

**Attendees**

1. Dr. Gaurav Tejpal (Chairman)
2. Dr. Upain K.Bhatia (Member)
3. Dr. Sandeep Kad (Ex. Officio Member)
4. Ms. Binod Kaur (Ex. Officio Member)
5. Dr. Sachin Khurana (Ex. Officio Member)
6. Mr. HS Sarkaria (Member Secretary)

The 61<sup>st</sup> meeting of the Examination Committee held on 07-06-2024 at 10:00 am in the Principal's office. The member secretary presented the agenda for an open and detailed discussion on the significant changes in the ESEs.

**Agenda item 61**

Reforms in End Semester Examinations.

**Proceedings**

**61.1 Exam Form Filling Schedule**

The schedule for exam form filling shall be released by the Examination Branch as per our previous practice.

**61.2 Date Sheet**

**61.2.1** The date sheet shall be prepared & released by the respective departments.

**61.2.2** There shall be no off days between any exams. All Saturdays and Sundays shall be working days.

**61.2.3** The date sheet shall be released on the very first day of the start of the session.

**61.2.4** A copy of the Date Sheet shall be sent in the Examination Branch.

**61.3 Conduct of ESEs**

**61.3.1** The ESEs shall be conducted by the respective departments according to the guidelines and procedures of ESEs.

**61.3.2** The superintendent of the respective departments shall collect the required number of answer sheets and question papers from the Examination Branch 30 minutes before the exam, based on the date sheet and day-wise students' strength.

**61.4 Evaluation**

**61.4.1** Evaluation shall be done at the departmental level only.

**61.4.2** The answer sheets shall be evaluated by one evaluator only, instead of section-wise evaluation. The teacher who taught the subject shall serve as the evaluator for the concerned exam.

**61.4.3** The checking assistants' job is no more required.

**61.4.4** After evaluation, the marks shall be uploaded on AGC-LMS



61.4.5 Afterwards, the answer sheets shall be shown to the students (If there is any representation from the students that will be dealt by the Examination Branch only).

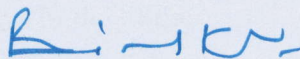
61.4.6 The respective superintendent shall be responsible for returning the answer sheets received from the Examination Branch for each exam.

61.4.7 All re-evaluations shall be done in the Examination Branch after result declaration.

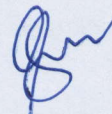
All other guidelines and procedures of the ESEs shall remain unchanged.



**Ex-officio Member**  
(Head, Department of CA)



**Ex-officio Member**  
(Head, Department of AS)



**Ex-officio Member**  
(Head, Department of CSE)

**Dean Academic Affairs**  
(Member)



**Controller of Examinations**  
(Member Secretary)

**Approved by Principal**  
(Chairman)

