

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 65th meeting of the Examination Committee was held on 27th September 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 65.1

Guidelines for Internal (Theory & Practical) Re-appear Exams

Proceedings

The members reviewed the document of proposal (attached herewith) for guidelines for Internal (Theory & Practical) Re-appear Exams presented by member secretary. The members disagreed to implement the formula of "Carry Forward the Earned Marks" due to the various reasons as mentioned below;

- 65.1.1 It has been challenging to maintain accurate student records, manually.
- 65.1.2 These guidelines can be implemented only with a well-equipped LMS.
- 65.1.3 It is difficult to retrieve old record.
- 65.1.4 There may be an overlap in managing MSTs (1st & 2nd) and Assignments (1st & 2nd) for each failure or who missed it, leading to an excessive workload for the teachers.

The members decided to "Carry Forward the Earned Marks" of attendance. Accordingly, the students may obtain the remaining marks by re-appearing in one MST and submitting one Assignment.

Agenda item 65.2

Revision of Pattern/format of 32 pages answer sheets

Proceedings

The members reviewed the answer sheets of 28 and 32 pages and accordingly suggested the changes in the new printing of the 32 pages answer sheets with a provision of filling the awards for 22 questions.

Agenda item 65.3

Revision of IUT Fee

Proceedings

After reviewing the examination fee under various heads, the members decided to charge a fee of Rs. 1000/- for IUT.

Agenda item 65.4

Usage of blank pages taken from used answer sheets

Proceedings

The members have advised to use the blank pages taken from used answer sheets for MST purposes. The Examination Branch will arrange to have these pages bound by printers in the format of the MST answer sheets, regardless of the page sequencing.

Agenda item 65.5

Academic Coordinator and Secrecy Coordinator

Proceedings

The secrecy coordinator will now be referred as Examination Coordinator. The nature of responsibilities of Academic Coordinator and Examination Coordinator will remain separate.

Agenda item 65.6

Centralized Team for re-appear exams

Proceedings

After the Nov 2024 Regular End Semester Examinations, Mr. Amanpreet Singh (Instructor in DCSE), Mr. Raghu Raja (SA in DCE), Mr. Chetan (Attendant in Dept. of Pharma. Sciences) and Mr. Satnam Singh (Attendant in DCA) will work with Examination Branch for conducting the Nov 2024 Re-appear Exams.

Agenda item 65.7

Duty roster for invigilation duty for re-appear exams

Proceedings

The members expressed a preference to continue with the previous practice of department-wise allocation of invigilation duties, rather than using duty rosters.

Agenda item 65.8

Answer key for evaluation

Proceedings

As per the point 61.4.2 in the proceedings of 61st meeting of examination committee (vide Ref. N. AGC/CoE/346 Dated 11-06-2024), the members have decided to discontinue the practice of submitting the answer keys for evaluation of ESEs. Regarding the same point, due to multiple sections of the same class, evaluators may not receive the answer sheets of the students they have taught.

Agenda item 65.9

MST-II as rehearsal for End Semester Examinations

Proceedings

As this is the first time, we have decentralized the conduct of ESEs, it is crucial to ensure that no mistakes occur, given the importance of examinations in assessing the course and programme outcomes for students. To ensure a seamless process, the committee has decided to treat the MST-II as a rehearsal for the upcoming End Semester Examinations. During MST-II, a team of experts will visit all departments to oversee and ensure the smooth conduct of the examination system across the campus.

Agenda item 65.10

Refreshment for End Semester Examinations

Proceedings

As per previous practice, the committee has decided to allocate Rs. 35/- per invigilator for refreshments. The Centre Superintendent must fill out a prescribed slip, available in the

Examination Branch, to obtain refreshments from the college canteen. It is advised to maintain a proper day-wise record of refreshments taken by each department.

Agenda item 65.11

Revision of panel for selection of question papers

Proceedings

The committee reviewed and decided to revise the panel for selection and online generation of question papers which shall include CoE/DAA, Dy. CoE and Assistant Registrar (EB).

Agenda item 65.12

Timings of ESEs

Proceedings

In light of the same team managing both the morning and evening sessions, the committee has decided to start the morning session 30 minutes earlier. Accordingly, the timings for both sessions will be as follows:

Morning

10:00 am to 1:00 pm

Evening

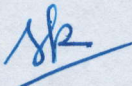
1:30 pm to 4:30 pm

Agenda item 65.13

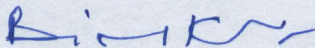
COs for BTM and MHMCT

Proceedings

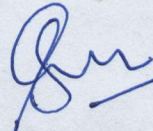
The committee has decided to prepare COs for various courses in BTM and MHMCT and accordingly the questions shall be uploaded on Question Bank Portal.



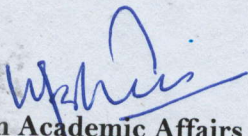
Ex-officio Member
(Head, Department of CA)



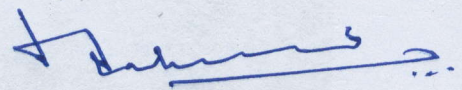
Ex-officio Member
(Head, Department of AS)



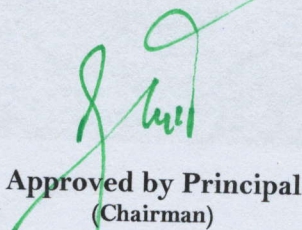
Ex-officio Member
(Head, Department of CSE)



Dean Academic Affairs
(Member)



Controller of Examinations
(Member Secretary)



Approved by Principal
(Chairman)

Glimpses

