

Attendees

1. Mr. HS Sarkaria, Controller of Examinations (Chairperson)
2. Dr. Upain K.Bhatia, Dean (Academics)
3. Dr. Sandeep Kad HoD (Computer Science & Engineering)
4. Ms. Binod Kaur, HoD (Applied Sciences)
5. Dr. Sachin Khurana, HoD (Computer Applications)
6. Mr. Rajbir Singh, HoD (Pharmaceutical Sciences)
7. Mr. Vikas Sharma, Dy. CoE (Member Secretary)

The 87th meeting of the Examination Committee was held on 30th July, 2026 at 02:00 PM in the Examination Branch. The Chairperson extended a warm welcome to the members and proceeded with various agenda items as detailed below;

EC 87.1

Action Taken Report of decisions taken in the 86th meeting

Proceedings

The members were apprised of the compliance status on decisions taken during the 86th meeting. With regard to Agenda Item 85.5, Dr. Sachin Khurana investigated the matter and found the error to be on the part of the concerned teacher while uploading the question paper. The committee decided to issue an advisory letter to the concerned faculty member.

EC 87.2

Explanation Regarding the Use of Mobile Phone During Invigilation Duty

Proceedings

The matter was placed before the committee in the presence of the concerned invigilator. It was observed (through CCTV footage) that the teacher was found using a mobile phone during invigilation duty. On being asked, the teacher admitted to the lapse. After due deliberation, the committee decided to issue a strong advisory to the concerned teacher.

EC 87.3

Discussion regarding the updation of question bank on portal as per policy

Proceedings

The Committee deliberated on the updation of the Question Bank available on the Examination Portal in accordance with the institutional policy of reviewing and updating question banks every two years.

After detailed discussion, the members resolved that the concerned faculty members shall download the question bank of their respective subjects from the existing Examination Portal and thoroughly review and update the questions as required. The updated question banks shall be retained by the respective faculty members until the new Examination Portal is made available for uploading.

It was further decided that, once the new Examination Portal is handed over by Dr. Sachin Khurana, HoD (Computer Applications), the concerned faculty members shall upload the updated question banks to the new portal as per the schedule notified.

The Committee also resolved that Dr. Sachin Khurana shall maintain both the existing and the new Examination Portals concurrently until November 2026 to ensure a smooth transition.

Thereafter, subject to the successful implementation and satisfactory performance of the new portal, the institution shall migrate to a single Examination Portal with effect from May 2027. The schedule for downloading the existing question banks and uploading the updated question banks to the new portal shall be notified separately by Dr. Sachin Khurana.

EC 87.4

Discussion on the observations by the checking assistants

Proceedings

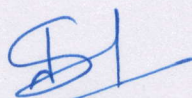
The Member Secretary presented the written observations submitted by the Checking Assistants before the Committee for discussion. It was observed that, in some cases, marks were reduced instead of being increased during correction of totalling errors. The Committee also discussed instructions regarding proper award entry, including writing fractional marks correctly (e.g., 0.5 instead of .5) and directed all evaluators to strictly follow the prescribed evaluation guidelines.

EC 87.5

Discussion on UMC Case – Subject Code BP-203T

Proceedings

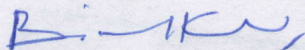
The Committee discussed the UMC case pertaining to Subject Code BP-203T, wherein marks had been uploaded while the case was still under consideration; The Committee observed that such marks should not be uploaded until the case is finalized. It was further decided to invite the concerned faculty member to explain the circumstances under which the marks were uploaded



Mr. Rajbir Singh
(Ex-officio Member)



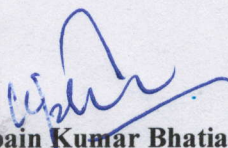
Dr. Sachin Khurana
(Ex-officio Member)



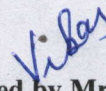
Ms. Binod Kaur
(Ex-officio Member)



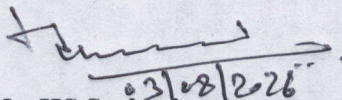
Dr. Sandeep Kad
(Ex-officio Member)



Dr. Upain Kumar Bhatia
(Ex-officio Member)

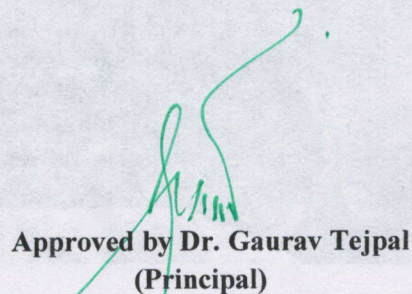


Minutes prepared by **Mr. Vikas Sharma**
(Member Secretary)



23/08/2026

Mr. HS Sarkaria
(Chairperson)



Approved by **Dr. Gaurav Tejpal**
(Principal)

Glimpses

