

26

Amritsar Group of Colleges, Amritsar

Secrecy Branch

Date: 21-07-2021

Proceedings of Meeting of Examination Committee **held on 20.07.2021**

The members of the examination committee conducted a meeting on 20.07.2021 as instructed by worthy Principal Dr. V.K. Banga. The meeting was conducted to discuss and implement the recommendations given by the Honorable Members of the UGC Team visited for renewal of Autonomy to the college.

RECOMMENDATIONS BY UGC TEAM

1. The Answer sheets shall be shown to the students.
2. There shall be a fire extinguisher at the entrance of the Secrecy Branch.
3. You must get the setting of question papers outside the college.
4. You need to improve more the quality of question papers and avoid questions which start with "Define, What etc.".
5. The result shall be declared in 10-15 days after the last exam.
6. Some external Head Examiners shall be appointed.
7. The examination guidelines shall be notified.

DECISION TAKEN BY THE EXAMINATION COMMITTEE

1. Procedure to Show the Answer Sheets

The Examination Committee has decided to show the answer sheets to the students before the declaration of the results. The concerned shall follow the following procedure for the same;

- I. The evaluation must be completed within 5 days after the last exam of a particular semester.
- II. The concerned examiners shall upload the marks on the AGC-LMS.
- III. The HOD shall display a schedule on notice board to show the answer sheets, well in time.
- IV. The HOD may depute any teacher who will get issued the Answer Sheets from Secrecy Branch and the same teacher shall show the Answer Sheets to the students as per the schedule released.
- V. The department must keep the record of showing the answer sheets to students.

- VI. If there is any change in the total count of the marks, the student shall fill a Total Marks Discrepancy proforma.
- VII. If any student is not satisfied with the evaluation, he/she may apply by filling the Re-evaluation form with a payment of Rs. 700/- in the account office.

The above procedure shall be accomplished within 05 days after the last exam of a particular semester of a course.

2. One fire Extinguisher shall be installed at the entrance of the Secrecy Branch

3. Question Paper setting by External Examiners

The Examination Committee has recommended to have 25% of the total setting of question papers by the external examiners. The remuneration of Rs. 3000/- and Rs. 1500/- shall be given for AICTE & Non-AICTE courses, respectively. The plan of action to follow is given below:

1. The Board of Studies shall prepare a list of external examiners (at least 02 per subject) and recommend them to the Examination Committee for every Semester End Exams.
2. The Examination Committee shall finalize the subject-wise external examiners subject to approval by Principal/COE.
3. The Deputy Registrar (Secrecy Branch) shall send the invitation for paper setting to the concerned external examiners which shall include the following:
 - i. Covering letters
 - ii. Syllabus of the subject
 - iii. Pattern and format of the question paper
 - iv. General guidelines for the paper setter
 - v. Blank self-addressed envelope
4. The HODs shall ensure the quality of the question paper and paper setters try to avoid the questions which start with "Define, What etc.".
5. All the results of the different examinations shall be declared within 10-15 days from the last exam of a particular semester.

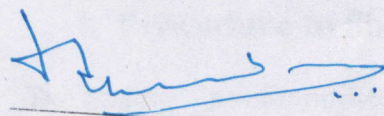
6. Evaluation by External Examiners

The Examination Committee has decided to include external examiners for evaluation of the answer sheets. The remuneration of Rs. 3000/- & Rs. 2000/- plus TA/DA shall be given for AICTE & Non-AICTE courses. The concerned shall follow the given below procedure:

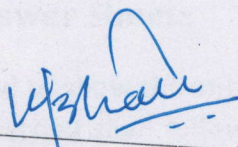
1. The Board of Studies shall prepare a list of external examiners and recommend them to the Examination Committee for every Semester End Exams.
2. The Examination Committee shall finalize the subject-wise external examiners subject to approval by Principal/COE.
3. The Deputy Registrar (Secrecy Branch) shall send the invitation to the concerned external examiners which shall include the following;
 - i. Invitation Letters
 - ii. Instructions for the evaluation

7. All the rules & regulations or guidelines of the examination at Amritsar Group of Colleges shall be notified.

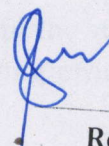
The above proceedings are applicable with subject to approval by Academic Council.



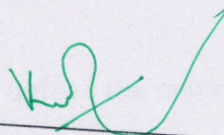
Deputy Registrar



Dean Academic Affairs.



Registrar



Principal/COE