

**Attendees**

1. Mr. HS Sarkaria, Controller of Examinations (Chairperson)
2. Dr. Upain K.Bhatia, Dean Academics (Ex Officio Member)
3. Dr. Sandeep Kad, Head Department of CSE (Ex Officio Member)
4. Ms. Binod Kaur, Head Department of AS (Ex. Officio Member)
5. Dr. Sachin Khurana, Head Department of CA (Ex. Officio Member)
6. Mr. Rajbir Singh, Head Department of Pharmaceutical Sciences (Ex Officio Member)
7. Mr. Rahul Sharma, Deputy CoE (Member Secretary)

The 79<sup>th</sup> meeting of the Examination Committee was held on 6<sup>th</sup> October 2025 at 3:00 pm in the Examination Branch. The Chairperson extended a warm welcome to the members and proceeded with various agenda items as detailed below;

**Agenda item 79.1**

Action Taken Report of decisions taken in the 78<sup>th</sup> meeting

**Proceedings**

All decisions taken during the previous meeting have been duly implemented in accordance with the approved resolutions except the following;

79.1.1 The agenda item 78.1.3 regarding the discrepancies in the question papers of AEC-24201 and AGAM-21301, which had been discussed in the previous meeting, was reviewed again in the present meeting for final decision. After examining the responses of the concerned paper setters, it was observed that the paper setter of AEC-24201 accepted her mistake and expressed regret, while the paper setter of AGAM-21301 did not accept her mistake despite the discrepancy being evident. After due deliberation, it was decided that an advisory letter be issued to the paper setter of AEC-24201, advising her to be more careful in the future, and a warning letter be issued to the paper setter of AGAM-21301 for not accepting responsibility for the error.

79.1.2. The agenda 78.3 regarding the re-evaluation of the subject MPH201T, which was discussed in the last meeting, was reviewed in the present meeting to assess the outcome of the second re-evaluation. Upon examining the results, it was observed that there was a significant discrepancy in the initial evaluation, indicating negligence on the part of the evaluator. After due discussion, the committee decided that a warning letter be issued to the evaluator of the subject MPH201T for his carelessness and lack of due diligence while evaluating the answer sheets.

**Agenda item 79.2**

Observation during UMC hearing

**Proceedings**

The agenda regarding the observations made during the UMC (Unfair Means Case) hearing was brought to the attention of all members in the meeting. The matter was discussed in brief, and members noted the importance of addressing the issues observed during the

hearing. After consideration, it was decided that a detailed discussion and final decision on this agenda will be taken in the next meeting.

#### **Agenda item 79.3**

Regarding re-evaluation marks difference of subject code BP602T

#### **Proceedings**

The agenda regarding the re-evaluation marks difference of subject code BP602T was discussed in the meeting. Upon examination, it was observed that there was a major difference in the evaluation of Section-B. After detailed discussion, it was decided that a warning letter shall be issued to the evaluator of Section-B of subject BP602T for his negligence and lack of due diligence during the evaluation process.

#### **Agenda item 79.4**

Policy for RL cases

#### **Proceedings**

The agenda regarding the policy for RL (Result Late) cases was discussed in detail during the meeting. Members shared their views and suggestions on how such cases should be handled in future to ensure fairness and transparency. However, after thorough discussion, the committee could not reach a final decision on this matter. It was therefore decided to defer this agenda and take it up again for further discussion.

#### **Agenda item 79.5**

External Paper Setter for Nov 2025 ESEs

#### **Proceedings**

The agenda regarding the appointment of external paper setters was discussed in the meeting. It was decided that a list of approved external paper setters, as recommended by the respective Boards of Studies (BOS), shall be obtained from all departments. This list will be used for the preparation and setting of question bank for the forthcoming End Semester Examinations scheduled in November 2025 and May 2026.

#### **Agenda item 79.6**

Discussion on appearing of student in the exam (ACPH-101, re-appear) without Admit Card.

#### **Proceedings**

The agenda regarding a student who appeared in the ACPH-101 (Re-appear) examination without filling in the admit card was discussed in detail during the meeting. The committee reviewed the admit card records and the seating plan of the concerned student. Upon examination, it was found that the lapse occurred due to the negligence of the examination officiating superintendent. Therefore, it was decided that a warning letter shall be issued to the superintendent for his carelessness in performing examination duties.

#### **Agenda item 79.7**

Discussion on the application of student for extra time in examinations she is suffering from CP.

#### **Proceedings**

The committee discussed the case of a student suffering from Cerebral Palsy (CP) who requires additional support during examinations. Her disability medical documents and the extra time granted to her by the school and CBSE were reviewed. It was decided that the student shall be granted one extra hour to complete the examination.

### **Agenda item 79.8**

Question Paper pattern of subject BHMCT706-18

#### **Proceedings**

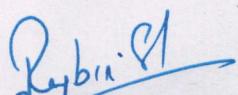
The committee discussed the question paper pattern of the subject BHMCT706-18. It was noted that the question paper was originally designed for 40 marks, but was mistakenly uploaded as 60 marks on the portal. After deliberation, the final pattern was confirmed, and it was decided that the question paper on the portal shall be deleted and the paper will be set manually by the department as per the pattern attached herewith.

### **Agenda item 79.9**

Data for IQAC: No. of students pass in stipulated time

#### **Proceedings**

The committee discussed the collection of data regarding the number of students passing within the stipulated time for IQAC purposes. It was noted that preparing such data at the department level is very difficult, as it is not available on a single platform. The committee concluded that the most accurate data is available in the Registrar (Admin) Office, as they maintain records of all students and update them after every examination session. This data is required after the even semester examinations, and it was suggested that one teacher from the department can be designated to collect the data from the office.



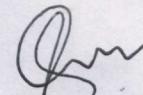
Mr. Rajbir Singh  
(Ex-officio Member)



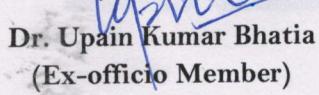
Dr. Sachin Khurana  
(Ex-officio Member)



Ms. Binod Kaur  
(Ex-officio Member)

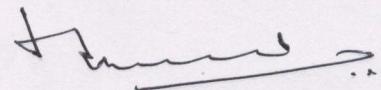


Dr. Sandeep Kad  
(Ex-officio Member)



Dr. Upain Kumar Bhatia  
(Ex-officio Member)

Minutes prepared by Mr. Rahul Sharma  
(Member Secretary)



Mr. HS Sarkaria  
(Chairperson)

Approved by Dr. Gaurav Tejpal  
(Principal)

## Glimpses

