

## Notice

This is the information for all the Asst. Profs. that they are required to submit their question papers for pre-semester examinations before 10/09/2023 to Mrs. Poonam Seth as pre semester exams are going to start from 03/10/2023. Question Papers should be according to University pattern and 80% syllabus should be covered in it

Principal



Dr.(Mrs.) Neeru Sharma

Principal  
Pt. Mohan Lal S.D. College  
for Women, Gurdaspur







**PT. MOHAN LAL  
S.D. COLLEGE FOR WOMEN**

KAHNUWAN ROAD, GURDASPUR - 143521

(Re-Accredited 'A' Grade by NAAC)

AFFILIATED TO GURU NANAK DEV UNIVERSITY, AMRITSAR)

Ph. & Fax : 01874-242953  
502681, 502027 (O)

E-mail :  
ptmlsd@gmail.com  
www.ptmlsdc.ac.in

No. SDCW/2024

Dated 26/3/24

Notice

All the faculty members are to conduct unit wise (section wise) pre-semester tests of 20 marks of their respective subjects. Questions should be in accordance with university pattern. Dates for unit tests will be 1st April to 6th April 2024.

Principal

Principal  
S.D. College  
for Women, Gurdaspur





# PT. MOHAN LAL SD COLLEGE FOR WOMEN, GURDASPUR

## Minutes of Meeting

Date: March 26, 2024

Time: 11:40 AM

Location: Principal's Office

### Attendees:

Dr. Mrs. Neeru Sharma (Principal)

Mrs. Poonam Seth (Registrar) *Poonam Seth*

Mrs. Seema Mahajan *Seema*

Mrs. Surkhab Shelly *Surkhab*

Mrs. Gurdeep Kaur *Gurdeep*

Mrs. Rajni *Rajni*

Mrs. Pooja *Pooja*

**Agenda:** Examination Committee Meeting

### Opening Remarks:

The meeting commenced at 11:40 AM with Dr. Mrs. Neeru Sharma welcoming the attendees.

### Discussion on Strategies for Unit Tests:

Dr. Sharma initiated the discussion by outlining various strategies for conducting unit tests effectively.

Emphasis was placed on ensuring that unit tests are comprehensive, covering essential topics from the curriculum.

### Finalization of Unit Test Dates:

After thorough deliberation, the committee finalized the dates for the upcoming unit tests.

It was decided that the unit tests would be conducted from April 1st to April 6th, 2024.

The Registrar, Mrs. Poonam Seth, was tasked with coordinating with department heads to ensure adherence to the finalized schedule.

### Planning Accordingly:

Detailed plans were discussed to ensure smooth execution of the unit tests within the specified timeframe.

Necessary arrangements and question paper preparation were addressed to avoid any last-minute hurdles.

*Neeru Sharma*  
Principal  
Pt. Mohan Lal S.D. College  
for Women, Gurdaspur



### **Instructions to Students:**

Dr. Sharma and Mrs. Seth emphasized the importance of providing clear instructions to students regarding the unit tests.

Instructions regarding the examination format, duration and topics covered were to be communicated to students well in advance.

### **Coordination with Faculty:**

The Registrar was tasked with coordinating with faculty members to ensure that they are adequately prepared to administer the unit tests.

### **Closing Remarks:**

Dr. Mrs. Neeru Sharma expressed appreciation for the collaborative efforts in planning the upcoming unit tests.

She emphasized the importance of maintaining academic integrity and ensuring a conducive environment for student assessment.


### **Action Items:**

- Registrar to coordinate with department heads to ensure adherence to the finalized unit test schedule.
- Communication of clear instructions to students regarding the unit tests.
- Coordination with faculty members to ensure preparedness for administering the unit tests.

### **Adjournment:**

The meeting adjourned at 12:30 PM, with all action items duly noted for follow-up.



  
Principal      Principal  
Pt. Mohan Lal S.D. College  
for Women, Gurdaspur



**PT. MOHAN LAL SD COLLEGE FOR WOMEN, GURDASPUR**

**ACTION TAKEN REPORT**

<b>Action Point</b>	<b>Responsible Person(s)</b>	<b>Action Taken</b>
<b>Coordination with Department Heads</b>	Mrs. Poonam Seth (Registrar)	Department heads were informed and confirmed adherence to the unit test schedule.
<b>Communication to Students</b>	Mrs. Poonam Seth	Clear instructions regarding the unit tests, including format, duration, and topics, were communicated to students.
<b>Faculty Preparation for Unit Tests</b>	Mrs. Poonam Seth (Registrar)	Faculty members were briefed on responsibilities and provided necessary resources for smooth test administration.
<b>Unit Tests Conducted</b>	Department Heads, Faculty Members	Unit tests were successfully conducted according to the finalized schedule from April 1 to April 6, 2024.
<b>Remedial and Advanced Learners Classes Initiation</b>	All Faculty Members	Classes for remedial and advanced learners started, focusing on students' specific needs based on unit test performance.



*Poonam*  
Principal  
Pt. Mohan Lal S.D. College  
for Women, Gurdaspur



**Pt. Mohan Lal SD College for Women, Gurdaspur**

**Science Department**

Science department successfully conducted unit tests according to the finalized schedule from 1 to 6 April, 2024.

Special classes were arranged for both the advance and remedial learners. Students were given needed material for final examinations preparation.

Students of advance learner classes were given specific tips and tricks for impressive final paper attemptation.

Students of remedial learner classes were given notes and required material for the smooth clearance of final examinations.



*Gunder B*

*Sham*  
Principal  
Pt. Mohan Lal S.D. College  
for Women, Gurdaspur



Date Sheet (Arts Deptt.) October 2023

Time 10:00am – 1:00pm

Date	3/10/23	4/10/23	5/10/23	6/10/23	7/10/23	9/10/23	10/10/23	11/10/23	12/10/23	13/10/23	14/10/23	16/10/23
Class												
+1	Pol Sci.	Ele Eng / Punjabi	G.Eng		Phy Edu/math	history	Eco/ SOC		Punjabi	EVS	Computer	
+2	History	Pol Sci.		English	Computer	Ele Eng / Punjabi/ Hindi		ECO/SOC	EVS		G. Punjabi	Phy Edu/Math
BA/B.Sc SEM-I	EL. Hindi/ Punjabi / English	General English	Pol .sci / Physics	Music	Punjabi / Basic Punjabi	MathA /history /Psy.	F.D/H.sc./Phy.e du	Comp sci/comp app	Eco/ Soc/ Fine arts			Math B
BA/B.Sc SEM-III	Comp/ COMP App	Hons Eng	Math/ History	Punjabi / Basic Punjabi/ PHC	/H.S.C/F.D/ Physical. Edu	EL. PBI/Hindi / Eng	Pol. Sci / Physics	Math/ Psy.	Eng		Eco. Soc. Fine arts	Music
BA/B.S C. SEM V	MathA/ History	General Punjabi/ basic Punjabi /	English		Eco /soc/Fine Arts	FD/ Comp/H.s c./ physical .Edu	EL. Punjabi/ Hindi / English		HonsEng	MathB/ Political science	Psy.	Music



*Signature*  
Principal  
Pt. Mohan Lal S.D. College  
for Women, Gurdaspur



Date Sheet (Science Deptt.) October 2023 Time 10:00am – 1:00pm

Date	03/10/2023	04/10/2023	05/10/2023	06/10/2023	07/10/2023	09/10/2023	10/10/2023	11/10/2023	12/10/2023	13/10/2022	14/10/2023	16/10/2023
Class												
+1	Chemistry		G. Eng.		Maths	Chemistry	Physics		G. Pbi.	EVS	Comp.	Biology
+2		Physics		G. Eng.	Comp.			Biology	EVS		Pbi.	Math
B.Sc. 1st Sem.	PhysicsA ZooA/	G.English		Organic Chem	G.Punjab/ B.Pbi	MathsA/ Bota		Inorganic Chem /Comp Sci		PhysicsB/ Zoo.B		MathsB/ Bot.B
B.Sc. 3rd Sem	Physical Chem. Comp.Sci		MathsA/ Bot A	G.Pbi /B.Pbi		PhysicsA/ ZooA		MathsB/ Bot.B	G.English		Organic Chem./	PhysicsB/ ZooB
B.Sc. 5th Sem	MathsA/ Bota	G.Punjab/ B.Pbi	English		PhysicsA/ Zoo.A	Physical Chem./ Comp.Sci		PhysicsB/ ZooB		MathsB/ Bot.B		Inorganic Chem./



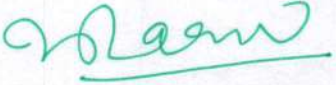
Pt. Mohan Lal S.D. College  
for Women, Gurdaspur  
Principal



## Instructions for Examinations

1. Duty Staff should Report in time, half an hour before Examination.
2. Information for leave should be given in advance.
3. Leave will be possible only with permission of Principal.
4. Duty Staff should not leave room in any case.
5. Mobile phones strictly prohibited during exam duty.
6. Please count your answer sheets before leaving rooms. So that no answer sheet should be left in the room.
7. College work, Register work and Paper checking is not allowed during duty. Exam should be conducted according to GNDU rules.
8. No gossips during duty.
9. Marking should be done according to 40 sheets per day.
10. Table marking in library will be appreciated.
11. No teacher will be allowed to come to staff room for breakfast and tea during examinations hours.
12. Kids are not allowed during examinations strictly.
13. No one can change their examination duty without prior permission of registrar.



  
Principal  
Pt. Mohan Lal S.D. College  
for Women, Gurdaspur