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|  AMRITSAR GROUP OF COLLEGES <small>NAAC Grade "A" 3rd Cycle under Autonomous Category</small> | Minutes of 52nd Meeting Ref.N. AGC/CoE/158 | Examination Committee Date:22-08-2023 |
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The 52nd meeting of the Examination Committee took place across three distinct intervals; the first meeting on 01-08-2023, the second occurred on 7-08-2023 and the third assembly took place on 17-08-2023. All of these meetings were conducted within the examination branch. The agenda-wise proceedings have been explained below;

Agenda 1

Overview of the Amendment-III: guidelines & procedures for Semester End Examinations

Proceedings

The members of the Examination Committee overviewed the Amendment-III: guidelines & procedures for Semester End Examinations and suggested some changes as mentioned below, however, it's important to note that the comprehensive discussion on major reforms will take place in the next agendas onwards;

- (i) Now onwards, we shall use End Semester Examinations (ESE) instead of Semester End Examinations in our documents and communication.
- (ii) The Deputy Registrar (DR) will be replaced by Controller of Examinations (CoE) wherever applicable in the document.
- (iii) The Centre Superintendent (CS) shall follow the 1:30 ratio for invigilation duty and if the strength is 20 or less the CS shall not appoint any invigilator outside his team.
- (iv) The students shall be given one week to apply for re-evaluation after the provisional result notifications.
- (v) All the Non-University Exams of B. Pharmaceutical Sciences shall be conducted centrally.

Agenda 2

Reforms in guidelines of UMC.

Proceedings

The members reviewed previous constitution of the UMC committee and suggested changes accordingly. The members also reviewed the guidelines and suggested accordingly. The new guidelines shall be proposed by Dean Academic Affairs as discussed in the meeting.

Agenda 3

Reforms in guidelines regarding Marks Moderation Policy for Semester End Exams.

Proceedings

The members reviewed the previous policy and recommended the new policy for marks moderation in the Semester End Exams as mentioned below;

- (i) The members resolved to implement a policy of subject-wise moderation for marks. Under this system, a maximum of two subjects from a given semester could be selected, provided that their results shall be below 50%.
- (ii) For precise marks adjustments through moderation, the following policy will be adhered, as outlined in the provided table.

| S.No. | Range of pass %age | Precise Marks through moderation |
|-------|--------------------------------------|----------------------------------|
| 1. | If the result is less than 30 % | 10% marks may be granted |
| 2. | If the result ranges from 30% to 50% | 5% marks may be granted |

Note: In cases where there are more than two subjects with results below 50%, the subjects with the lowest result percentages will be chosen for the moderation of marks.

- (iii) The moderation of marks shall be done automatically through AGC-LMS and such subject codes shall be highlighted e.g. the moderation in red and blue colours is 10% and 5%, respectively.

Agenda 4

Reforms in guidelines regarding Special Exams.

Proceedings

The members of the committee reviewed the previous policy of Special Exams and decided to implement new policy as recommended below;

- (i) It shall be conducted once in a year after even semester.
- (ii) The passing out students shall be considered eligible for Special Exams only on the recommendation of the concerned HoD.
- (iii) The students have the option to apply for any number of exams, including viva-voce assessments etc., by remitting a fee of Rs. 5000/- for each subject.
- (iv) Once all the End Semester Exam results are announced, the Controller of Examinations shall expeditiously issue notifications regarding the special exams.
- (v) The Special Exams will be conducted sequentially without any day off between them.

Agenda 5

Guidelines regarding flying squad.

Proceedings

Earlier, there were no established guidelines pertaining to the flying squad for End Semester Exams. However, from now onwards, the examination committee has recommended a novel procedure regarding flying squad as mentioned below;

- (i) Before the commencement of ESE, the CoE shall invite a list of faculty members from the Heads of Departments for Flying Squad.
- (ii) The CoE shall depute 3-4 members from the pool of such faculty members and convey the concerned through, WhatsApp, one day before the exam.
- (iii) The members of the flying squad shall report to the CoE regarding their visit in the Examination Centre.
- (iv) All such duties will be allocated through a random assignment process among the individuals involved, without any specific preferences or patterns.
- (v) The duty of the flying squad shall be to ensure smooth conduct in the ESE and take necessary action if there is any observation.

Agenda 6

Review of the guidelines regarding the evaluation.

Proceedings

The members reviewed the previous guidelines and suggested the following changes;

- (i) The section-wise faculty members nominated by the HoDs shall be eligible for evaluation of answer sheets of ESE, as per previous practice.
- (ii) The subject-wise variation in marks in the theory between internal and external shall be highlighted and may be given to Head Examiner for further evaluation as Examination Committee decides.
- (iii) In context to the above point the AGC-LMS shall automatically calculate the different variations such as 10%, 20%, 30% and 40%.

Agenda 7

Introduction of challenge evaluation.

Proceedings

The members have decided to have the provision of challenge evaluation. The members recommended;

- (i) If a student is not satisfied with the evaluation, he/she may apply for the challenge evaluation by remitting a fee of Rs.5000/- per answer sheet.
- (ii) Afterwards evaluation will be done in the presence of CoE, DAA, Evaluator and student.

- (iii) If there is a deviation of 25% of marks and the student attains the passing marks, a refund of Rs.5000/- shall be processed.

Agenda 8

All the new initiatives or guidelines with reforms have been already approved by the Examination Committee.

Proceedings

The members of the committee had a look over such initiatives and decided to include them in Amendment IV. These initiatives or guidelines are mentioned below;

- (i) Guidelines regarding the marking scheme for the examiners
- (ii) Guidelines regarding the setting of question papers through a question bank portal
- (iii) Guidelines for written examination for students with physical disabilities

Agenda 9

Pending Investigation against Mr. Gurdeep Singh, Instructor in DME.

Proceedings

The examination committee could not take up this agenda, due to the non-availability of the concerned officials. Now, this agenda will be addressed in a separate meeting.

Agenda 10

Guidelines for comfortable & congenial environment for the students appearing in ESE.

Proceedings

The Centre Superintendent shall ensure to provide the comfortable & congenial environment in the Examination Centre. Our goal is to provide them with best possible conditions to focus on their exams and perform to the best of their abilities. Keeping this in view, all the invigilators or any concerned official shall abide by the following;

- (i) The proper discipline shall be maintained to prevent cheating or any academic misconduct. But at the same time unnecessary pressure on the students shall be avoided.
- (ii) All the concerned officials shall maintain a professional and respectful attitude towards all students.
- (iii) All the students shall be treated equally with kindness, patience and fairness throughout all the exams.
- (iv) Ensure a quiet and peaceful atmosphere in the examination hall. Unnecessary noise shall be minimized particularly conversation among invigilators.
- (v) The invigilators shall always be supportive and encouraging to guide the students in case of any doubt or confusion.

By implementing the above measures we can create an environment where students feel at ease and focus solely on their exams. Your role as invigilator is vital to maintain the proper decorum of the examination system. The invigilators' co-operation and dedication are always appreciated.

Agenda 11

Incorporation of Pass % age in the guidelines.

Proceedings

As this agenda is already known to everyone but it has not been formally mentioned in Amendment- III, though we are following the rules of IKG PTU and PCI in this regard. The members of the committee have decided to incorporate it in our forthcoming Amendment-IV as mentioned below;

- (i) In case of M.Tech./ B.Tech./ MCA/ MBA/ UGC Courses/ B.Voc.
 - (a) 40 % passing marks are required in each internal and external of Theory and Practical of each exam of a particular semester.
 - (b) If the students get re-appear(s) in any of the exams, they will be eligible to take their re-appear(s) for a duration of twice the duration of their programme For example, students enrolled in the B.Tech. program may pursue re-appear opportunities for a maximum period of 8 years.

- (ii) In case of B.Pharma
- (a) A combination of 50% marks both in internal and external of Theory and Practical of each exam is required to get the passing marks.
 - (b) Rest all the examination regulations of PCI shall be applicable.



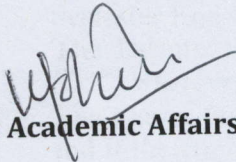
Ex-officio Member
(Head, Department of CA)



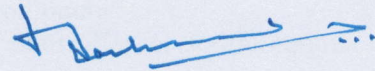
Ex-officio Member
(Head, Department of AS)



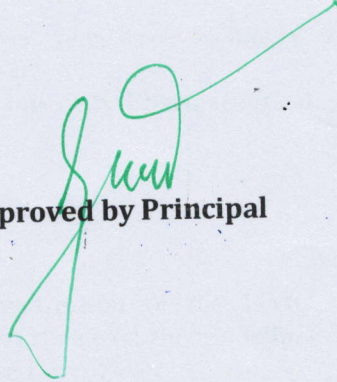
Ex-officio Member
(Head, Department of CSE)



Dean Academic Affairs



Controller of Examinations



Approved by Principal