

Attendees

Dr. Upain Kumar Bhatia
Mr. HS Sarkaria
Ms. Binod Kaur
Dr. Sachin Khurana

Absentee

Dr. Sandeep Kad

Agenda 1

Amendment in the guidelines of Special Exams.

Proceedings

The members reviewed the recent reform (during the 52nd meeting) in the special exam and added a significant element relating to B. Pharmaceutical Sciences. As per rules, a student must successfully complete the first year to be eligible for the 5th semester and the second year to be eligible for the 7th semester. Keeping in view the career prospects of the students, the members decided to revise the guidelines of Special Exams as mentioned 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. **Only in the case of B. Pharmacy, the students who have given the exams of 4th & 6th Semester are also eligible to appear in the special exams for any exam of 1st to 4th semester and 3rd to 6th semester, respectively.**
- (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.

Agenda 2

Revision of various examination/document-related fee.

Proceedings

The members reviewed the PTU circular vide notification no. IKGPTU/Reg/NF/235 dated 21-06-2022. The members recommended the following fee structure to be implemented with immediate effect;

Sr. No	Particulars	Examination/Document related Fee
1.	Examination Fee	<ul style="list-style-type: none"> Rs. 700/- (till batch 2018) Rs. 1000/- (till batch 2021) Rs. 1500/- per semester for UG courses and Rs. 2000/- per semester for PG courses (Batch 2022 & onwards)
2.	Examination fee for students appearing in Special Chance Exam	Rs. 5000/- per subject
3.	Re-evaluation fee	Rs. 1000/- per subject
4.	Challenge Evaluation Fee	Rs. 5000/- per answer sheet. If there is a deviation of 25% of marks and the student attains the passing marks, a refund of Rs. 5000/- shall be processed.
5.	Provisional Degree Certificate (after completion of program)	No Fee
6.	Bonafide Certificate	No Fee

7.	Backlog Certificate	No Fee
8.	Attestation of DMC/Degree	No Fee
9.	Correction of Detail Marks Card	As per IKG PTU norms
10.	Confidential Result	Rs. 500/- per subject & Rs. 1000/- per semester
11.	Medium of Instruction Certificate	No Fee
12.	Attested Copy of Syllabus	Rs. 200/- per semester
13.	Correction in Admit Card	Rs. 500/-

Agenda 3

Pending investigation regarding malpractice held during May 2023 End Semester Examinations.

Proceedings

The members referred the proceedings of Agenda 2 of 53rd meeting and called Mr. Gurdeep Singh, Technician in the department of Mechanical Engineering. After being briefed on the investigation, Mr. Gurdeep Singh accepted his mistake and expressed his commitment to avoid such actions in the future. Considering his longstanding and honest service to the college, the committee decided to issue him a warning letter. The case has been marked as resolved.

Agenda 4

Guidelines to dispose off the examination related documents.

Proceedings

The CoE apprised the members with the existing practice of disposing off examination-related documents for various programmes running in the college. All such examination-related documents are disposed off after the completion of double the duration of the respective programmes. This practice was initiated after receiving verbal confirmation from IKG PTU. The committee discussed the effectiveness and appropriateness of the current policy. The members reviewed previous documents of this practice being followed by the Examination Branch. During the meeting, all committee members reached a unanimous decision regarding the disposal of examination-related documents. The committee agreed that such material will be disposed of once a specific batch completes double the duration of its respective program. For example, the examination-related documents of the BCA program will be disposed off after 6 years, considering that the program has a duration of 3 years. The members decided to follow a structured process for systematic disposal as mentioned below;

- (i) This practice shall be followed after every 2 years.
- (ii) The Team of Examination Branch shall prepare the list of such documents to be disposed off.
- (iii) The CoE shall prepare the detail in the prescribed format to be presented to the Examination Committee for final approval.
- (iv) After getting the approval, all such documents shall be disposed off in front of CoE and Deputy Superintendent (Examination Branch)

Agenda 5

Reforms in the constitution of committee for selection/printing of the question papers.

Proceedings

The members discussed the previous committees and decided to bring minor changes to the committee. From now onwards the following members are included in the committee for the selection/printing of the question papers;

- (i) Controller of Examinations/Dean Academic Affairs
- (ii) Centre Superintendent (Morning or Evening)
- (iii) Deputy Superintendent (Examination Branch)

Agenda 6

Format of Amendment IV for Guidelines & Procedures for ESE.

Proceedings

The CoE presented the previous table of contents of Amendment III for new formatting. After a comprehensive review, the members reorganized the content sequence. CoE will now draft Amendment IV for Guidelines & Procedures for ESE, as per the newly proposed format by the Examination Committee.

Agenda 7

Enhancement in remuneration for External paper setter for Non-AICTE programmes.

Proceedings

The committee has decided to increase the remuneration for Non-AICTE programmes from Rs.1500 to Rs.2000 for 2 sets of question papers for each subject. From now onwards the external paper setters for Non-AICTE programmes shall be paid Rs. 2000/- for 2 sets for each subject.

Ex-officio Member
(Head, Department of CA)

Ex-officio Member
(Head, Department of AS)

Dean Academic Affairs

Controller of Examinations

Approved by Principal