

Malleswaram Ladies' Association (R)



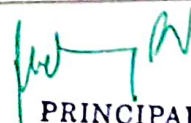
# ACADEMY OF HIGHER LEARNING

## Test Committee

### Calendar of events 2021-2022 Even Semester

SLNO	NAME OF THE EVENT	DATES
1	Test committee meeting	6/7/2022
2	Fixation of Timetable for both the Tests	7/7/2022
3	C1 assignment to the students	8/7/2022
4	Question paper submission T1	12/7/2022
5	Commencement of session test 1	18/7/2022
6	End of session Test	21/7/2022
7	Distribution of practical skill development /blue books	26/7/2022
8	Submission of marks list along C1 Component	29/7/2022
9	Submission of PSD and Skill development Book	17/8/2022
10	Evaluation of PSD Books	21/8/2022
11	Question paper submission T2 (IV & VI Sem)	08/8/2022
12	Commencement of session test 2 (IV & VI Sem)	20/8/2022
13	End of session Test	24/8/2022
14	4 <sup>TH</sup> Sem B Com NGO Report submission	20/8/2022
15	4 <sup>th</sup> Sem BBA Business Plan Submission	16/8/2022
16	6 <sup>th</sup> Sem B Com Corporate internship report submission	10/8/2022
17	6 <sup>th</sup> Sem BBA Project submission	16/8/2022
18	4 <sup>TH</sup> Sem B Com NGO Report evaluation	25/8/2022
19	4 <sup>th</sup> Sem BBA Business Plan evaluation	20/8/2022
20	6 <sup>th</sup> Sem B Com Corporate internship report evaluation	16/8/2022
21	6 <sup>th</sup> Sem BBA Project evaluation	18/8/2022
22	Submission 2nd test of marks list	26/8/2022
23	IA marks submission (IV & VI Sem)	26/8/2022
24	Display of IA marks (IV & VI Sem)	27/8/2022
25	Grievance Meeting	29/8/2022
26	Display of IA marks after Discrepancy and upload it to the university	29/8/2022
27	IA marks submission (II Sem)	12/9/2022
28	Display of IA marks (II Sem)	14/9/2022
29	Grievance Meeting	16/9/2022
30	Display of IA marks after Discrepancy and upload it to the university	19/9/2022



  
PRINCIPAL

MALLESWARAM LADIES ASSOCIATION  
ACADEMY OF HIGHER LEARNING  
14th Cross, Malleswaram  
Bangalore - 560 063



Malleswaram Ladies' Association (R)

# ACADEMY OF HIGHER LEARNING

14<sup>TH</sup> Cross, Malleswaram, Bangalore – 560 003. Tel: 23462632, Email: [mla\\_hl@yahoo.co.in](mailto:mla_hl@yahoo.co.in) Web: [www.mlaahl.org](http://www.mlaahl.org)

**DATE : 25/11/2021**

## CIRCULAR

### TEST AND EXAM COMMITTEE

**2021-2022 (Odd Semester)**

This is to inform all the B.com and BBA students 1<sup>st</sup> round test for the semester will be conducted in the below mentioned dates by your respective subject teachers. Timings for the test will be displayed in your regular class time table .

Class	Date	Pattern
III year B.com and BBA	29/11/2021 to 4/12/2021	As per BCU Guidelines
II year B.Com and BBA	6/12/2021 to 13/12/2021	As per BCU Guidelines
I year B.Com and BBA	13/12/2021 to 17/12/2021	As per NEP Guidelines



*Malleshwaram Ladies Association (R)*  
**ACADEMY OF HIGHER LEARNING**

**Circular from Test and Exam Committee for Teachers**

Malleshwaram Ladies' Association, Academy of Higher Learning is pleased to announce the first internal assessment for B.com and BBA Courses the assessment is scheduled to be conducted for three weeks, from 29<sup>th</sup> November to 17<sup>th</sup> December 2022.

29 <sup>th</sup> November to 4 <sup>th</sup> December 2020	For final year B.com & BBA
6 <sup>th</sup> to 13 <sup>th</sup> December 2020	For second year B.com and BBA
13 <sup>th</sup> to 17 <sup>th</sup> December 2020	For third Year B.com and BBA

**Test guidelines for teachers for conducting of 1<sup>st</sup> Internal Assessment**

<b>Duration for the assessment</b>	1 hour
<b>Marks for assessment</b>	20 marks
<b>Paper pattern</b>	As per the pattern designed by Bangalore city University, for final and second year B.com & BBA.  As per the NEP pattern for first year B.com & BBA.
<b>Completion of valuation</b>	5 days from the commencement of the subject.
<b>Submission of marks list to test &amp; Exam committee</b>	22/12/2021

**Mrs. Tejaswini**  
Assistant professor  
Test & Exam Coordinator



**Dr. P.V. Padmaja**  
Principal

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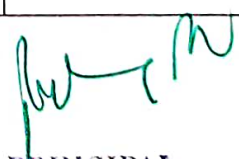
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Bangalore-560 003. Ph No. 080 23462632

**FINAL YEAR AND SECOND YEAR 1<sup>ST</sup> INTERNALS TIME TABLE**

Date	Time	3 <sup>rd</sup> B.Com 'A'	3 <sup>rd</sup> B.Com 'B'	3 <sup>rd</sup> BBA
29/11/2021	10.25am – 11.20 am	Methods & Techniques of Cost Accounting (MTCA)	Methods & Techniques of Cost Accounting (MTCA)	Income Tax-1
30/11/2021	10.25am – 11.20 am	Advanced Financial Management (AFM)	Advanced Financial Management (AFM)	Information Technology for Business –I (ITB)
1/12/2021	10.25am – 11.20 am	Auditing and Corporate Governance	Auditing and Corporate Governance	Indirect Taxes
2/12/2021	10.25am – 11.20 am	Income Tax-1	Income Tax-1	Business Regulations
3/12/2021	10.25am – 11.20 am	Financial Services	Financial Services	
4/12/2021	10.25am – 11.20 am	Advanced Accounting	Advanced Accounting	

Date	Time	2 <sup>nd</sup> B.Com 'A'	2 <sup>nd</sup> B.Com 'B'	3 <sup>rd</sup> BBA
6/12/2021	During Class Hour	Financial Management	Financial Management	Business Data Analytics
7/12/2021	During Class Hour	Language and Science and Society	Language and Science and Society	Human Resource Management and Science and Society
8/12/2021	During Class Hour	Business Data Analytics	Business Data Analytics	Corporate Financial Management
9/12/2021	During Class Hour	English	English	Corporate Communication Skills -1
10/12/2021	During Class Hour	Corporate Accounting	Corporate Accounting	Language
11/12/2021	During Class Hour	Business Regulations	Business Regulations	Cost Accounting
13/12/2021	During Class Hour	-----	-----	Financial Markets and Services




  
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### Test guidelines for teachers for conducting of 1<sup>st</sup> Internal Assessment

	I year	II year	III year
No. of Test	2	2	2
Duration of the Test	1 Hr	1 Hr	1 Hr
Conducting of First Test Internally	13/12/2021 to 17/12/2021	06/12/2021 to 13/12/2021	29/11/2021 to 04/12/2021
Marks for each Test	20 Marks	20 Marks	20 Marks
Paper pattern	As per NEP Guidelines	As per BCU Guidelines	As per BCU Guidelines
Submission of the marks list to committee	22/12/2021	18/12/2021	9/12/2021



  
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14<sup>th</sup> cross, Malleswaram Ladies Association Road,  
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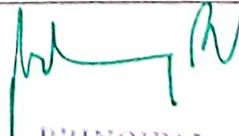
**Invigilators Duty List for 1<sup>st</sup> B.Com and BBA students**

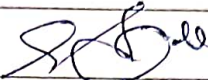



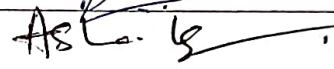
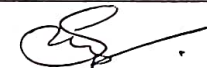
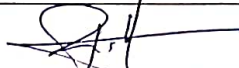
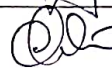
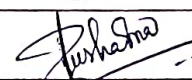
Date	Time	1 <sup>st</sup> B.com 'A'	1 <sup>st</sup> B.Com'B'	1 <sup>st</sup> BBA
13/12/2021	During Class Hour	Management Principles and Applications (Swetha)	Management Principles and Applications (Asha)	Fundamentals of Accounting (Suma)
14/12/2021	During Class Hour	Financial Accounting (Asha)	Financial Accounting (Shashidhar)	Marketing Management (Santoshi)
15/12/2021	During Class Hour	Marketing Management (Santoshi)	Marketing Management (Swetha)	Language
16/12/2021	During Class Hour	English (Chethan)	English (Santoshi)	English (Tejaswini)
17/12/2021	During Class Hour	Language	Language	Management Principles and Practices (Asha)

**Test guidelines for teachers for conducting of 1<sup>st</sup> Internal Assessment**


	I year
No. of Test	2 (C1,C2)
Duration of the Test	1 Hr
Conducting of First Test Internally	13/12/2021 to 17/12/2021
Marks for each Test	20 Marks
Paper pattern	As per NEP Guidelines pattern (20 marks)
Submission of the marks list to committee	22/12/2021



  
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Sl.No	Class & section	Signature
1	I B.com A	
2	I B.com B	
3	II B.com A	
4	II B.com B	
5	III B.com A	
6	III B.com B	
7	I BBA	
8	II BBA	
9	III BBA	



  
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 Bangalore - 560 003



Malleswaram Ladies' Association (R)

# ACADEMY OF HIGHER LEARNING

14<sup>th</sup> Cross, Malleswaram, Bangalore - 560 003. Tel: 23462632, Email:mla\_jil@yahoo.co.in. Web:www.mlaahl.org

DATE : 04/01/2022


## CIRCULAR

### TEST AND EXAM COMMITTEE 2021-2022 (Odd Semester)

This is to inform all the B.com and BBA students Assignments books and Practical Skill Development Books will be collected in your respective classrooms from 3.00 pm – 4. 00 pm on the below mentioned dates

Class	Dates
III rd B.Com and BBA	10/1/2022
II nd B.Com and BBA	11/1/2022
I st B.Com and BBA	12/1/2022



  
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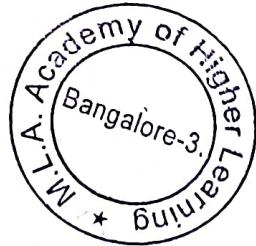
DATE : 27/01/2022


## CIRCULAR

### TEST AND EXAM COMMITTEE

2021-2022 (Odd Semester)

This is to inform all the B.com and BBA students 2<sup>nd</sup> round test for the semester will be conducted from 3/02/2022 to 11/2/2022 from 12.45 pm to 1.45 pm Time Table will be displayed on the college notice board.



  
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## 2<sup>nd</sup> test time table for B.Com and BBA

Date, Day & Timings	Timings	1 <sup>st</sup> B.Com A&B	2 <sup>nd</sup> B.Com A&B	3 <sup>rd</sup> B.Com A&B	1 <sup>st</sup> BBA	2 <sup>nd</sup> BBA	3 <sup>rd</sup> BBA
3/2/2022	1.00pm-1.45 pm	English	Lang	ACG	English	CFM	IDT
4/2/2022	1.00pm-1.45 pm	FA	CA	MTCA	MPA	BDA	BR
5/2/2022	1.00pm-1.45 pm	Lang	BDA	IT	MM	CA	ITB-1
7/2/2022	1.00pm-1.45 pm	MPP	English	AA	FOA	Lang	IT - 1
8/2/2022	1.00pm-1.45 pm	MM	BR	FS	Lang	CCS	BA
9/2/2022	1.00pm-1.45 pm	OEC	FM	AFM	OEC	FMS	MA
10/2/2022	1.00pm-1.45 pm	Digital fluency	SS	CDS	Digital fluency	SS	CDS
11/2/2022	1.00pm-1.45 pm					HRM	

Test will be conducted in the college as per university pattern. Regular classes will be conducted as per the time table schedule.



## Invigilation Diary for 2<sup>nd</sup> Round Test for B.Com and BBA

Date, Day & Timings	LC-1	LC-2	LC-3	LC-4	LC-5	LC-6	LC-7	LC-8
3/2/2022 12.45pm-1.45 pm	Suma	Santoshi	Dakshayini	Swetha	Asha	Tejaswini	Nalini	Sowmya K
4/2/2022 12.45pm-1.45 pm	Kshithija	Pinky	Praveen	Chethan	Shashidar	Swetha	Sowmya K	Asha
5/2/2022 12.45pm-1.45 pm	Santoshi	Suma	Asha	Dakshayini	Tejaswini	Nalini	Swetha	Sowmya K
7/2/2022 12.45pm-1.45 pm	Kshithija	Pinky	Praveen	Chethan	Shashidar	Swetha	Santoshi	Dakshayini
8/2/2022 12.45pm-1.45 pm	Praveen	Chethan	Pinky	Nalini	Tejaswini	Sowmya K	Kshithija	Shashidar
9/2/2022 12.45pm-1.45 pm	Suma	Santoshi	Dakshayini	Asha	Nalini	Tejaswini	Kamala	Kshithija
10/2/2022 3.00 pm - 4.30 pm	Praveen	Chethan	Shashidar	Sandesh	Asha	Suma	Pinky	Kamala
11/2/2022 3.00-4.00PM	Praveen	Chethan	Swetha	Sowmya K	Kamala	Pinky	Santoshi	Sai Pasad

**\*\*Note ---- Any adjustments in the duties should be made internally and bring it to the notice of Committee**



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MALLEWARAM LADIES ASSOCIATION  
ACADEMY OF HIGHER LEARNING  
100, Mallewaram,  
Bangalore - 560 003



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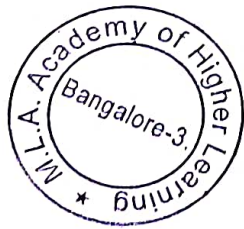
DATE : 12/02/2022

## CIRCULAR

### TEST AND EXAM COMMITTEE

2021-2022 (Odd Semester)

1. This is to inform all the B.com and BBA students 2<sup>nd</sup> test scheduled from 9/2/2022 are postponed as per Government Orders till 16/2/2022 and reupdated time table will be circulated
2. Assignment books, Practical skill development books ,NGO reports will be collected on 15/2/2022 in College basement



  
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DATE : 15/02/2022

## CIRCULAR

### TEST AND EXAM COMMITTEE

2021-2022 (Odd Semester)

This is to inform all the B.com and BBA students 2<sup>nd</sup> test scheduled from 9/2/2022 which were postponed as per Government Orders has been rescheduled as per Government order on 15/2/2022 and time table is as below

2 subject as per time table	10.00-12.00 pm
1 subject as per time table	2.30-3.00 pm



  
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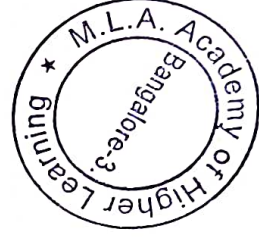
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## Reupdated Invigilation Diary for 2<sup>nd</sup> Round Test for B.Com and BBA

Date, Day & Timings	LC-1	LC-2	LC-3	LC-4	LC-5	LC-6	LC-7	LC-8
17/2/2022 10.00-11.00 am	Suma	Santoshi	Dakshayini	Asha	Nalini	Tejaswini	Kamala	Kshithija
17/2/2022 11.00-12.00 noon	Praveen	Chethan	Shashidar	Sandesh	Asha	Suma	Pinky	Kamala
17/2/2022 2.30 -3.30 pm	Chethan	Praveen	Swetha	Sowmya K	Kamala	Pinky	Santoshi	Sai Pasad

**\*\*Note ---- Any adjustments in the duties should be made internally and bring it to the notice of Committee**



  
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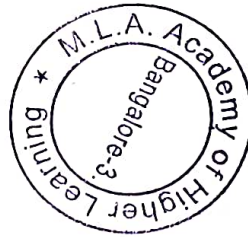
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**DATE: 13.07.2022**

**CIRCULAR**

**TEST AND EXAM COMMITTEE  
2021-2022 (Even Semester)**

This is to inform all the B.com and BBA students 1<sup>st</sup> round test for the semester will be conducted from 18.07.2022 to 21.07.2022. Time Table will be displayed on the college notice board.



  
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## Timetable for Internal Assessment -1

Date, Day & Timings	Timings	1 <sup>st</sup> B. Com	2 <sup>nd</sup> B. Com	3 <sup>rd</sup> B. Com	1 <sup>st</sup> BBA	2 <sup>nd</sup> BBA	3 <sup>rd</sup> BBA
18 <sup>th</sup> July 2022	10.30 am - 12.30 am	CA/Maths & Lang	ACA & English	AGLB & IT	Maths & HRM	BLO & MA	IT -2 & ITB- 2
19 <sup>th</sup> July 2022	10.30 am - 12.30 am	AFA & PM	CA & EBA	SAPM & MA	FA & Lang	CRM & CCS- II	SM & HR Analytics
20 <sup>th</sup> July 2022	10.30 am - 12.30 am	LPB and English	GST & Lang	IFRS & IF	English & Investing in Stock market	ED & Lang	IB & FA Analytics
21 <sup>st</sup> July 2022	10.00 am - 11.00 am	EVS	PD	VE/C&I	EVS	BRM & PD	C&I



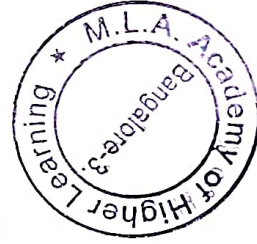
*M. L. A.*  
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Bangalore - 560 003






## Internal Assessment -1 Invigilation Diary for teachers

Date, Day & Timings	LC-1	LC-2	LC-3	LC-4	LC-5	LC-6	LC-7	LC-8
18 <sup>th</sup> July 2022 10.30am -12.30 am	Mr. Sal Prasad	Dr. Nalini	Ms. Santhoshi	Ms. Kamala	Ms. Suma	Ms. Asha	Ms. Tejaswini	
19 <sup>th</sup> July 2022 10.30am -12.30 am	Dr. Dakshayini Ms Swetha	Mr, Sandesh	Ms. Sowmya	Ms. Rachana	Mr. Praveen	Ms. Pinky Sharma	Dr. Kshithija	
20 <sup>th</sup> July 2022 10.30am -12.30 am	Mr. Rajkumar Mr. Chethan	Mr. Shashidar	Dr, Srinivas	Dr. Nalini/ Sowmya	Ms. Santhoshi/Ms . Swetha	Ms. Kamala/Ms. Rachana	Ms. Asha/Ms. Pinky Sharma	
21 <sup>st</sup> July 2022 10.00am -11.00 am	Mr. Shashidar	Dr. Srinivas	Mr. Sal Prasad	Dr. Dakshayini/ Ms. Tejaswini	Mr, Praveen	Ms. Suma	Mr. Rajkumar	Dr. Kshithija/Mr. Chethan



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# ACADEMY OF HIGHER LEARNING

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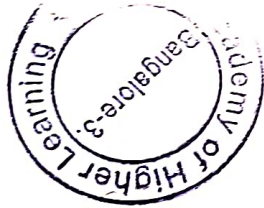
DATE : 16.08.2022


## CIRCULAR

**TEST AND EXAM COMMITTEE**

**2021-2022 (Even Semester)**

This is to inform 2<sup>nd</sup> and 3<sup>rd</sup> year B.Com and BBA students Practical skill development books and Assignment books will be collected on 20.08.2022 after your classes in your respective class rooms.



  
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Malleswaram Ladies' Association (R)  
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DATE : 17.08.2022

**CIRCULAR**

**TEST AND EXAM COMMITTEE**

**2021-2022 (Even Semester)**

This is to inform all the B.com and BBA students 2<sup>nd</sup> round test for the semester will be conducted from 22.08.2022 to 25.08.2022. Time Table will be displayed on the college notice board.



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## Internal Assessment - 2 Invigilation Diary for teachers

Date, Day & Timings	LC-1	LC-2	LC-3	LC-4	LC-5	LC-6	LC-7	LC-8
22 <sup>nd</sup> August 2022	Dr. Dakshayini	Ms. Kamala	Ms. Tejaswini/ Ms. Rachana	Ms. Swetha	Mr. Shashidar	Dr. Srinivas	Ms. Sowmya	Mr. Praveen
	Mr. Sai Prasad	Ms. Santhoshi	Dr. Nalini	Ms. Tejaswini	Ms. Rachana	Mr. Chethan	Ms. Pinky Sharma	Dr. Kshithija
23 <sup>rd</sup> August 2022		Ms. Suma	Ms. Tejaswini	Dr. Dakshayini	Ms. Sowmya	Ms. Swetha	Mr. Shashidar	Mr. Praveen
	Mr. Rajkumar	Ms. Asha	Ms. Rachana		Mr. Rajkumar	Ms. Kamala	Mr. Chethan	Ms. Pinky Sharma
24 <sup>th</sup> August 2022	Ms. Santhoshi	Dr. Nalini	Mr. Sai Prasad	Ms. Tejaswini		Mr. Sandesh	Ms. Santhoshi	Dr. Kshithija
	Ms. Kamala	Mr. Praveen	Ms. Swetha	Dr. Nalini	Dr. Dakshayini	Ms. Santhoshi	Mr. Chethan	Mr. Shashidar
25 <sup>th</sup> August 2022	Ms. Asha	Mr. Praveen	Ms. Swetha	Dr. Nalini	Mr. Chethan	Ms. Pinky Sharma	Ms. Asha	Dr. Kshithija
	Mr. Sandesh	Mr. Shashidar	Mr. Rajkumar	Ms. Sowmya	Mr. Chethan	Ms. Pinky Sharma	Ms. Asha	Dr. Kshithija



\*Note: Invigilators, themselves should arrange for the alternative invigilator during their absence and bring it to the notice of the Test and exam committee

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## Timetable for Internal Assessment -II

Date, Day & Timings	Timings	1 <sup>st</sup> B. Com	2 <sup>nd</sup> B. Com	3 <sup>rd</sup> B. Com	1 <sup>st</sup> BBA	2 <sup>nd</sup> BBA	3 <sup>rd</sup> BBA
22 <sup>nd</sup> August 2022	9.00 am - 11.00 am	AFA & Lang	ACA and English	IFRS & MA	Maths & HRM	MA & ED	ITB-II & SM
23 <sup>RD</sup> August 2022	9.00 am - 10.00 am	LPB	CA	AGLB	Lang	CCS-II	IT-2
24 <sup>th</sup> August 2022	9.00 am - 10.00 am	CA/Maths	EBA	IT	FA	Lang	IB
25 <sup>th</sup> August 2022	9.00 am - 10.00 am	English	Lang	IF	English	CRM	HR Analytics
25 <sup>th</sup> August 2022	After the class	EVS	PD	VE/C&I	EVS	BRM & PD	C&I
26 <sup>th</sup> August 2022	9.00 am - 10.00 am	PM	GST	SAP/Marketing	Investing in stock market	BLO	FA Analytics



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DATE : 23.08.2022


## CIRCULAR

### TEST AND EXAM COMMITTEE 2021-2022 (Even Semester)

This is to inform all the teachers of 2<sup>nd</sup> and 3<sup>rd</sup> year B.Com and BBA to follow the below mentioned schedule for the Submission of Internal Assessment Marks to students and administrative office .

Sl.No.	Particulars	Date
1	Display of Internal Assessment marks to students	29/08/2022
2	Submission of Internal Assessment marks list to office after resolving discrepancies with students by respective subject teachers	1/9/2022
3.	Grievance meeting by Test and Exam Committee	2/9/2022
4.	Final Upload of Internal Assessment Marks in the University Portal	3/9/2022



  
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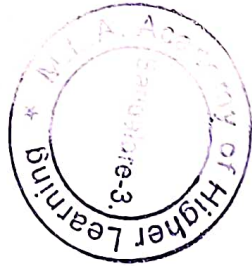
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## CIRCULAR

### TEST AND EXAM COMMITTEE

**2021-2022 (Even Semester)**

This is to inform 2<sup>nd</sup> and 3<sup>rd</sup> year B.Com and BBA students Internal Assessment Marks related Grievances Meeting will be conducted in college on 3/9/2022 from 10.00 am -12.00 noon . Students queries will be addressed by the Test and Exam Committee .



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