

R. 847

OFFICE OF THE CONTROLLER OF EXAMINATIONS ALIGARH MUSLIM UNIVERSITY, ALIGARH

D.No. 1596

Date: 17.12.2022
22

Minutes

of the consultative meeting of the Director, Directorate of School Education and Principals of AMU Schools to discuss the modalities for conduct of Board Examinations-2022-23 of AMU Schools held on 17.12.2022 in Controller's Office.

Following were present:

1. Prof. Asfar Ali Khan, Director, Directorate of School Education
2. Mr. Md. Alamgir, Principal, AMU City Girls High School
3. Mrs. Naghma Irfan, Principal, Senior Secondary School (Girls)
4. Mr. Faisal Nafees, Principal, STS School
5. Mr. Syed Tanweer Nabi, Principal, RPMS AMU City School
6. Dr Sabiha A Salam, Principal, SH Senior Secondary School (Boys)
7. Mrs. Amna Malik, Principal, AMU Girls School
8. Dr Samina, Principal, AMU ABK High School
9. Dr. Naila Rashid, Principal, Ahmadi School of Visually Challenged
10. Dr. Saba Hasan, Vice-Principi, ABK (Girls) School
11. Mr. Mazharul Haque, Senior Programmer, COE Office
12. Mr. S Ruhul Kabir, Assistant Controller, RP Unit
13. Prof. Aejaz Masood, OSD to COE

At the outset, the members were apprised about the conduct of Board Examinations-2022-23 of AMU Schools. Various issues related to these examinations, were discussed in detail.

After detailed deliberations following was agreed upon:

1. It is proposed that Board Examinations-2022-23 of AMU Schools will be commence from first week of March 2023 as decided in the meeting of Board of Secondary and Senior Secondary Education, AMU.
2. The data of students as received from various schools will be uploaded by Computer Cell, COE Office for registration of students.
3. The portal for registration will be opened by Computer Cell, COE Office as per following schedule:-

S.No.	Remark	Date
01.	Opening of Portal for registration of students	December 22, 2022
02.	Last Date for registration by Students (Examination Fee of Rs 200/- per candidate to be realized) (Without Late Fee)	January 8, 2023
03.	Last Date for registration by Students (With late fee of Rs 100/-)	January 15, 2023

4. The students will take a print of their registration and verify the entries. In case of any discrepancy in their personal particulars and/or course details, the student shall bring it to the notice of the Principal of concerned school for correction by January 20, 2023. No correction/modification will be acceptable after January 20, 2023.
5. All students of Class X are requested to get their registration form signed by their parents and submit the same in their respective schools.
6. Hall Tickets will be available one week before the commencement of the examinations. Students will download the Hall Tickets and get their photographs attested from the respective Principal of their school.
7. Mr. Faisal Nafees, Principal, STS School and Mrs. Naghma Irfan, Principal, Senior Secondary School (Girls) will be coordinators for Class X & XII board examinations respectively as decided in the meeting of Board of Secondary and Senior Secondary Education, AMU.
8. The coordinators will provide the updated syllabus, Model Papers, proposed list of Examiners, Scrutinisers for Class X & XII examinations through the Director, Directorate of School Education latest by January 5, 2023.
9. The Examination Centres/Examination schedule will be notified by COE Office.


Assistant Controller
Examinations

Copy to:

1. As Above
2. Director, Directorate of School Education
3. All Sections of COE Office