

 AMRITSAR GROUP OF COLLEGES <small>NAAC Grade "A" 3rd Cycle Autonomous College under Autonomous Category (Since 2014) Conferred by UGC</small>	Proceedings of 64th Meeting <hr/> Ref. N. AGC/CoE/383 Date 28-08-2024	Examination Committee
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Attendees

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

The 64th meeting of the Examination Committee was convened on 27th August 2024, at 2:00 pm in the Examination Branch. The Member Secretary extended a warm welcome to the members and proceeded with various agenda items as detailed below;

Agenda item 64.1

Planning of Nov-2024 ESEs

Proceedings

64.1.1 Conduct of ESEs

64.1.1.1 Regular ESEs

All the regular ESEs shall be conducted department-wise and the Academic Coordinator shall be appointed as superintendent in each department. All the respective superintendents shall calculate their requirement for Answer Sheets and submit in the Examination Branch one week before the start of ESEs.

64.1.1.2 Preparation of Date Sheet for regular ESEs

The Date Sheet for all the regular exams shall be prepared (as per academic calendar) by the respective Academic Coordinator without any off day except Sunday and same shall be released within 7 days after the release of this information.

64.1.1.3 Re-appear exams

Re-appear exams shall be conducted centrally. These re-appear exams will be scheduled separately from the regular exams, which may be conducted;

Immediately after last regular exam ✓

Or

Before the start of the session by 2nd January 2025.

64.1.1.4 Release of Schedule for Exam Form Filling

The schedule for Exam Form filling shall be released within 7 days after the release of this information.

64.1.1.5 Preparation of Date Sheet for re-appear exams

The Date Sheet for re-appear exams shall be released by the Controller of Examinations during the first week of October 2024.

64.1.2 Evaluation of ESEs

This is with reference to the Circular with Ref.No. AGC/CoE/364 regarding point 4.1 and proceedings of 61st meeting with Ref. N. AGC/CoE/346 regarding point 61.4.1. The members of the committee have decided to follow the evaluation process centrally in the Examination Branch, as per previous practice.

Agenda item 64.2

Use of 32 pages answer sheets

Proceedings

As instructed in the 15th Meeting of the Academic Council, the students will be provided with 32 pages answer sheets during the ESEs. To optimize the available stock, the supplementary sheets shall be bound with the existing 28-page sheets to create 32-page answer sheets for use in the End Semester Examinations.

Agenda item 64.3

Updating the Question Bank Portal

Proceedings

It has been decided that the Question Bank portal will remain open from 3rd September to 30th September 2024. The HoDs shall take the necessary action to;

- A. Update the Question Bank according to the new study schemes or make any necessary revisions in the existing Question Bank.
- B. Upload the Question Bank received from External Paper Setters, if provided by the Examination Branch.

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)