor	Member Secretary
Prof. Santosh Alone	Assistant Professor	Member
Prof. Gitanjali Jichkar	Assistant Professor	Member
Dr. Rashmi Patil (Gajghate)	Associate Professor	Member
Prof. Abhishek Goswami	Assistant Professor	Member
Prof. Rajiv Nimje	Assistant Professor	Member

Agenda-wise Discussions and Resolutions:**1. Introduction to the Examination Cell's Objectives for the Academic Year 2024–25:**

- Dr. Dhiraj Deshmukh introduced the primary objectives of the Examination Cell, which include smooth conduct of examinations, proper evaluation, timely result declaration, and ensuring fairness in the examination process.

2. Review of Previous Year's Examination Processes:

- A review of the previous year's examination procedures was conducted. The following points were noted:
 - Feedback from students and faculty** regarding the difficulty levels of the question papers.
 - Issues with invigilation** in certain subjects were discussed, with solutions proposed to improve monitoring during exams.



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Ref.No.:

Date :

3. Discussion on the Upcoming Examination Schedule and Preparation of Question Papers:

- The tentative examination schedule for the current academic year was reviewed and finalized.
- Question paper setting guidelines were discussed, ensuring that the questions cover all relevant topics without bias.
- The members agreed that the question papers should maintain an appropriate balance between different difficulty levels.

4. Examination Protocol Review (Invigilation, Evaluation, and Result Declaration):

- A revised invigilation plan was suggested, with more randomization in assigning invigilators to prevent any biases.
- A discussion took place about evaluation timelines and ensuring the timely declaration of results.

5. Any Other Matter Related to the Examination Process:

- No additional points were raised by the members.

The meeting was concluded with thanks to the chair and members for their valuable inputs. The next meeting will be scheduled based on the progress of the ongoing examination processes.

(Prof. Dipak Bhiogade)

Member Secretary

Examination Cell

(Dr. Dhiraj Deshmukh)

Principal & Chairman

Examination Cell

PRINCIPAL

Madhukarrao Pandav College of
Engineering, Bhilewada,
Bhandara.



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Ref.No.:

Date :

Ref: MPCE/EC/2024-25/ATR01

Date: 09/07/2024

Action Taken Report (ATR):

For the Meeting held on 09/07/2024

1. Introduction to the Examination Cell's Objectives for the Academic Year 2024-25

Action Taken:

- The objectives of the Examination Cell were communicated to all faculty members through an official circular and email.
- A follow-up email has been sent to ensure all faculties are aware of the examination cell's responsibilities for the year.

2. Review of Previous Year's Examination Processes

Action Taken:

- Reviewed previous year's examination process.
- The issues identified, particularly in terms of invigilation and evaluation, have been noted and will be addressed in the upcoming examination sessions.

3. Discussion on the Upcoming Examination Schedule and Preparation of Question Papers

Action Taken:

- The examination schedule for the upcoming semester has been finalized and is being shared with all relevant departments.
- Guidelines for question paper setting have been circulated to all faculty members involved in question paper preparation.

4. Examination Protocol Review (Invigilation, Evaluation, and Result Declaration)



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Action Taken by AICTE, DTE, Govt. of Maharashtra, Affiliated to RTM Nagpur University, Nagpur



- Ref.No.: • A revised **invigilation plan** is being implemented for the upcoming examinations, ensuring better supervision and randomness in invigilator assignments.
- The timeline for **evaluation** and **result declaration** has been streamlined to ensure results are declared on time.

5. Any Other Matter Related to the Examination Process

Action Taken:

- No further actions were required as no additional points were raised during the meeting.

The Examination Cell is on track with the implementation of the decisions made during the first meeting, and the next meeting will be scheduled once the necessary actions are in progress.

(Prof. Dipak Bhiogade)

Member Secretary
Examination Cell

(Dr. Dhiraj Deshmukh)

Principal & Chairman
Examination Cell
PRINCIPAL
Madhukarrao Pandav College of
Engineering, Bhilewada,
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Ref: MPCE/EC/2024-25/Notice-02

Date: 13/01/2025

NOTICE

This is to inform all members of the Examination Cell that the first meeting for the academic year 2024–2025 will be conducted as per the schedule given below:

Date: 17/01/2025

Time: 2:30 PM

Venue: Conference Room, Administrative Block

Agenda for the Meeting:

1. Introduction to the Examination Cell objectives for the academic year 2024–25.
2. Review of the previous year's examination processes, including feedback from faculty, students, and supporting staff.
3. Discussion on the upcoming examination schedule and preparation of question papers.
4. Examination protocol review, covering invigilation, evaluation, and result declaration procedures.
5. Any other matter related to the examination process.

All members are requested to attend the meeting punctually.

In case of unavoidable absence, please inform the Member Secretary in advance.

By Order



Ref.No.:

MPCE/EC/2024-25/MOM-02

Date :

Date: 17/01/2025

Minutes of the Second Meeting of the Examination Cell

Date: 17/01/2025

Time: 2:30 PM

Venue: Conference Room, Administrative Block

The second meeting of the Examination Cell for the academic year 2024-25 was convened under the chairmanship of Dr. Dhiraj Deshmukh, Principal. The following members were present:

Members Present

Name	Designation	Role
Dr. Dhiraj Deshmukh	Principal	Chairman
Prof. Deepak Bhiogade	Assistant Professor	Member Secretary
Prof. Santosh Alone	Assistant Professor	Member
Prof. Gitanjali Jichkar	Assistant Professor	Member
Dr. Rashmi Patil (Gajghate)	Assistant Professor	Member
Prof. Abhishek Goswami	Assistant Professor	Member
Prof. Rajiv Nimje	Assistant Professor	Member

Agenda-wise Discussions and Resolutions:

1. Introduction to the Examination Cell's Objectives for the Academic Year 2024-25:

Dr. Dhiraj Deshmukh highlighted the core objectives of the Examination Cell as follows:

- To ensure the smooth and efficient conduct of examinations
- To maintain a proper, unbiased, and systematic evaluation process



Ref.No.:

Date :

- *To declare results within the stipulated timeframe*
- *To uphold transparency and fairness in all examination-related activities*

2. Review of Previous Year's Examination Processes:

- *Feedback from students and faculty regarding the difficulty level of question papers was discussed.*
- *Concerns related to invigilation in certain subjects were highlighted.*
- *Measures were proposed to enhance monitoring and ensure strict discipline in the examination halls.*

3. Discussion on the Upcoming Examination Schedule and Preparation of Question Papers:

- *The tentative examination schedule for the current academic year was reviewed and finalized.*
- *Guidelines for question paper setting were discussed to ensure that:*
- *All essential topics from the syllabus are appropriately covered.*
- *The papers maintain a balanced distribution of questions across various difficulty levels.*

4. Examination Protocol Review (Invigilation, Evaluation, and Result Declaration):

- *A revised invigilation plan was proposed, incorporating greater randomization in the assignment of invigilators to eliminate any potential bias.*
- *The members discussed the evaluation timelines and stressed the importance of declaring results within the stipulated time frame.*



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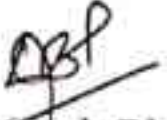
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Date :

5. Any Other Matter Related to the Examination Process:

- *No additional points were raised by the members.*

The meeting concluded with a vote of thanks to the Chair and all members for their valuable contributions. The date for the next meeting will be announced later, based on the progress of ongoing examination-related activities.


(Prof. Deepak Bhigade)
Member Secretary
Examination Cell


(Dr. Dhiraj Deshmukh)
Principal & Chairman
Madhukarrao Pandav College of
Engineering, Bhilewada,
Bhandara.
Examination Cell



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Ref.No.:

Date :

Ref: MPCE/EC/2024-25/ATR-02

Date: 18/01/2025

Action Taken Report (ATR):

For the Meeting held on: 18/01/2025

1. Introduction to the Examination Cell's Objectives for the Academic Year 2024-25:

Action Taken:

- The objectives of the Examination Cell were formally communicated to all faculty members through an official circular as well as email.
- A follow-up communication was also sent to ensure that all faculty members are fully informed about the roles and responsibilities of the Examination Cell for the academic year.

2. Review of Previous Year's Examination Processes:

Action Taken:

- A comprehensive review of the previous year's examination processes was carried out.
- The issues identified—especially those related to invigilation and evaluation—were documented and will be addressed in the forthcoming examination sessions.

3. Discussion on the Upcoming Examination Schedule and Preparation of Question Papers:

Action Taken:

- The examination schedule for the upcoming semester has been finalized and communicated to all concerned departments.
- The guidelines for question paper setting have been distributed to all faculty members involved in the preparation of question papers.



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Ref.No.:

Date :

4. Examination Protocol Review (Invigilation, Evaluation, and Result Declaration):

Action Taken:

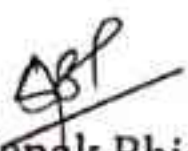
- *A revised protocol for invigilation and evaluation has been formulated and will be implemented to ensure greater fairness and efficiency in the examination process.*
- *Measures to facilitate timely evaluation and prompt declaration of results have been strengthened to ensure better compliance.*

5. Any Other Matter Related to the Examination Process:

Action Taken:

- *No further actions were deemed necessary, as no additional points were raised during the meeting.*

The activities of the Examination Cell are progressing in accordance with the decisions taken during the first meeting. The date for the next meeting will be scheduled once the ongoing examination-related tasks advance to the next stage.


(Prof. Deepak Bhigade)

Member Secretary

Examination Cell


(Dr. Dhiraj Deshmukh)
PRINCIPAL
Madhukarrao Pandav College of
Engineering, Bhilewada,
Bhandara
Examination Cell