

Proceedings of 80th Meeting

Ref. N. AGC/CoE/588

Date 31-10-2025

Examination
Committee**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. Rahul Sharma, Deputy CoE (Member Secretary)

Absentees

1. Mr. Rajbir Singh, Head Department of Pharmaceutical Sciences (Ex Officio Member)

The 79th meeting of the Examination Committee was held on 30th October 2025 at 2:00 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 80.1

Action Taken Report of decisions taken in the 78th meeting

Proceedings

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

79.2 Observation during UMC hearing:

During the UMC hearing, it was observed that the Superintendent had placed a wrong answer sheet in the UMC packet instead of the concerned student's actual answer sheet. This resulted in an incorrect document being presented for the proceedings. The Examination Committee decided that the Superintendent will be called and asked to explain the reason for this mistake and to ensure such negligence is not repeated in future.

Agenda item 80.2

Selection of External Paper Setters

Proceedings

The Examination Committee discussed and finalized the selection of External Paper Setters for the preparation of the Question Bank for the forthcoming November 2025 and May 2026 examination sessions. It was decided that formal invitations will be sent to the selected External Paper Setters to prepare the Question Bank as per the prescribed format and guidelines. Deputy CoE to take the necessary action in this regard.

Agenda item 80.3

Department wise constitution of Conduct Teams for Regular Exams

Proceedings

It was decided that the department-wise constitution of Conduct Teams for the forthcoming Regular Examinations will be prepared by each department. The conduct team in each department shall include 1 Superintendent, 1 Deputy Superintendent, 1 Instructor, 1 DEO and 2 Attendants.

Agenda item 80.4

Constitution of Conduct Team for Re-appear Exams

Proceedings

The Examination Committee discussed and finalized the Conduct Team for the Re-appear Examinations scheduled in the November 2025 session. The committee decided to appoint ~~SK~~ Ms. Arjinder Kaur as Superintendent, Ms. Guneet Kaur as Deputy Superintendent, Mr. Amanpreet Singh as Instructor, Ms. Meenu Sharma as DEO and 2 attendants one from DPS and one from DMS for the smooth and effective conduct of the examinations.

Agenda item 80.5

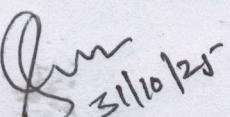
Additional instructions for Evaluators

Proceedings

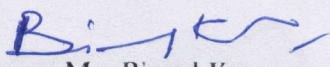
It was observed that certain evaluation practices, although being consistently implemented over time, had not been formally documented. To ensure uniformity, clarity, and transparency in the evaluation process, the Examination Committee deliberated upon this and recommended the additional instructions as attached herewith.



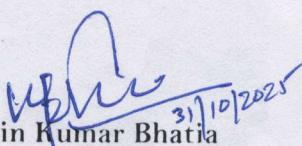
Dr. Sachin Khurana
(Ex-officio Member)


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Dr. Sandeep Kad
(Ex-officio Member)

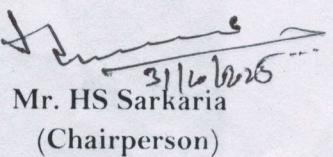


Ms. Binod Kaur
(Ex-officio Member)

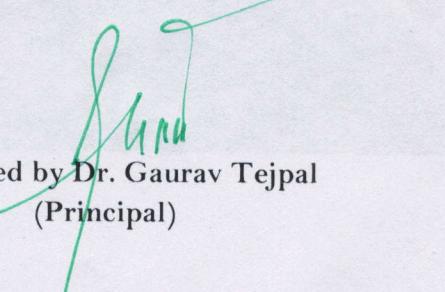

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Dr. Upain Kumar Bhatia
(Ex-officio Member)

Minutes prepared by Mr. Rahul Sharma
(Member Secretary)


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Mr. HS Sarkaria
(Chairperson)


Approved by Dr. Gaurav Tejpal
(Principal)

Glimpses

