

Phone: 9419610023/700686320



Email: ce.skcgdcpoonch@gmail.com

Website: www.skcgdcpoonch.ac.in

Office of the Controller of Examinations & Admissions
SHRI KRISHAN CHANDER GOVERNMENT DEGREE COLLEGE POONCH
No. GDCP/CE/26/ 001 Dated: 17/10/2026

Meeting Notice

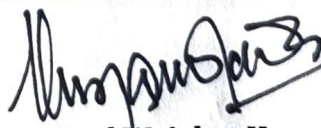
The following officers of the College Examination Section functioning under the Autonomous Framework are hereby directed to attend an important meeting regarding the conduct of the Internal Assessment Tests and End-Semester Examinations for the Academic Year 2026.

Venue: IQAC Chamber

Time: 11: 30 AM

Date: 17/10/2026 (Saturday)

S.No.	Name	Designation	Duty Assigned
1	Dr. Tehseen Abas Khan	Assistant Professor	Deputy Controller of Examination (Conduct)
2	Dr. Ajaz Ahmed Banday	Assistant Professor	Assistant Controller (Evaluation)
3	Prof. Waseem Akram	Assistant Professor	Assistant Controller (Admission & IT)
4	Dr. Amjed Ali Babar	Assistant Professor	Assistant Controller (Stationery and Records)
5	Dr. Yougish Kumar	Assistant Professor	Assistant Controller (Paper Setting)
6	Prof. Mohd. Razaq	Assistant Professor	Assistant Controller (Coding & IT)
7	Prof. Masood Ahmed	Assistant Professor	Assistant Controller (Conduct and Coding)
8	Prof. Mohd. Basharat	Assistant Professor	Assistant Controller (Website)


(Dr. Syed Wajahat Hussain)

Controller of Examinations & Admissions
SKC Government Degree College Poonch

Copy to:

1. Special Assistant to Principal SKC GDC Poonch for the information of worthy Principal.
2. Coordinator IQAC
3. Convener College Website Committee
4. Office Records File

Phone: 9419610023/7006863201



Email: ce.skcgdcpoonch@gmail.com

Website: www.skcgdcpoonch.ac.in

Office of the Controller of Examinations & Admissions
SHRI KRISHAN CHANDER GOVERNMENT DEGREE COLLEGE POONCH

Dated: 17/10/2026

Minutes of Meeting

A meeting of the officers of the College Examination Section functioning under the Autonomous Framework) was convened by the Controller of Examinations and Admissions Today on 17/10/2026 at 11:30 am in IQAC Chamber.

Attendees: The following officers of the Examination Section have attended the meeting.

SL	Name	Signature
01	Dr. Syed Wajahat Hussain	
02	Dr. Tehseen Abas Khan	
03	Dr. Ajaz Ahmed Banday	
04	Prof. Waseem Akram	
05	Dr. Amjed Ali Babar	
06	Dr. Yougish Kumar	
07	Prof. Mohd. Razaq	
08	Prof. Mohd. Basharat	
09	Prof. Masood Ahmed	

• **Commencement of meeting:**

The meeting was declared open by the Controller of Examinations and Admissions at 11:35 am

• **Opening remarks:**

At the very outset of the meeting, the Controller of Examinations and Admissions welcomed all the officers of the Examination Section under Autonomous Framework for attending the meeting. Thereafter, he briefed the agenda items of the meeting.

Agenda:

1. To conduct of Internal Assessment Tests of FYUGP Semester-I under Autonomous Framework.
2. To conduct of End-Semester Examination of FYUGP Semester-I under Autonomous Framework.

3. To decide the colour of the Answer Sheets for various Semesters
4. To Collect the Sample Question Papers from respective HoDs.
5. To prepare the Date-Sheet for both Internal Assessment Tests and End-Semester Examination.

• **Minutes of the meeting:**

On the basis of the views, comments and responses of the officers of the Examination Section, the minutes of meeting are recorded as follows:

1. It has been resolved that the Internal Assessment Tests of FYUGP Semester—I may be conducted from November 15, 2026.
2. It has been resolved that the End-Semester Examination of FYUGP Semester—I may be conducted from December 10, 2026.
3. It has been resolved that the colour of the Answer Sheets will be as follows :
 - (i) Semester—I & II Red Colour
 - (ii) Semester —III & IV Blue Colour
 - (iii) Semester—V & VI Green Colour
 - (iv) Semester—VII & VIII Purple Colour
4. It has been resolved that the Sample Question Paper shall be prepared by Assistant Controller Paper Setting of FYUGP Semester—I
5. It has been resolved that the Date-Sheet for both Internal Assessment Tests and End-Semester Examination shall be prepared by Prof. Masood Ahmed, Assistant Controller (Conduct) as per the dates specified above.

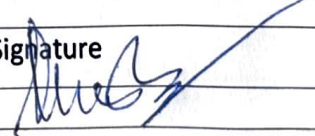
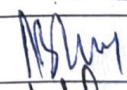
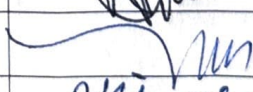
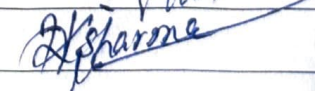
• **Recommendations and confirmations of minutes of meeting :**

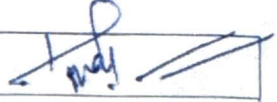
All the officers of the Examination Section accepted and confirmed the minutes of the meeting and recommended these minutes of meeting for approval of worthy Principal.

• **Approval of the minutes of meeting:**

In pursuance to the discussions of the officers of the Examination Section on the agenda items and their recommendations for the approval of these minutes of the meeting, the minutes of meeting are approved as read.

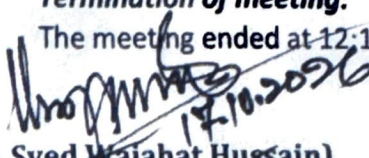
• **officers of the Examination Section**

SL	Name	Signature
01	Dr. Syed Wajahat Hussain	
02	Dr. Tehseen Abas Khan	
03	Dr. Ajaz Ahmed Banday	
04	Prof. Waseem Akram	
05	Dr. Amjed Ali Babar	
06	Dr. Yougish Kumar	

07	Prof. Mohd. Razaq	
08	Prof. Mohd. Basharat	
09	Prof. Masood Ahmed	

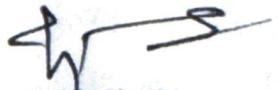
• **Termination of meeting:**

The meeting ended at 12:15 pm with a vote of thanks by Dr. Amjed Ali Babar to the chair.


(Dr. Syed Wajahat Hussain)

Controller of Examinations & Admissions

Approved by:


(Dr. Jasbir Singh)

Principal

SKC Govt. Degree College

Poonch (J&K)

Date 17/10/2026